

Committee Minute Form

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

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>January 15, 2014</u> Date of next meeting: <u>March 12, 2014</u> Number of employees at Workplaces: 700+ Recording Secretary: <u>Melanie Smoke-Budach</u>	Employer Members Mel Clark Doug Karnes Pat Bowslaugh Craig Laluk	Occupation Director Fac & Trans Trustee Trustee School Administrator	Present x x x	Absent x
	Worker Members Alison Johnston James Copeland Jamie Rose Heather Kryshewsky	BTA President Teacher Utility Worker 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	Minutes of October 16, 2013 <ul style="list-style-type: none"> Alison Johnston, Chair, called the meeting to order at 1:08 p.m. There was one amendment to the previous meeting minutes. 	<ul style="list-style-type: none"> Moved by J. Copeland – Jamie Rose – That the previous meeting minutes of October 16, 2013 be adopted as circulated. Carried. Amendment to Minutes, Trustee Bowslaugh was present in the absence of Trustee Karnes. Amendment accepted by C. Laluk & D. Armstrong. 	-
B	Outstanding Issues: <ol style="list-style-type: none"> Bomb Threats Procedure – Update – M. Clark 	<ul style="list-style-type: none"> M. Clark reported that Dr. Michaels met with Chief Grant, Brandon Police Service, in October 2013. BSD Staff are not required to assist Brandon City Police on school premises. However, they are allowed to volunteer their assistance. 	-
	<ol style="list-style-type: none"> Scent-Free Policy – Update – M. Clark 	<ul style="list-style-type: none"> M. Clark reported the Scent-Free Policy will come into effect for the new school year, 2014-2015. There will be discussions regarding procedures prior to implementation. All staff will be notified prior to implementation. 	-
	<ol style="list-style-type: none"> Audiometric Testing – Update – D. Armstrong 	<ul style="list-style-type: none"> D. Armstrong reported a follow up testing date was set for Tuesday, February 11, 2014. Hearing Innovators will test the remaining (approx.) 53 employees. An email notification system will be used. Custom made ear plugs ordered during the October 2013 testing date have not been received. The Division has a responsibility to provide testing and all records of hearing tests are kept on file. The centralized testing location was a success. 	D. Armstrong, Update – March 12, 2014
	<ol style="list-style-type: none"> WPS&H Safety Rep Training – Update – D. Armstrong 	<ul style="list-style-type: none"> D. Armstrong reported the training conducted by the Office of the Fire Commission on November 5, 2013 was well attended. Of the total 57 in attendance, 33 were from Brandon. D. Armstrong also notified the committee of an additional training, Incident Investigation, scheduled for February 3, 2014. Upon completion all three committees will have qualified individuals. 	D. Armstrong, Update – March 12, 2014

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 Johnston

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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C	Correspondence: 1. Recommendations for the New Worker Orientation Checklist – M. Clark (A #1)	<ul style="list-style-type: none"> - M. Clark advised that D. Armstrong has not received direction from BSD Senior Administration re: orientation responsibility. - Discussions regarding administration of the checklist took place. No conclusion reached. - It is recommended by the Committee to table the topic until the next meeting. - D. Armstrong and C. Laluk agree to meet and review the checklist. 	D. Armstrong, C. Laluk - Update – March 2014
	2. Triax Testing – D. Armstrong (A #2)	<ul style="list-style-type: none"> - D. Armstrong shared the information with the Committee. - The Committee agrees to receive and file the information. The information is to be given to schools in the position to replace their playground. 	-
D	New Business: 1. Incident Report, May to September 2013 – D. Armstrong (A #3)	<ul style="list-style-type: none"> - D. Armstrong reported there were 140 incidents for the reporting period. - Discussions regarding the importance of reporting all incidents involving students and staff took place. It is vital to communicate to staff the process of reporting violent incidents. - The Committee recommends the issue of reporting of violent incidents be brought to the BSD Senior Administration. The recommendation is moved by J. Rose and seconded by J. Copeland. Carried. 	M. Clark – Update - March 2014
	2. NVCI Training – A. Johnston	<ul style="list-style-type: none"> - A. Johnston proposed the possibility of receiving "NVCI Lite" for all staff working with students who have a Behaviour Intervention Plan (BIP) in place. - The WPS&H Committee recommends to BSD Senior Administration a half-day NVCI Lite Training (ex. de-escalation, supportive stance) be delivered to all EA's and Teachers in direct contact with BIP students. The recommendation is moved by J. Rose and seconded by H. Kryshewsky. Carried. 	M. Clark – Update – March 2014
	3. Bite Protocol – A. Johnston (A #4)	<ul style="list-style-type: none"> - A. Johnston highlights the "Protocol for Management of Human Bites", dated February 18, 2004. - Discussions regarding how bites are currently handled in the schools take place. - The WPS&H Committee recommends that Senior Administration examine the Protocol for Management of Human Bites and work to develop policies for schools. The recommendation is moved by C. Laluk and seconded by J. Copeland. Carried. 	M. Clark – Update – March 2014
	4. Additions to Co-Chair – J. Rose	<ul style="list-style-type: none"> - J. Rose asked Committee "Is it possible to include CUPE in the Chair rotation?" 	M. Clark – Update – March 2014

Other Business: Confirmation of Next Meeting: March 12, 2014

Adjournment: Heather Kryshewsky – James Copeland – That the meeting is adjourned at 2:38 p.m. Carried.

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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 Johnston

Signature _____ Signature _____