Committee Minute Form

Room 328, 340-9th Street
Brandon MB R7B 2K8
Phone (204) 726-6361
FAX (204) 726-6749
Email: cominutes@gov.mb.ca

Manitoba
Workplace Safety & Health Division

BRANDON SCHOOL DIVISION 1031 – 6th Street Brandon, MB R7A 4K5 **Phone:** (204) 729-3100 **Fax:** (204) 727-2217	Employer Members	Occupation	Present	Absent
	Gerald Barnes	Secretary-Treasurer		x
	Mel Clark	Director Fac & Trans	x	
	Doug Karnes	Trustee	x	
	Craig Laluk (Lena Boisjoli – Alternate)	School Administrator	x	
Central Committee	Worker Members			
	Richard Derewianchuk	Teacher	x	
Meeting date: March 24, 2010	Lisa Gorowski	Teacher	x	
	Kim Kooistra	Secretary	x	
Date of next meeting: May 19, 2010	Issa Qumsieh	Custodian	x	
Number of employees at Workplace: 55	Guests			

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
	Minutes of January 20, 2010	Issa Qumsieh – Craig Laluk - That the minutes be adopted as circulated. Carried.	
	Outstanding Issues: • Workplace Safety & Health Officer – Noted that provision was made in the 2010/2011 Financial Budget to hire a full time Division Workplace Safety and Health Officer.	- The Committee expressed appreciation to the Board of Trustees for budget provision for a Workplace Safety & Health Officer.	
	Correspondence: • CUPE Local 737, advising that, Secretary, Kim Kooistra, O'Kelly School will represent CUPE on the Brandon School Division WPS&H Committee, replacing Brian Thompson.	- Kim was welcomed to the Committee.	
	• Barry Cowan, Regional Manager, Workplace Safety and Health Division, Improvement Order – Meadows, Harrison and Vincent Massey Schools in regard to toilet facilities.	- A letter from G. Barnes, Secretary-Treasurer confirming compliance to the Improvement Order, was sent to Mr. Cowan. - This was issue was discussed at length. R. Derewianchuk noted that Provincial Building codes do not meet WPS&H Legislation, and noted that he felt the compliance response was 'flippant and compromising'. - It was noted that Barry Cowan will continue to follow up on this issue. - It was suggested that this be included in the 5 Year Capital Plan. - M. Clark will identify and list the school buildings most in need of additional toilet facilities and bring to the next meeting.	

Other Business:

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_____

PLEASE POST

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

Committee Minute Form

Room 328, 340-9th Street
Brandon MB R7B 2K8
Phone (204) 726-6361
FAX (204) 726-6749
Email: cominutes@gov.mb.ca

Manitoba
Workplace Safety & Health Division

BRANDON SCHOOL DIVISION 1031 – 6th Street Brandon, MB R7A 4K5 **Phone:** (204) 729-3100 **Fax:** (204) 727-2217	Employer Members	Occupation		
	Gerald Barnes	Secretary-Treasurer	x	
	Mel Clark	Director Fac & Trans	x	
	Doug Karnes	Trustee	x	
	Craig Laluk (Lena Boisjoli – Alternate)	School Administrator	x	
Central Committee	Worker Members			
	Richard Derewianchuk	Teacher	x	
Meeting date: January 20, 2010	Lisa Gorowski	Teacher	x	
	Kim Kooistra	Secretary	x	
Date of next meeting: March 24, 2010	Issa Qumsieh	Custodian	x	
Number of employees at Workplace: 55				
	Guests			

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
	• The Manitoba Teachers' Society, Workplace Safety and Health Checklist for School Based Committees.	- The checklist was reviewed and discussed. It was suggested that this be forwarded to the Workplace Safety & Health Officer and be utilized for School Rep Training purposes.	
	• R. Cruickshank, Workplace Safety and Health Committee Member, Crocus Plains Regional Secondary School with concerns regarding the lack of ability to correct Workplace Safety issues at Crocus Plains.	- This correspondence was discussed at length. AGREED that the Co-Chairpersons respond to Mr. Cruickshank's correspondence.	
	New Business:		
	• The question of renewing CPR Certification & first aid training was brought up.	- M. Clark will discuss with Human Resources as a possible option for Professional Development.	
	• Clarification as to incidents to report to Worker's Compensation was requested.	- M. Clark to follow up.	
	• Completed Inspection Reports for O'Kelly and Alexander School were presented.	- Reviewed and discussed.	

Other Business: Confirmation of Next Meeting May 19, 2010
Adjournment: Craig Laluk - Issa Qumsieh – That the meeting do now adjourn 2:45 p.m. Carried.

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.

(x) Print name of Employer Co-Chair Mel Clark_____ ( ) 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