

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

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Workplace Safety & Health Division

BRANDON SCHOOL DIVISION 1031 – 6 th Street Brandon, MB R7A 4K5 Phone: (204) 729-3100 Fax: (204) 727-2217 Central Committee Meeting date: <u>March 12, 2014</u> Date of next meeting: <u>May 14, 2014</u> Number of employees at Workplaces: 700+ Recording Secretary: <u>Melanie Smoke-Budach</u>	Employer Members Mel Clark Doug Karnes Craig Laluk	Occupation Director Fac & Trans Trustee School Administrator	Present x x	Absent x
	Worker Members Alison Johnston James Copeland Jamie Rose Heather Kryshewsky	BTA President Teacher Utility/CUPE President School Secretary	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)
A	<u>Minutes of January 15, 2014</u> • M. Clark, Chair, called the meeting to order at 1:13 p.m.	- M. Clark reviewed minutes. Moved by A. Johnston – Jamie Rose – That the previous meeting minutes of January 15, 2014 be adopted as circulated. Carried. - A. Johnston adds Shelter in Place (Portables) to the Agenda under New Business.	-
B	Outstanding Issues: 1. Audiometric Testing – Update – D. Armstrong (A#1)	- D. Armstrong reviewed the Brandon School Division's Annual Hearing Conservation Report. A total of 197 BSD employees were scheduled for testing and 132 employees received testing. All employees are encouraged to attend scheduled hearing assessments by school Principals. A. Johnston put forth the motion: WPS&H Committee recommends to Senior Administration that all employees who did not get tested in 2013/14 be notified in writing and tested in 2014/15. The motion is seconded by H. Kryshewsky. Carried.	D. Armstrong, to identify and note those employees for 2014/15 testing
	2. WPS&H Safety Rep Training – Update – D. Armstrong	- D. Armstrong reported that an Incident Investigation training session took place on February 5, 2014. To date, all committee members have received training except H. Kryshewsky (scheduled May 2014). The session was excellent, good facilitation and discussions. A. Johnston put forth the motion; WPS&H Committee recommends to Senior Administration that the WPS&H Committee representatives in the schools receive Incident Investigation every two years. The motion is seconded by J. Rose. Carried.	A. Johnston to draft letter of acknowledgement to Ms. Deb Draper, cc to Barry Cowan
	3. Additions to the role of Co-Chair – Update – M. Clark	- M. Clark reported the matter had been discussed with Barry Cowan and the rotation between Management and BTA/ CUPE is in order. The rotation will come into effect immediately.	-

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 Alison JohnstonSignature Signature 

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

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	4. Incident Reporting – Update – M. Clark	- M. Clark reported a letter is being forwarded from the Office of the Superintendent to all School Principals emphasizing the importance of reporting all incidents. Reference to the related Policy & Procedures will be outlined in correspondence.	-
	5. NVCI Training – Update – M. Clark	- M. Clark advises the committee Non-Violent Crisis Intervention (NVCI) encompasses a full two day training session. There is no NVCI lite. There is however, a half-day De-escalation Training available to all EA's. Registration is done on-line and employees are compensated for their attendance. It is the responsibility of the school to identify individuals that should attend the training. A discussion regarding the selection of employees who should receive training occurs. A. Johnston puts forth the motion; WPS&H Committee recommends to Senior Administration all staff in direct contact with students on a Behaviour Intervention Plan receive De-escalation Training. The motion is seconded by J. Rose. Carried.	-
	6. Bite Protocol – Update – M. Clark	- M. Clark reported at this time there is no information on the Bite Protocol to report to the Committee. The item is carried forward as an agenda item, May 14, 2014.	M. Clark – Update – May 2014
C	Correspondence:		
D	New Business: 1. Incident Report, Dec 7, 2013 – February 25, 2014 – D. Armstrong (A #2)	- D. Armstrong reviewed the data with the Committee. It was noted there was a greater number of Phys. Ed incidents than playground incidents. The definitions of minor, moderate and severe incidents were outlined. The Committee is reminded that Dr. Michaels reviews and signs all incident reports. - M. Clark reviews the BSD Emergencies and Environmental Dangers Incident Report – St. Augustine, January 21, 2014.	-
	2. Shelter in Place (School Portables) – A. Johnston	- A. Johnston enquires if there is a protocol or policy in place regarding Shelter in Place for School Portables? D. Armstrong refers to the "Shelter in Place" pg.34 in the Risk Response Manual. M. Clark advises that schools practice Shelter in Place and portables are included as a part of the school. The committee agrees that a small kit could be put into each portable. A. Johnston puts forth a motion; WPS&H Committee directs the WPS&H Officer to remind schools to include portables in their Shelter in Place/Severe Weather. J. Rose seconds the motion. Carried.	D. Armstrong – Update – May 2014

Other Business: Confirmation of Next Meeting: May 14, 2014

Adjournment: Heather Kryshewsky – A. Johnston – That the meeting is adjourned at 2:20p.m. Carried.

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

(x) Print Name of Worker Co-Chair Alison Johnston

Signature

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