

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

BRANDON SCHOOL DIVISION 1031 – 6 th Street Brandon, MB R7A 4K5 Phone: (204) 729-3100 Fax: (204) 727-2217 Central Committee Meeting date: October 17, 2016 Date of next meeting: January 10, 2017 Number of employees at Workplaces: 700+ Recording Secretary: <u>Melanie Smoke-Budach</u>	Employer Members Pat Bowslaugh Craig Laluk Greg Malazdrewicz Mel Clark	Occupation Trustee School Administrator Assistant Superintendent Director Facilities / Transportation	Present x x x x	Absent
	Worker Members Peter Buehler Erik Been Jamie Rose Heather Kryshewsky	BTA President Teacher Utility/CUPE President School Admin Assistant	x x x	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)
	Agenda Approval: M. Clark, Chair, called the meeting to order at 1:05 p.m.	➤ The agenda for October 17, 2016 was accepted without additions/deletions.	
	A. <u>Minutes of May 10, 2016</u>	➤ M. Clark referred to the minutes and asked for any errors or omissions. The meeting minutes of May 10, 2016 were adopted as circulated. ➤ Moved by C. Laluk – J. Rose, Accepted and Filed.	
2016/03/08	B. <u>Outstanding Issues:</u> 1. Review of Selected Site Inspections Reports and Findings – Update – M. Clark (Attachment #1)	➤ M. Clark advised a memo had been sent to all school custodians instructing them to review classrooms for proper electrical requirements. ➤ D. Armstrong informed the Committee, the Brandon Fire Department is currently inspecting schools. One issue flagged was the use of plastic recycle bins. D. Armstrong was asked to check with other urban divisions, how are they handling the item of plastic recycle bins in school. D. Armstrong was scheduled to meet with Kevin Groff, Fire Prevention Officer Inspector, on Tuesday, October 18, 2016.	The use of plastic recycle bins in schools – Update – D. Armstrong
2015/05/12	2. Asbestos Removal Update – D. Armstrong (Attachment #2)	➤ D. Armstrong spoke to the form advising of asbestos removal in BSD facilities. The form is generic in nature and can be applied to all forms of abatement. ➤ M. Clark advised there are no upcoming large abatements in the Division. There are some Type I abatements, that will not require notification: removal of floor tiles and ceiling tiles. Areas during removal are corded off and are removed in small quantities.	

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 (x) Print Name of Worker Co-Chair Jamie Rose

Signature _____ Signature _____

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	C. <u>Review of Selected Site Inspection Reports:</u> (Attachment #3)	<ul style="list-style-type: none"> ➤ K-8 Schools: George Fitton, King George, O'Kelly & Valleyview ➤ High Schools: Maintenance and the Administration Office ➤ D. Armstrong reviewed the site inspection reports. ➤ Previous, K-8 Schools: Earl Oxford (May 15/16), JR Reid (April 13/16), Meadows (April 11/16), St. Augustine (April 21/16) & Waverly Park (April 26/16). ➤ Previous, High Schools: Neelin Off-Campus (May 4/16). ➤ The Committee was directed to the BSD Portal to review previous inspections. The Committee requested D. Armstrong to add a signature line to the inspection reports, to accommodate a formal signature. The Committee also requested that D. Armstrong place not only the reports reviewed per the rotation schedule but also all inspections done each year, complete with sign off. 	All inspection reports to be uploaded to the BSD portal and when completed with a designated line for signatures – Update – D.Armstrong
	D. <u>Correspondence:</u> 1. None.		
	E. <u>New Business:</u> 1. Incident Report, May 03 to September 30, 2016 – D. Armstrong	<ul style="list-style-type: none"> ➤ D. Armstrong guided the Committee to the BSD Portal where the Incident Report spreadsheet was posted. He reviewed the Incident Report with the Committee and discussed the reporting numbers/descriptions. A discussion regarding staff and First Aid training was had, it was suggested that perhaps not only first responders should be trained. It was also suggested by the Committee that perhaps schools could be equipped with a wheel chair to assist in moving injured students, only when deemed safe, from the school yard to the school versus physically carrying students. 	
	2. Inspection Dates 2016/17 – D. Armstrong (Attachment #4)	<ul style="list-style-type: none"> ➤ D. Armstrong referred to the schedule which outlined planned inspections for the remainder of the 2016 school year. 	
	3. WPS&H Representatives – D. Armstrong (Attachment #5)	<ul style="list-style-type: none"> ➤ D. Armstrong informed the Committee that all locations except for the Administration Office had a BTA/CUPE representation. 	
	4. Memo – Hearing Assessments 2016/17 – D. Armstrong (Attachment #6)	<ul style="list-style-type: none"> ➤ D. Armstrong shared with the Committee, Hearing Innovators Inc. were on the premises conducting assessments (4 days). The first two days of testing took place at the Administration Office and the remaining two days were at Crocus Plains Regional Secondary School. A follow up session will be planned for January 2017 to accommodate those employees unable to attend the first sessions. ➤ The Committee requested to have hearing assessment notification sent via personal emails. D. Armstrong to follow up with the Human Resources (Personal Development Coordinator) to investigate if personal emails are possible. 	Hearing Assessment, email notification – Update – D. Armstrong
	5. Training – Update – D. Armstrong	<ul style="list-style-type: none"> ➤ D. Armstrong informed the Committee of training sessions, upcoming and past. Some highlights were the Safe Work MB session "Investigating Workplace Incidents" held on September 22, 2016, the MSBA/MTS session held on October 4, 2016, and the MSBA session "Rehab the Lab Workshop" planned for November 14, 2016 	

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Workplace Safety & Health Division

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Other Business: Confirmation of Next Meeting: January 10, 2017

Adjournment: C. Laluk – J. Rose – The meeting was adjourned at 2:00 p.m. Carried.

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