

## Workplace Safety Committee – Meeting Minutes

**Date:** April 6, 2022 (via Microsoft Teams)

**Time:** 10:30 am

**Prayer Leader:** CUPE 3730

**In Attendance:** Katherine Kowal, Tianna Joyce, Mark Bodnarchuk, Bobby Cabuco, Teresa Hitchings, Gwen Murphy, Gaylene Pilon, Jason Schrader

**With Regrets:** Dolores Douglas

### **Agenda:**

1. Opening Prayer Guest Prayer Leader – Sheila LeDoux
2. Additional Agenda Items
  - Back Injury Prevention online course started by Mark - working to get this complete
3. Inquiry – Weekend Snow Removal CUPE 3730
  - Confirm coverage if injured while clearing snow on the weekend
    - Mark B – yes, coverage is there – just like doing “rental” coverage (time for time)
4. Incident Report Forms CUPE 2268
  - Paper copy first; online later
  - Electronic bounce back with response for members records
    - Asked by members due to lack of time to fill out forms online – want to fill out paper forms and scan to us?
    - Form is available on onestop and can be viewed and printed prior to submitting to keep record of what has been submitted
5. Incident Reports Tianna
  - Update
6. OHS bulletin boards – School Locations CUPE 2268
  - Is there one at all schools?
  - Are the minutes posted there?
  - Are new staff made aware of the minutes and how to locate?
    - yes minutes are to be posted in a conspicuous spot for all employees to see
7. OHS School Committees CUPE 2268
  - How are members selected? Representation (in line with regs)?
  - Training (committee member/chairs)?
  - Training beyond level 1 and 2, 5 days a year

- Mark B – chairs are typically the principal and will inquire with the employee
- Typically the committee members stay the same
- Chairs (are/need to be trained) – Principals and VP and Head caretakers
- If new to being a co-chair – e mail reminder to complete training....
- Emphasis to co-chairs to have training complete – but really anyone can complete the training
- CUPE puts on very good training for OHC – up to 5 days..... we do absolutely support OHC training, Unfortunately not a huge amount of interest to complete
- Voted on to sit on committee? Ideally yes – but we need to have people interested to sit on the committee.....

8. OHS Meeting Minutes -

Tianna

- update

9. Electrical plugins/cords

CUPE 3730

- Revisit
- Do not cover extension cords for lengths of time
- Covering ext. cords was intended only for short/specific period of time and then put them away – to clarify any outstanding confusion

10. Outstanding Item

CUPE 2268

- Request for quarterly breakdown of Incident Report Forms submitted by CUPE 2268
- Quarterly? Semimonthly?
- Dec/March/June (moving forward)? This is agreeable to all  
..... 2268 members only..... number of reports How many incidents by their members?  
..... Commit – 1) up to March and one end of June for 2021 - 2022

11. Next Meeting: May 31, 2022

12. Location: In person – Room above the fountain at BJM

13. Prayer Leader – Next Meeting: Management