Committee Minute Form

Room 328, 340-9th Street
Brandon MB R7B 2K8
Phone (204) 726-6361
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Manitoba

Workplace Safety & Health Division

BRANDON SCHOOL DIVISION 1031 – 6th Street Brandon, MB R7A 4K5 **Phone:** (204) 729-3100 **Fax:** (204) 727-2217 Central Committee Meeting date: March 16, 2011 Date of next meeting: May 18, 2011 Number of employees at Workplaces: 700+	Employer Members	Occupation	Present	Absent
	Gerald Barnes	Secretary-Treasurer		x
	Mel Clark	Director Fac & Trans	x	
	Pat Bowslaugh	Trustee	x	
	Craig Laluk	School Administrator	x	
	Worker Members			
	Richard Derewianchuk	Teacher	x	
	Lionel Ogg	Teacher	x	
	Kim Kooistra	Secretary	x	
	Issa Qumsieh	Custodian	x	
	Guests Doug Armstrong, WPS&H Officer	Ex-officio	x	

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
A	Minutes of January 19, 2011 • Richard Derewianchuk, Chair, called the meeting to order at 1:25 p.m. • It was reported that Gerald Barnes is away on vacation. • Trustee Bowslaugh entered the meeting at 1:35 p.m. • There were no concerns or additions to the meeting minutes of January 19, 2011.	- Previous Meeting Minutes adopted as circulated: Moved by Craig Laluk. Seconded by Issa Qumsieh. Carried	-
B	Outstanding Issues: • Defibrillators in Schools Update	- Doug Armstrong reported that he spoke with Ralph Clark about this. There are three (3) AED's coming and according to a survey that was completed, they will be going to the three highest-use schools in the Division – Earl Oxford, St. Augustine, and Kirkcaldy Heights Schools. - Discussion ensued about the cost of the AED's and minimal training that would be involved, including the user groups that would be involved.	-
	• Draft Policy: Violence in the Workplace – Update	- It was reported that this item is still in progress. - Now that the Financial Budget is finalized, an update will be available soon. - Richard Derewianchuk acknowledged that this policy is to be in consultation with the WPS&H Committee. Mr. Derewianchuk and Lionel Ogg will provide some information to Doug Armstrong for this policy.	Secretary – Treasurer for next meeting.
	• Draft Policy: Violence in the Workplace – Training Allocation • Draft Policy: Violence in the Workplace – HR Training	- It was reported from the Superintendent's Office that this training allocation is looked after with the school principals. Greg handles this area. The EA's get this training as required. - It was further confirmed via committee discussion that it is the school principals who determine which school staff are to receive training in this area. HR works with a list that is provided by the school principals. - Craig Laluk supported that school staff should be trained accordingly and with more consistency.	-

Co-Chairpersons' Signatures Please indicate by (X) in the brackets below who chaired this meeting.
BOTH management and worker co-chairs must sign each page of the minutes when they agree that the minutes are complete and accurate.

If one, or both co-chairs do not agree with the minute record, please attach concerns on a separate page.

In my opinion, the above is an accurate record of this meeting.

( ) Print name of Employer Co-Chair Mel Clark (x) Print Name of Worker Co-Chair Richard Derewianchuk

Signature_____ Signature_____

Within 7 days, copy to: ❶ Committee members; ❷ Committee files; ❸ Workplace Safety and Health; ❹ Post on S&H Bulletin Board

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		- Trustee Bowslaugh provided that she raised this issue with the Board and that appropriate response to students in need is necessary. It was advised that common sense prevail in situations like this, including with school staff who have not been trained.	
	• Workplace Safety & Health Committee Structure – BTA Response	- Richard Derewianchuk apologized that this item was not discussed at their last meeting; however, it is on the table for the meeting next Thursday. - Mr. Derewianchuk further reported that the BTA response was yes to continue with a variance for one year. Mr. Derewianchuk and Mr. Hardy have spoken about this at great lengths. It was advised that a three-year variance would be more suitable as applying yearly for a variance is not efficient use of time.	Richard Derewianchuk to advise on BTA response at next meeting.
	• IA Lab Inspections (Elementary & Secondary Schools), October 25, 2010 Report Form – Correction Requested	- Doug Armstrong reported that he met with Ms. Draper (Safety & Health Officer, Labour & Immigration Dept.) about these concerns; a letter has been drafted up, along with the items that were to be addressed, and is waiting to be finalized. It is due to the Labour & Immigration Dept. by April 1, 2011. - Our biggest issue is to evaluate our WPS&H program, the signing policy/authority, and report to the Province. - Mr. Armstrong also reported that there is now a form that is to be filled out and signed off for any improvement orders and inspections completed. It replaces the letter that used to be sent out. He explained the use of the form and it was circulated for the committee to view.	Doug Armstrong to post this new form on the WPS&H conference.
	• School Inspections Overview – Update	- Doug Armstrong reported that the school inspections are going very well. There are four (4) left to inspect. - Discussion ensued about school inspections and that they should be brought forward to the WPS&H Committee as they are completed (as part of the variance). - Kim Kooistra suggested that incident reports should also come to the WPS&H Committee meetings. Richard Derewianchuk indicated that these reports will encourage teachers to do better reporting. - *(Mr. Armstrong took this opportunity to circulate copies of "Reporting Incidents" since it was being discussed at this time.)* - Ms. Kooistra stated that there is no consistency among the Division in regards to incident reporting; one department will advise something differently from another department. It is advised that the Division will have one procedure for everyone to follow for consistency.	-

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		- Further discussion ensued about perhaps an administrator orientation manual, especially for new administrators and/or a yearly fall orientation. It is important that everyone have all the correct information and be consistent. Mr. Armstrong indicated that this incident reporting information will now be the standard model. - Discussion also included determining severity of incidents, communicable diseases, etc.	
	• Signage for Mouse Traps – Confirmation	- Mel Clark indicated that he spoke with Poulin's about mouse traps; Poulin's confirmed that if they set traps, they place them in non-public spots, but they do not post signage. If traps are set in a classroom, they are placed where students don't have immediate accessibility (i.e. behind filing cabinets, etc.). and the teacher is notified of these trap locations. - Mr. Clark also provided that in warmer months, schools tend to leave doors open; that is one way for mice to enter the buildings. Teachers are reminded to keep doors closed at all times to prevent this.	-
C	Correspondence: • Copy of correspondence from BTA, dated January 26, 2011, regarding Workplace Safety and Health Training	- Richard Derewianchuk indicated that the BTA was very concerned with the decision that was made by Mr. Barnes in regards to attending the fall training in Virden. Mr. Derewianchuk provided an overview to Trustee Bowslaugh and reiterated that it is the WPS&H Committee's decision to make. - Trustee Bowslaugh reported that Mr. Barnes brought this to the Board's attention and that Mr. Barnes expressed his regret and apology at doing so. It was more on the financial side in that he felt it was more efficient to have the 2 training facilitators come to Brandon instead of sending 20+ staff to Virden. He was, in no way, trying to undermine the trust of the BTA and the WPS&H Committee. - Mr. Derewianchuk indicated that the fall training in Virden was also a networking opportunity for BSD staff in that they would have been able to see what other divisions are doing, but that opportunity was lost. However, Mr. Barnes' apology will mean a lot to the BTA.	-
D	New Business: • Reporting Incidents Information (info to be distributed)	- As per the section *"School Inspections Overview – Update"* on page 2, Mr. Armstrong circulated copies for the Committee's review.	-
	• Bed Bug Workshop Information	- Doug Armstrong reported that he attended a Bed Bug Workshop recently. He spoke about the seriousness of this issue and circulated color-copied information to all Committee members.	

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		- Discussion ensued about how it may affect our schools, the expense of eradicating from our schools, and how the bugs could enter our schools via students and user groups. - Richard Derewianchuk stated that he felt this information was enlightening, informative, and the expense it would be to eradicate from our schools. - Trustee Bowslaugh indicated that these color copies are excellent resources for our schools and inquired about the cost; it was suggested that Mr. Armstrong contact Health Canada for color copies. He indicated that in addition to paper color copies, he will post it for all schools via the Workplace Health & Safety Conference on First Class. - Kim Kooistra asked about the procedure to follow if they are brought into our schools. It was stated that it would fall under Policy #4049 – Prevention of Communicable Disease/Infection Transmission. - Trustee Bowslaugh felt that this Bed Bug issue should be brought to the Policy Committee for further discussion. - It was agreed by the Committee members that this information was very resourceful and important to know; communication is what is needed within the Division on this topic.	Doug Armstrong to post on WPS&H Conference, and to contact Health Canada for color copies.

Other Business: Confirmation of Next Meeting: May 18, 2011

Adjournment: Lionel Ogg – Kim Kooistra – That the meeting do now adjourn at 2:50 p.m. Carried.

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