

**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: December 13, 2017 Date of next meeting:  Number of employees at the workplace: 186	Tyler Shiels	Supervisor of Bld/Main	x
Kathy Siateckri		Secretary Treasurer	x	
Rob MacTavish		Trustee		x
Tim De Ruyck		Superintendent/CEO	x	
Giselle Beaupre		Administrator	x	
Amanda Dooley		Payroll Officer	x	
Grant Wiesner		Ass. Superintendent	x	
Worker Members (list all)				
Ron Church		Bus Driver Rep	x	
Bob Birch		Teacher Rep	x	
Paula Opperman		Teacher Rep	x	
Ray Enns		Custodian/CUPE Rep	x	
Joe Hammond		CUPE Rep	x	
Landon White		Teacher Rep		x
Leslie Scebenski		EA Rep		x
Maureen King		Small Schools Rep	x	
Al Hicks		Teacher Rep	x	
Darren Knight		MTS Rep	x	
Guests (list any)				

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		
	2. Approval of the agenda	Moved: King      Seconded: Opperman	
	3. Approval of Minutes	Moved: Hicks      Seconded: Knight	
	4. Business arising from the minutes	N/A	
	5. School Accident Reports were reviewed	-All reports were looked at: No further action required	
	6. Correspondence	Viewed!	
	7. Inspection Reports	-We looked at all reports: See notations below  Metal Shops - needs to be stored in a safer place  fire extinguisher needs a new tag  Chemistry Lab – Boissevain to be cleaned up  Biology Lab – chemicals need to be disposed	Al Hicks  Tyler Shiels  Al Hicks  Tyler Shiels
	8. New business	Critical Incident Investigation Training	Tyler Shiels

	9. Next inspections due by:	February 7, 2018	
	10. Next meeting:	February 21, 2018	

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 Tyler Shields ( ) Print Name of Worker Co-Chair Bob Bireh  
 Signature [Signature] Signature [Signature]

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