

COMMITTEE MINUTE FORM

See instructions
<http://www.safemanitoba.com>
 Phone (204) 945-3446
 FAX (204) 948-2209



Labour and Immigration
 Workplace Safety & Health Division
 401 York Avenue, Winnipeg, Manitoba R3C 0P8
 T 204 945-3446 F 204 948-2209

Complete Name and Address of Workplace	Employer Members (list all)	Occupation	Present	Absent	
	Turtle Mountain School Division Box 280 Killarney, Manitoba R0K 1M0 Phone: 523-7531 Fax: 523-7269 Which Committee: Workplace Health and Safety & Risk Management (if more than one): Meeting date: June 10, 2016 Date of next meeting: September 23, 2016 Number of employees at the workplace: 176	Ken Rose	Supervisor of Bld/Main		x
Kathy Siatecki		Secretary Treasurer		x	
Rob MacTavish		Trustee		x	
Tim De Ruyck		Superintendent/CEO	x		
Terry Beazley		Administrator		x	
Grant Wiesner		Asst. Superintendent		x	
Worker Members (list all)					
Ron Church		Bus Driver Rep	x		
Margot Forsythe		Teacher Rep	x		
Travis Laing		Teacher Rep		x	
Ray Enns		Custodian/CUPE Rep	x		
Doug Gray		CUPE Rep	x		
Landon White		Teacher Rep	x		
Lezlie Scebenski		EA Rep	x		
Rick Pearce		Bus Driver Rep		x	
Al Hicks		Teacher Rep		x	
Darren Knight		Teacher Rep	x		
Guests (list any)					
Bob Gaiser		Consultant	x		

Date of Origin	Concern or Problem (See reverse for completion instructions)	Recommendation or Action To Be Taken	Action By (who & when)
	1. Additions to the agenda	Status of the Revisions to WPHS policies and procedures Status of the Investigation Kits	Tim De Ruyck Margot Forsythe
	2. Approval of the agenda	Moved: Doug Gray Seconded: Bob Gaiser	
	3. Approval of Minutes	Moved: Bob Gaiser Seconded: Doug Gray	
	4. Business arising from the minutes	There is a link now on the TMSD website for WPHS under the staff tab. All minutes will be posted there as well as any additional WPHS materials. We will be building this link as we move forward WPHS will be a part of the orientation day scheduled for August 31, 2016 for all new employees	
	5. School Accident Reports were reviewed	-All reports were looked at Getting a plate welded on to a play structure in Killarney school playground that needs some attention as far as a metal plate on the back of a ladder/stair, to make it safe. Ray has contacted Kiwi Welding to make a plate.	Ray Enns
	6. Correspondence	September 28, 2016 – Voices for Injury Prevention Conference Winnipeg, MB Victoria Inn Hotel and Convention Center	Margot Forsythe & New Bld/Main Co-Chair
	7. WPHS Provincial Re-Inspection Report	Re-inspection Killarney – Bus Garage. Re-inspection is good except for the cranes and hoists and we have been in contract with Deb Draper, Safety and Health Officer. We are in the process of getting this corrected. Waiting to hear back from the crane company. All parties are aware and it is not being used at this time in the bus garage.	

	8. Inspection Reports	<p>-We looked at all reports</p> <p>Climbing equipment in the North Gym at Killarney School. Need to double check to make sure that we are up to code for spacing on the climbing equipment.</p> <p>Old Drill Press in Boissevain Metal Shop can't find the right guards. This press is not being used right now. This piece of equipment needs to be removed from the metal shop. We are going to tender out this piece of equipment.</p> <p>Emergency Stops needed in the Metal Shop</p> <p>Cord hazard in Bio Lab at Boissevain School, connected to a smart board. Needs to be addressed. Doug is aware and working to find a solution.</p> <p>Bricks are becoming loose on Boissevain School and there is an issue with the sidewalks cracking. Some repairs have been made to the sidewalks but more needs to be done.</p> <p>Smoke Detector needed in the break room / file room in the Killarney Bus Garage.</p> <p>Electrical Outlets need to be checked in Boissevain School</p> <p>Garbage cans and Recycling boxes need to be at least 3 ft. away from the door.</p> <p>Fridges are not allowed for classrooms/ they need to be removed. Letters to be sent from Admin before school breaks for summer to staff regarding the removal of fridges ASAP.</p> <p>Bob Gaiser – Notes below</p> <p>Emergency Egress maps need to be posted in each class room.</p> <p>Fire Exits need to be clear</p> <p>Extension cords are being used and daisy chaining (cord plugged into a cord or a power bars) not acceptable</p> <p>Microwaves need to be unplugged when not in use.</p> <p>Issue with rooms full of paper, hilled on desks. Needs attention</p> <p>The above listed items need to be sent out in an email or memo to the school principals that these need to be addressed and removed.</p>	<p>Tim De Ruyck Ray Enns</p> <p>Doug Gray</p> <p>Tim De Ruyck</p> <p>Tim De Ruyck</p>
	9. New business	<p>Status of the Revisions to WPHS policies and procedures:</p> <p>Bob has been working on policy and procedure revision and he is going to forward to Tim a large package.</p> <p>Tim will look over it in August and it will be a big agenda item for a fall meeting.</p> <p>Bob has previously taken parts of the policies and procedures to committee meetings and then had a discussion and it will be a time consuming process, take 15 documents at a time and review and once it is complete you convert it into a living document.</p> <p>Fall meeting 2016 look at a first cluster of documents</p> <p>Investigation Kits. Do we have them? How do we get them? Principal and committee rep will attend an investigation. Tim will get a list of supplies from Bob and get Crysi to shop for the items.</p>	<p>Tim De Ruyck</p> <p>Margot Forsythe Tim De Ruyck</p>

	10. Next Inspections due by:	September 14, 2016	
	11. Next meeting:	September 23, 2016 1:15pm DBO	
	12. Adjournment	Landon White	2:25pm

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 _____ () Print Name of Worker Co-Chair _____

Signature _____ Signature _____

COMMITTEE MINUTE FORM

PAGE 2 OF 2

See instructions

Complete all sections - type or print clearly

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Other Business:

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Complete all sections - type or print clearly

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Other Business:

SAFETY AND HEALTH COMMITTEE MINUTES



Labour and Immigration
Workplace Safety & Health Division
200 - 401 York Avenue
Winnipeg, Manitoba R3C 0P8
T 204 945-3446 F 204 948-2209

Home page: <http://www.safemanitoba.com> Click on "Minute Form" in PDF format to print and fill in your meeting information outlined below (Instructions for Completion of Minute Forms) for faxing or mailing. If you prefer to email your completed minute form, use the Word format and forward to cominutes@gov.mb.ca

Phone: 1-800-282-8069 ext. 5718

FAX for Committee Minutes: (204) 948-2209

Your committee must meet four or more times per year. Completed minutes of each meeting of the safety and health committee at your workplace must be faxed, mailed to Workplace Safety and Health Division or e-mailed to cominutes@gov.mb.ca. You can use the Workplace Safety and Health Committee Minute Form or set up your own format containing all the information in our form.

The minute form is intended for your use to record briefly and clearly the safety and health concerns at your workplace and steps taken by the committee or others to resolve them. They are designed to provide everyone at your workplace and the Workplace Safety and Health Division with information on your committee's activities and progress to date.

If you are unable to resolve an issue yourselves, phone or write your Safety and Health Officer for assistance in finding a solution. If you would like assistance with making your committee more effective, call the Safety and Health Committee Coordinator at 945-5718 or 1-800-282-8069 extension 5718.

Instructions For Completion Of Minute Forms

❶ **You must complete all information in top boxes:**

Full Name & Full Address of Workplace - must include Department & Branch, where applicable.

Which Committee - needs to be completed only if you have more than one committee at the same address.

Number of Employees at the Workplace - the number at the workplace, not the number on the committee.

- ❷ In the first column "**Origin**" indicate the date an issue is first raised at a safety and health committee meeting. Continue to note this date in future minutes until the committee agrees the issue is resolved.
- ❸ In the second column "**Concern or Problem**" list the details of items discussed. Draw a line across the page to separate each issue.
- ❹ In the third column "**Recommendation or Action Taken**" indicate what has been done or the steps being taken or the committee's recommendation as to what should be done to resolve the issue.
- ❺ In the last column "**Action By**" fill in who will be responsible for carrying out each interim step or action and the date it will be completed or, if the issue is resolved, fill in the date it was resolved.
- ❻ In the bottom section "**Other Business**" record any points not covered such as upcoming elections or date of next meeting.
- ❼ **Both** management and worker co-chairs must sign each page of the minutes when they are satisfied that the record is complete and accurate. Please indicate by an (X) in the brackets who chaired that particular meeting. NOTE: If you are emailing your minutes then you are only required to provide the names of the two co-chairs.
- ❽ Distribution of copies must be done within one week following the committee meeting:
 - a) Distribute copies to committee members, alternates, and relevant managers.
 - b) Keep one copy at the workplace for a period of at least 10 years from the date of the meeting.
 - c) Send one copy to Workplace Safety and Health Division - by mail to the address above, fax minutes to (204) 948-2209, e-mail to the above address **or** electronically.
 - d) Post one copy on the safety and health committee bulletin board(s).

SETTING AGENDAS: It is recommended that the co-chairs get together to set the agenda for each meeting. This must be posted on the safety and health committee bulletin board **prior** to each meeting and distributed to committee members **at least** 3 clear days ahead of the meeting. Following is a generic agenda outline that could be used in creating your own agendas.

- ❶ **Review minutes of last meeting.** You will need to determine if all issues have been resolved or if actions have been taken as indicated and next steps agreed to and noted.
- ❷ **Review issues resolved by individual committee members or supervisors.**
- ❸ **Review illness, injuries and accidents since last meeting.** This could also include a brief review of working procedures, rules and policies related to the illness, injuries or accidents and recommendations for changes to same.
- ❹ **Consider new concerns or problems.** These may arise out of inspection tours, surveys, investigations by committee or concerns brought to the committee's attention by employees or management.
- ❺ **Review of educational material and availability of safety and health training programs.**