

**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	
	<b>Turtle Mountain School Division</b> <b>Box 280</b> <b>Killarney, Manitoba R0K 1M0</b>  <b>Phone: 523-7531</b>  <b>Fax: 523-7269</b>  <b>Which Committee: Workplace Health and Safety &amp; Risk Management</b> ( if more than one ):  <b>Meeting date: December 15, 2015</b> <b>Date of next meeting:</b>  <b>Number of employees at the workplace: 176</b>	Ken Rose	Supervisor of Bld/Main	x	
Kathy Siatecki		Secretary Treasurer	x		
Rob MacTavish		Trustee	X		
Tim De Ruycck		Superintendent/CEO	X		
Terry Beazley		Administrator		X	
Tanya Edgar		Ass. Superintendent		X	
<b>Grant Weisner</b>		Ass. 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	
Leslie Scebenski		EA Rep	X		
Rick Pearce		Bus Driver Rep		x	
Al Hicks		Teacher Rep		X	
Darren Knight		Teacher Rep	x		
Guests (list any)					
<b>Bob Gaiser</b>		Consultant	X		
	Occupational Health and Safety Practitioner				

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	PD Feb 10, 2016 Investigation Training Moved Rob MacTavish Seconded: Travis Laing	Lezlie Scebenski
	2. Approval of the agenda	Moved: Rob MacTavish Seconded: Travis Laing	
	3. Approval of Minutes	Moved: Doug Grey Seconded: Travis Laing	
	4. Business arising from the minutes	Violent Incident Report We are going to steam line our policy and procedures and have them clustered. Site training per building to investigate in the event of a major incident  Ken had looked in replacing the lights in the south gym so that they will be shatterproof  Grant is working on a template and we have deferred this until our June meeting.	Tim DeRuycck  Ken Rose Grant Wiesner
	5. School Accident Reports were reviewed	-All reports were looked at	
	6. WPHS Provincial Inspection Report	Items have been taken care of	
	7. Correspondence	Bob Gaiser discussed various draft documents that he is proposing for TMSD We looked at these as a group	
	8. Inspection Reports	-We looked at all reports Killarney School Inspection Reports for the Gyms were not completed. They are still not submitted. Concern from Kathy she needs these inspection reports. Send a reminder email to Ray Enns to help get all the reports in on time.  Other than the gyms Kathy was very pleased with the reports coming in on time by March 1 <sup>st</sup> . Update MSDS – Science, Chemistry,, Shops, Custodians Boissevain School sidewalks have major cracks, still issues but not tripping hazards.	Kathy Siatecki

		Inspection reports need to specify which school is on the form	
	9. New business	Bob Gaiser – helping us with inspections and procedures. Welcome to Bob Gaiser	Tim De Ruyck
	10. Bob Gaiser – Occupational Health and Safety Practitioner Inspection Reports / Procedures and Policy	<p>Policy for the Investigation of an incident. Principle needs to designate who will clean up custodian has the proper equipment. Form talks about who will control the site. Principle can designate who can leave the school.</p> <p>We are entitled to training so rather than send people out for PD have Keith Thomas come and do presentations. They will come to the division to come and train. Committee training day, take knowledge back to the school but when you are asked a question we have knowledge to share.</p> <p>Perhaps look to next year's calendar and use one of the PD days for the committee to have training together.</p> <p>Bob will dedicate time to the division to align our policies.</p> <p>Required staff need to be available to do an inspection on site. Principle's need to be there, they need to be involved. The person held responsible will be the principle, they need to be there, and Custodians need to be available. WPHS rep. Once they have all been trained they can carry out the inspections</p> <p>Monthly fire extinguishers and Monthly AED inspections are not being done. Custodial and mechanical rooms need to be locked. General housekeeping and clutter. Salt and snow removal logs need to be done in all the school. You need due diligence with this. Extension cords being used and not built with technology and you get a power bar with an extension cord and overload and create fire. Power bar from an outlet is okay. No decorations from the ceiling. Safety needs to be documented for the Industrial Arts room. Perhaps have a contract for the industrial students regarding PPE and training.</p> <p>Orientation Packages – Custodians, Bus Garage, Industrial Arts students – Safe work procedures</p> <p>Draft procedures were shared with the committee and they will be looked at with the committee and we will work with these procedures and make them appropriate for TMSD</p> <p>Binder put together and have it go to committee so that they can review, sent out by Tim DeRuyck so that the committee can review and then break it down and discuss it the future WPHS committee meetings.</p> <p>Power point is available for safe work to new employees. Rights of a worker. Do orientation at the beginning of the year, reps may know but everyone needs to be informed, spread the word.</p>	
	11. Professional Development Report	<p>Safety Services Conference Youth Safety – safe workers of tomorrow Strongly advocate programs like this not limited just to school but to things they would take home with them. Hopeful they will gain a safety life school. They will come out to provide programming to students.</p> <p>Incident Investigation for Employers</p> <p>Human rights in the Workplace. Duty for care, to inquire and employees who struggle with stress and addiction. Responsibilities to make changes for employees, if we are in doubt consult the human rights commission. How can we keep ourselves healthy?</p> <p>New Legislation for accessibility What is practical and reasonable?</p> <p>How to stay healthy in the workplace. Physical and Emotionally</p> <p>Mental Health First Aid – perhaps a divisional PD day for the rest of our staff.</p> <p>WPSH Space on the Staff side of the website to make available to all staff members.</p> <p>Information was shared with the committee about Safe</p>	

		Work Investigation training and some questions were posed as far as procedures and policies. Further discussion is needed on this. Mockup of an investigation, to make sure our policy and procedure falls into place. How to indicate and how to make all staff aware.	
	12. WPSH Updates	WPSH improvement orders. Huge undertaking for the division as far as WPHS. The training, ordering equipment, large undertaking to comply and congratulations for a job well done to Boissevain School Custodial and Ken Rose.	
	13. Next inspections due by:	May 27, 2016	
	14. Next meeting:	June 10, 2016 1:15 pm DBO	
	15. Adjournment	Travis Laing	3:10pm

**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

Phone (204) 945-3446

FAX (204) 948-2209

Date of Origin	Concern or Problem (See reverse for completion instructions)	Recommendation or Action To Be Taken	Action By (who & when)
----------------	---	--------------------------------------	---------------------------

--	--	--	--

Other Business:

**COMMITTEE MINUTE FORM**

See instructions

Complete all sections - type or print clearly

Phone (204) 945-3446

FAX (204) 948-2209

Date of Origin	Concern or Problem <small>(See reverse for completion instructions)</small>	Recommendation or Action To Be Taken	Action By <small>(who &amp; when)</small>

Other Business:

**COMMITTEE MINUTE FORM**

See instructions

Complete all sections - type or print clearly

Phone (204) 945-3446

FAX (204) 948-2209

Date of Origin	Concern or Problem (See reverse for completion instructions)	Recommendation or Action To Be Taken	Action By (who & when)

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](mailto: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](mailto: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

### ① **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.

- ② 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.
- ③ In the second column "**Concern or Problem**" list the details of items discussed. Draw a line across the page to separate each issue.
- ④ 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.
- ⑤ 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.
- ⑥ In the bottom section "**Other Business**" record any points not covered such as upcoming elections or date of next meeting.
- ⑦ **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.
- ⑧ 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.

- ① **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.
- ② **Review issues resolved by individual committee members or supervisors.**
- ③ **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.
- ④ **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.
- ⑤ **Review of educational material and availability of safety and health training programs.**