



**Workplace Safety & Health Divisional Committee  
Meeting #4 Minutes  
HSD Administration Office  
12:30 pm – June 13, 2013**

5 Chrysler Gate  
Steinbach, MB  
R5G 0E2

(p) 204-326-6471  
(f) 204-326-9901

**Committee  
Employer Members**

Andrew Wiebe  
Trustee

Randy Dueck  
Chief Safety Officer

Chris Gudziunas  
Student Program

Bob Proulx  
Maintenance

Kim Poirier  
SRSS Rep, Vocational  
and HCOSL

**Committee  
Worker Members**

HTA Rep  
David Thiessen

Susan Nickel  
Non-Unionized Staff

Ronda Alexiuk  
CLAC Rep  
Educational Assistants

Raymond Roy  
CLAC Rep  
Custodians

Jessy Unrau  
SRSS Rep

Number of Employees –  
1100

Meeting Chaired by: David Thiessen

Present: Chris Gudziunas, Andrew Wiebe, David Thiessen, Val Ginter, Susan Nickel, Ronda Alexiuk, Raymond Roy, Kim Poirier, Cam Kelbert (Guest), Esther Enns, Peter Heese (Guest)

1. Review of Minutes of Last Meeting

Minutes of March 12, 2013 meeting were adopted as presented.

2. Report on School Inspections

- School inspections were reviewed and discussed
- Inspection form has been revised to identify Principal or Maintenance responsibility
- Inspection due dates will be published in next year's school calendar

3. Committee Structure Review

- Committee structure and variances are under review
- Bus drivers will have an employee rep on the Committee in September
- The Committee will consist of five(5) employee reps and five(5) employer reps

4. Incident Reports

- a) SRSS Building Construction - May 13, friction burn
  - b) SRSS Culinary Arts - May14, minor burn
  - c) SRSS Welding Shop - May 15, foreign object in eye
  - d) SRSS Building Construction - May 29, SRSS, cut and pinched finger
  - e) SRSS Welding Shop - May 30, SRSS, minor burn
  - f) SRSS Welding Shop - June 5, SRSS, laceration
- All incidents were reported and self-investigated.
  - A suggestion was made to retain documentation at schools of general, minor incidents
  - A discussion on PPE requirements for staff & students took place

5. New Business

- Meeting dates for 2013-14
- The following items were discussed:
- First aid training for teachers and custodians;
  - Fire extinguisher training for Shops teachers;
  - New coating on gym floors;

- Re-keying locks in vocational shops and custodial rooms;
  - Specialized EA's for vocational shops.
6. Meeting was adjourned at 1:50 p.m.
  7. Date of Next Meeting  
Thursday, October 17, 2013