

## Hanover School Division – Divisional Workplace Safety and Health Committee Meeting Minutes for October 17, 2013

Management Representatives	Position	Absent	Present
Andrew Wiebe	Trustee Representative		√
Lynn Barkman	Trustee Representative	√	
Chris Gudziunas	Student Safety Program Coordinator		√
Bob Proulx	Director of Facilities	√	
Kim Poirier	SRSS Rep		√
<b>Worker Representatives</b>			
Corinne Hildebrandt	HTA Representative		√
Susan Nickel	Non-Unionized Staff		√
Ronda Alexiuk	CLAC Representative for Educational Assistants		√
Raymond Roy	CLAC Representative for Custodians		√
Jessy Unrau	SRSS Staff Representative		√
Val Ginter	COSL Rep		√
T.B.A.	Bus Garage	□	□
T.B.A.	Warehouse	□	□
<b>Guests</b>			
Gary Black	HSD Safety Consultant (Guest)		√
Eldon Bestvater	HTA President (Guest)		√
Cam Kelbert	SRSS (Guest)		√

Meeting Chaired by: Andrew Wiebe – Management Representative

1. Review of Minutes of Last Meeting
  - Minutes of June 13/13 meeting will be reviewed at the next meeting.
2. WSH Committee Representatives for 2013-14 – Role and Responsibilities
  - Committee member roles were reviewed and discussed
3. Incident Reports
  - One incident was presented and discussed
  - Incident reporting procedures were reviewed
4. School Inspection Reports
  - Inspection reporting participation has increased
  - Fewer items are being reported
  - Nothing significant to report this reporting period
5. AED Program in Hanover
  - The Defibrillator Public Access Act was reviewed and discussed
  - Signage is required to identify location of AED
  - Monthly inspection of AED will be assigned to Head Custodians at each school
6. New Business
  - Divisional Committee Meeting dates for 2013-14 were reviewed
  - Committee Member Training Session(s) information for 2013-14 was presented
  - Possibility of a School Reps Training Session will take place in November
  - Fire Drill Recordkeeping Procedures were discussed and reviewed including winter drills and varying times/situations of fire drills
7. Meeting was adjourned at 1:52 p.m.

Date of Next Meeting: Thursday, December 19, 2013