

INTERLAKE SCHOOL DIVISION

MINUTES OF THE WORKPLACE SAFETY AND HEALTH COMMITTEE MEETING OF THE BOARD OF THE *INTERLAKE* SCHOOL DIVISION THAT WAS HELD ON MONDAY, MAY 16TH, 2011 AT THE TRANSPORTATION AND MAINTENANCE FACILITY, STONEWALL, MANITOBA.

TRUSTEES PRESENT:

ALAN CAMPBELL (CHAIRPERSON), SHARON BAKER, SANDRA WIEBE

ADMINISTRATION PRESENT:

ASSISTANT SUPERINTENDENT: CHRISTINE PENNER

MAINTENANCE SUPERVISOR: PAT LENNOX

REGRETS:

SAFETY OFFICER: SHARON MONKMAN

TRUSTEE: DAVID HARCUS

THE MEETING COMMENCED AT 6:00 P.M.

INFORMATION ITEMS

THE COMMITTEE WAS PROVIDED WITH THE FOLLOWING INFORMATION FROM THE ASSISTANT SUPERINTENDENT:

- **DEFIBRILLATORS IN SCHOOLS** – THE COMMITTEE WAS PRESENTED WITH LITERATURE FOR AN AUTOMATED DEFIBRILLATOR INCLUDING A COST BREAKDOWN OF EACH UNIT FROM BARIK MEDICAL.
- **LOCKDOWN PROCEDURES** – THE COMMITTEE WAS PROVIDED WITH DOCUMENTATION ON THE DEFINITIONS OF A **LOCKDOWN PROCEDURE** AND **LOCKOUT PROCEDURE**. UPON APPROVAL THE LOCKDOWN / LOCKOUT PROCEDURES WILL BE INCLUDED IN THE DIVISIONAL EMERGENCY PREPAREDNESS PLAN BOOKLET.
- **FIRE SAFETY** – THE SAFETY OFFICER IS CONTINUOUSLY MONITORING THE SAFE STORAGE OF MATERIALS AND REDUCING THE AMOUNT OF PAPER HANGING ON WALLS & DOORS. FIRE & ALARM EQUIPMENT INSPECTIONS ARE CONDUCTED ON A REGULAR BASIS.
- **SAFE WORK PROCEDURES, GROUNDS CREW** – THE SAFETY OFFICER WILL CONFIRM WHAT PROCEDURES ARE IN PLACE FOR HEARING AND EYE PROTECTION FOR CONTRACTORS.
- **WPS&H SCIENCE LAB IMPROVEMENT ORDERS** – FUME HOOD INSPECTIONS ARE NOW COMPLETE. RITA KORCZYNSKI FROM THE DEPARTMENT OF LABOUR AND IMMIGRATION HAS PROVIDED THE SAFETY OFFICER WITH IMPROVEMENT AND COMPLIANCE ORDERS TO BE COMPLETED.
- **FIRE INSPECTIONS WITH THE STONEWALL FIRE DEPARTMENT** – THE SAFETY OFFICER WILL PROVIDE A FULL REPORT.
- **WHMIS AWARENESS, UPCOMING FOR NEW SCHOOL YEAR** – THE ASSISTANT SUPERINTENDENT REPORTED THAT WHMIS TRAINING IS ON GOING.
- **FIRST AID TRAINING FOR EA'S IN JUNE** – CURRENTLY FIRST AID TRAINING FOR EA'S IS SCHEDULED FOR JUNE. THE COMMITTEE SUGGESTED THAT LUNCH SUPERVISORS ALSO BE TRAINED.
- **OTHER ITEMS – RESPECTFUL WORKPLACE** – ASSISTANT SUPERINTENDENT CHRISTINE PENNER PROVIDED THE COMMITTEE WITH A REVISION TO REFERENCE B-5 (R1).

MEETING ADJOURNED AT 6:48 P.M.

COMMITTEE CHAIRPERSON

SECRETARY-TREASURER