Facilities/Transportation Committee Minutes

Wednesday, June 13, 2012 – 1:30 p.m.
Board Room, Administration Office

Present: D. Karnes, Chairperson, J. Murray, M. Snelling, P. Bowslaugh (alternate),M. Sefton, K. Zabowski, M. Clark
Regrets: Dr. D. Michaels, R. Harkness

1. CALL TO ORDER:

Trustee Karnes, Chairperson, called the meeting to order at 1:35 p.m.

2. APPROVAL OF AGENDA

The Chairperson noted a number of late items to be added to the agenda, including the following:
- Discussions regarding the 5 Year Capital Plan;
- Discussions regarding the approved 2012-2013 Capital Projects;
- Grade 7 and 8 Industrial Arts and Home Economics bussing;
- The Joint Use Agreement with the City of Brandon.

The agenda was approved as amended.

3. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

4. OTHER COMMITTEE GOVERNANCE MATTERS

A) Population Growth and Facility Sustainability Report

Senior Administration requested direction from the Committee as to where they would like to hold their public consultations in September. The Committee agreed they would like to hold them in three different areas of the City. They requested arrangements be made to hold the consultations in Riverheights, New Era and King George Schools. They also requested the Board meetings taking place at the end of August be held at the Riverbank Discovery Centre. Senior Administration was further directed to preparae a draft presentation for the public consultation meetings to be presented to the Board on August 24 and August 25, 2012.

B) B.J. Hales Ad-Hoc Committee Update

Trustee Snelling confirmed arrangements are currently being made for the Committee to meet with representatives from both the Brandon General Museum and the International Peace Gardens.

C) Workplace Safety and Health Procedures

Secretary-Treasurer, Mr. Zabowski, reviewed the changes made to various procedures regarding Workplace Safety and Health. He noted most of the revisions reflected the inclusion of the Workplace Safety and Health Officer position. The Committee agreed to approve the amendments.

Recommendation:
That the following Procedures be approved as amended:

-1013.2 – "Workplace Safety and Health – Contractors":
- at the end of the first bullet under "Selection Criteria" the following be added: "if required by current Workplace Safety and Health legislation".
- Change the words "on-duty custodian" to "Safety Officer" in paragraph 2.

- 1013.3 – "Workplace Safety and Health – Duties/Responsibilities for Safety and Health":
- in the last line on page 2 add the word "current" before the word "MSDS".
- at the end of the last bullet under "Custodians" add the following words: school inspection(s) "according to current legislation".
- at the end of the title "Workplace Safety and Health Representatives" add the words "and Safety Officer".
- amend the second bullet to read as follows: "school inspections, completing the inspection reports, and forwarding to the Workplace Safety and Health Committee".

- 1013.4 – "Investigating Workplace Incidents and Refusals to Work":
- in bullet no. 1, add the words "in conjunction with the Safety Officer" after the words "Workplace Safety and Health Committee";
- add to the end of the first bullet in no. 5 the following website www.westernfgis.ca
- under "Procedures to Investigate Refusal to Work" in the first bullet add the positions of "Director of Facilities & Transportation, and Safety Officer", as well as the words "and the Facility Workplace Safety and Health Representative".

D) 5 Year Capital Plan

Director of Facilities and Transportation, Mr. Mel Clark, spoke to the 5 Year Capital Plan documentation recently received. He noted the biggest change was the inclusion of the 20 K-3 information. Trustees expressed concerns regarding the timelines involved in filing the 5 Year Capital Plan since the public consultations regarding facility sustainability would take place after the filing deadline. It was noted the Public Schools Finance Board (PSFB) is aware of the Division's proposed consultations and any changes to the 5 Year Capital Plan will be shared with the PSFB following the consultations. Discussions were held regarding the pressure points faced by numerous divisions in the province with respect to growth and infrastructure.

The Committee agreed the information regarding the Division's proposed 5 Year Capital Plan would be brought forward to the Board for their input at the meetings schedule for August 24 and 25, 2012. A motion would be presented to the Board of Trustees at their Regular Meeting to be held on August 27, 2012. Following the motion, the documentation would be forwarded to the PSFB via fax on August 28, 2012 in order to meet the August 29, 2012 deadline. Any additional information resulting from the public consultations to be held in September, would be forwarded via letter.

Secretary-Treasurer, Mr. Zabowski, also reviewed the letter received from the PSFB regarding the projects approved for the 2012-2013 capital projects. Trustees expressed concern that to date the PSFB still had not received their budget funds.

E) Portables

Director of Facilities and Transportation, Mr. Clark, noted he had attended the City of Brandon Zoning Committee meeting regarding the two portables to be placed at École New Era School. Mr. Clark confirmed the zoning variance has been approved for a five year period. He also confirmed an extension could be requested if the need arises, however, the City does not want the portables on the school site indefinitely. The Committee agreed this information would be helpful when discussing future plans with the PSFB.

Mr. Clark also confirmed Penner Construction would be installing the portables. Work will begin the first week of July.

Alexander does not appear to have the same zoning rules as the City of Brandon and Mr. Clark was not expecting any issues with respect to the portable to be set up at Alexander School.

F) Joint Use Agreement

Secretary-Treasurer, Mr. Zabowski, noted the Joint Use Agreement was now ready to be signed by the Division and the City of Brandon. He confirmed training of the Division employees on the booking of school facilities would still need to be implemented before the agreement went into full effect. Discussions were held regarding a joint public signing of the document; the time line to train staff to begin using the City booking system; and using the agreement as a template for the use of Alexander School.

It was agreed the Joint Use Agreement would be taken to the last Board meeting in June for approval. Training of Division staff regarding implementation of the agreement would take place in the fall of 2012. The Joint Use Agreement would go into effect on January 1, 2013. The Committee also noted they would like to arrange a public signing of the document by both the City and the Division signing authorities at one of the schools.

Recommendation:
That the Agreement between the Brandon School Division and the City of Brandon authorizing the joint use of buildings and lands which are or may be devoted to recreational/leisure purposes for the benefit of the citizens of the Division and City be approved; and the Secretary-Treasurer and Chairperson are hereby authorized to sign same.

Point of Privilege: Trustee Bowslaugh noted discussions regarding a possible Memorandum of Understanding between the City and the Division had been raised at the Joint Task Force Committee meeting. The Committee agreed they should not be discussing the matter until the City of Brandon formally brought the request forward to the Board of Trustees.

G) Grade 7 and 8 Industrial Arts and Home Economics Bussing.

The Committee received the information provided by Trustee Bowslaugh from the City of Brandon Transit Department as information.

5. OPERATIONS INFORMATION

- The Director of Facilities and Transportation provided verbal updates on the following:
    - The Vincent Massey Gym Roof – Mr. Clark will be holding an on-site visit with PSFB on June 14th to review the damage and determine the next steps. He also noted he has sent in two requests regarding the Valleyview School Roof and has yet to receive a reply from PSFB.
    - He noted the Crocus Plains Ventilation System came in 30% over budget and therefore the PSFB is reviewing how to reduce costs.
    - Mr. Clark noted the design meeting for the George Fitton Gym and Daycare had taken place. The gym would be a brick structure while the daycare would be a stick structure.
    - Mr. Clark provided information on the Facilities and Transportation Department's summer work.
    - Mr. Clark noted the Division has been reviewing two sites for the establishment of the At-Risk Youth Program. The matter would be discussed further at the next Senior Administration meeting and a motion would be brought to the Board through the Report of Senior Administration On June 25, 2012.

6. NEXT REGULAR MEETING: TBA

The meeting adjourned at 2:25 p.m.

Respectfully submitted,

D. Karnes, Chair	J. Murray
M. Snelling	P. Bowslaugh (Alternate)

Appendix A

BRANDON SCHOOL DIVISION
POLICY

DRAFT
Revisions in bold and italics as requested by the WPS&H Committee.
May 2012

PROCEDURES 1013.2
WORKPLACE SAFETY AND HEALTH - CONTRACTORS

Adopted: Motion 60/2005 (May 9, 2005)

Purpose

The purpose of these procedures is to ensure the safety of contracted employers, their workers, or self-employed persons working on Brandon School Division property.

Selection Criteria

- Contractors must confirm that they have a Workplace Safety and Health program in place ***if required by current Workplace Safety and Health legislation***.
- Contractors must reveal if they have any outstanding Workplace Safety and Health Improvement Orders and their nature.
- Contractors must provide evidence that they follow safe work procedures.
- Contractors must provide information on their Workers Compensation Board time loss status.
- Contractors are only engaged if Brandon School Division is reasonably assured that they will be able to operate within Brandon School Division's Workplace Safety and Health policies and procedures and in compliance with current relevant legislation.

Monitoring Procedures

1. Janitorial Service Providers

The on-duty custodian is responsible for monitoring performance and adherence to Workplace Safety and Health regulations. This includes checking for current MSDS sheets and proper use of protective equipment when required. These checks are to be logged and shall be performed on a regular basis.

2. Construction Contractors

The ***Safety Officer*** is responsible for monitoring performance and adherence to Workplace Safety and Health regulations. This includes checking for current MSDS sheets and proper use of protective equipment when required. Inspections shall initially be made weekly and logged. If regulations are being followed, subsequent inspections will be made during regularly scheduled site meetings.

G:/DO/WPSH/Policies/1013.2 (Pr) May 2012

BRANDON SCHOOL DIVISION
POLICY

DRAFT
Revisions in bold and italics as requested by the WPS&H Committee.
May 2012

PROCEDURES 1013.3

WORKPLACE SAFETY AND HEALTH – DUTIES / RESPONSIBILITIES FOR SAFETY AND HEALTH

Adopted: Motion 60/2005 (May 9, 2005)
Amended: Motion 6/2009; January 12, 2009

Under the Workplace Safety and Health objectives and purposes employers, supervisors, workers and owners have duties and responsibilities. In order to ensure, as far as is reasonably practicable, the safety, health and welfare at work of all workers, the following duties/responsibilities are provided:

Board of Trustees

- provides policies, regulations and resources to maintain a safe and healthy environment for employees and students;
- provides information to staff advising of their rights and responsibilities under Workplace Safety and Health legislation;
- operates in compliance with provincial and local health and safety regulations; and
- assumes, so far as is reasonably practicable, that the land or premises used as a workplace under their control is provided and maintained in a manner that does not create a risk to the safety and health of any person.

Superintendent of Schools/CEO

So far is as reasonably practicable,

- in accordance with policies, regulations and resources provided by the Board, ensures for a safe and healthy environment for both employees and students;
- ensures all staff are aware of their rights and responsibilities under Workplace Safety and Health legislation;
- ensures the Division operates in compliance with provincial and local health and safety regulations; and
- ensures that a Workplace Safety and Health Committee is in place and that staff are allowed to participate effectively.

Associate Superintendent

So far as is reasonably practicable,

- in accordance with policies, regulations and resources provided by the Board and the direction of the Superintendent of Schools/CEO, ensures for a safe and healthy environment for both employees and students in schools under his/her supervision;

- ensures staff under his/her supervision are aware of their rights and responsibilities under Workplace Safety and Health legislation;
- supervises the operations of his/her assigned schools in compliance with provincial and local health and safety regulations;
- supervises the provision of staff in having adequate safety training for their positions; and
- supervises the safety and health performance of principals and supervisors under his/her jurisdiction.

Secretary-Treasurer

So far as is reasonably practicable,

- in accordance with policies, regulations and resources provided by the Board, ensures that the Maintenance and Transportation Facilities and the Administration Office are a safe and healthy environment for both employees and students;
- ensures that a Workplace Safety and Health Committee is in operation and that all staff are allowed to participate effectively;
- ensures all staff are aware of their rights and responsibilities under Workplace Safety and Health legislation;
- ensures that Maintenance and Transportation Facilities and the Administration Office operate in compliance with provincial and local health and safety regulations; and
- manages the safety and health performance of supervisors and directors under his/her supervision.

Supervisors/Directors

So far as is reasonably practicable,

- in accordance with policies, regulations and resources provided by the Board and under the direction of Senior Administration, ensure that workplaces under their supervision are a safe and healthy environment for both employees and students;
- ensure staff being supervised are aware of their rights and responsibilities under Workplace Safety and Health legislation;
- ensure workplaces under their supervision operate in compliance with provincial and local health and safety regulations; and
- ensure staff being supervised have adequate safety training for their position.

Principals/Administrators

So far as is reasonably practicable,

- in accordance with the policies, regulations and resources provided by the Board and the direction of their Associate Superintendent ensure that their school, including grounds and play structures, is a safe and healthy environment for employees and students;
- ensure all staff are aware of their rights and responsibilities under Workplace Safety and Health legislation;
- ensure that their school operates in compliance with provincial and local health and safety regulations;
- be responsible for maintaining a master binder of ***current*** MSDS sheets for their school;

- be responsible for conducting annual school inspections and accident investigations as required; and
- ensure staff have adequate safety training for their position.

Teachers

So far as is reasonably practicable,

- in accordance with the policies, regulations and resources provided by the Board and under the direction of their principal, ensure that their classroom is a safe and healthy environment for other employees and students;
- understand their rights and responsibilities under Workplace Safety and Health legislation;
- ensure the classroom is operated in compliance with provincial and local health and safety regulations;
- incorporate safety into their daily operation and curriculum; ensure that any hazardous or controlled substances in the classroom are handled and labeled in accordance with Workplace Hazardous Materials Information System (WHMIS); and
- ensure that safe workplace procedures are in place and followed for any hazardous materials in the classroom.

Custodians

So for as is reasonably practicable,

- in accordance with the policies, regulations and resources provided by the Board and under the direction of their principal and maintenance supervisors, ensure that their school is a safe and healthy environment for employees and students;
- be aware of their rights and responsibilities under Workplace Safety and Health legislation;
- ensure that their school operates in compliance with provincial and local health and safety regulations;
- ensure that any hazardous or controlled substances under their control are handled and labeled in accordance with WHMIS;
- ensure that safe work procedures are in place and followed for any hazardous equipment; and
- be responsible for participating in ***school inspections according to current legislation***.

Workplace Safety and Health Committee

So far as is reasonably practicable,

- be responsible for providing recommendations to Senior Administration and the Board on workplace safety and health matters, including development of policies and procedures;
- ensures that all employee groups and management are represented on the Committee;
- monitors the workplace safety system to ensure it is operating effectively;
- reviews the annual school inspection reports; and
- be responsible for development and review of the Workplace Safety and Health program.

Workplace Safety and Health Representatives ***and Safety Officer***

So far as is reasonably practicable,

- be responsible for monitoring the workplace safety operation in their school/workplace to ensure it is operating properly;
- be responsible for participating in ***school inspections, completing the inspection reports, and forwarding to the Workplace Safety and Health Committee;***
- ensure that unsafe acts and workplace hazards are reported to the principal, maintenance supervisors or Workplace Safety and Health Committee as applicable; and
- ensure that accidents, near misses, injuries and illnesses are reported immediately to the principal, maintenance supervisors or Workplace Safety and Health Committee as applicable.

Other Staff

So far as is reasonably practicable,

- be aware of their rights and responsibilities under Workplace Safety and Health legislation;
- conduct themselves in compliance with provincial and local health and safety regulations;
- report unsafe acts and workplace hazards to their principal/supervisor and school/workplace safety representative;
- ensure that accidents, near misses, injuries and illnesses are reported immediately to the principal/supervisor and school/workplace safety representative; and
- cooperate with management and the Workplace Safety and Health Committee on safety and health issues.

G:/DO/WPSH/Policies/1013.3 (Pr) May 2012

BRANDON SCHOOL DIVISION
POLICY

"Accepting the Challenge"

DRAFT
Revisions in bold and italics as requested by the WPS&H Committee.
May 2012

PROCEDURES 1013.4

INVESTIGATING WORKPLACE INCIDENTS AND REFUSALS TO WORK

Adopted: Motion 5/2006; January 9, 2006

Purpose

The Brandon School Division is committed to developing specific procedures for investigating unsafe incidents and dangerous occurrences within the workplace. These events provide invaluable information needed to mitigate and prevent similar incidents in the future. Similarly, a comprehensive investigation of each employee work refusal is essential to resolving the conditions and circumstances which led to the refusal.

Procedures to Investigate Unsafe Incidents, Dangerous Occurrences:

1. A management and a worker member of the Workplace Safety and Health Committee, ***in conjunction with the Safety Officer,*** who have received the appropriate training and a site representative will perform the investigation. Depending on the circumstances, persons with expertise may be called upon to be involved in or actually conduct the investigation.
2. The investigation shall be conducted in as timely a manner as is reasonably possible.
3. The investigating team will utilize the Brandon School Division Incident Investigation Summary Report document to gather information, determine causes and implement corrective measures and follow up.
4. The investigating team has the authority to lock out/tag out dangerous equipment.
5. The notification of an incident will follow Brandon School Division Policy 5027 "Employee Accident Reporting".
   - Supervisors and/or Principals shall report all injuries at work to the Secretary-Treasurer on forms provided online. ***www.westernfgis.ca***
   - The Secretary-Treasurer will notify the Brandon School Division Workplace Safety and Health Committee's investigating team when a serious workplace incident is reported.
   - In the event of a serious incident the Secretary-Treasurer shall report to the Workplace Safety and Health Branch "by the fastest means of communication available".
   - The appropriate Supervisor will make contact with the family as needed.
6. The Secretary-Treasurer's Department shall maintain all incident reports and records.
7. Safety and Health Committee members are to be trained and educated on the techniques of conducting an incident investigation. It is recommended that as many members of the Committee as possible be trained in these techniques.

Procedures to Investigate Refusal to Work

Who has refused to work? What work has this person refused to do? For what reason has this person refused to work?

- Any person who believes that there is a safety and health hazard within his/her workspace that may endanger his/her safety or health will file a Workplace Safety and Health Concern Form and may refuse to work within that workspace. The decision to refuse to work will be reported immediately to the Site Supervisor, School Administrator, ***Director of Facilities & Transportation, and Safety Officer***. If the safety concern is in a Division support building, then the Site Supervisor and ***Director of Facilities & Transportation*** shall conduct the investigation. The Worker Co-Chair of the Workplace Safety and Health Committee, ***Director of Facilities & Transportation, Safety Officer, and the facility Workplace Safety and Health Representative*** will investigate the concern. If the matter cannot be resolved to the satisfaction of the originator(s), they may contact the Workplace Safety and Health Committee.
- Interim and post investigation reports will be made. The originator of the refusal to work will be assigned temporary duties of a similar nature within the School Division in cases where the concern is justified. In circumstances where the refusal to work is not supportable, the originator of the refusal to work will be returned to work immediately without reprimand, unless for just cause. Should the originator of the refusal to work still believe that the workplace is unsafe, she/he may appeal the decision of the investigation team to the Manitoba Workplace Safety and Health Officer for consideration.
- The Division Senior Administrative Team will be responsible for addressing and coordinating efforts to remediate unsafe conditions and defects identified during an investigation. Subsequent follow up on corrective actions taken will also be the responsibility of Senior Administration, thereby ensuring that effective measures have been taken to mitigate all hazards.

What is an Incident?

An incident is any unplanned event that causes injury. A dangerous occurrence is any event that could have caused injury, but did not. The term "incident" will be used to describe both incidents and dangerous occurrences.

What is an Incident Investigation?

An incident investigation is the account and analysis of an incident based on information gathered by a thorough examination of all contributing factors and causes involved.

Reporting Serious Incidents

When a serious incident occurs at a workplace, the employer is required to notify Manitoba Labour and Immigration – Workplace Safety and Health Division. Under Manitoba Regulation 108/8R, Section 8, such notification must take place immediately

after a serious incident, using the "fastest" means of communication available. A Safety and Health Officer is on duty 24 hours each day of the week to respond to emergency calls.

The question often asked of the Workplace Safety and Health Division is:

How do you define a serious incident?
Workplace Safety and Health Division considers an incident to be serious if it results in:

- death, or serious injury (as defined below);
- collapse or structural failure of a building, tower, crane, hoist, temporary construction support system or excavation;
- an uncontrolled spill or escape of a toxic, corrosive or explosive substance;
- explosion, fire or flooding.

Serious injuries are defined as:

- fracture of a major bone;
- amputation;
- loss of sight;
- internal hemorrhage;
- third degree burns;
- unconsciousness resulting from concussion, electrical contact, asphyxiation;
- poisoning;
- cuts requiring hospitalization or time off work;
- any injury resulting in paralysis;
- any other injury likely to endanger life or cause permanent disability.

The Regulation also stipulates that equipment or materials involved in a serious incident shall not be moved, unless it is necessary to release injured person or to avoid creating additional hazards.

G:/DO/WPSH/Policies/1013.4 (Pr) May 2012