



Workplace Safety and Health Meeting

MINUTES

October 8, 2025

SVSD Office Meeting Room

Committee Details	
Complete name and address of workplace	Swan Valley School Division Box 995 1481-3 rd Street North Swan River, MB R0L 1Z0
Phone Number	204-734-4531
Fax Number	204-734-2273
Which committee (if more than one)	Main
Meeting Date:	October 8, 2025
Date of next meeting:	December 9, 2025

Committee:

Employer	Attendance	Employee	Attendance
Rob Tomlinson	Present	Marian Lumax	Present
Donna Burghart	Present	Nicole Bobick	Present
Patti Hack	Present	Dan Hiebert	Present
Jason Jersak	Absent	Dan Gattinger	Regrets no sub
Jen Zamzow	Present	Johnny Wintoniw	Present
Brad Klekta	Present	Lorne Ross	Absent

Guests Present: Rebecca Delaurier, Charlene Fothergill, Marc Kujanpaa, Jacquie Mydynski-Arp, Brenna Smith, Halley Barker (Vessey)

Recording Secretary Acknowledgement – Marian Lumax

2024-2025 Elected Employee Co-Chair Brenna Smith – to start meeting

Treaty and Land Acknowledgement

Call to order @ 1:35 pm

1. **Adoption** of the October 9, 2025 Agenda as shared via e-mail.
 - a. Jen Zamzow proposes we move new business Item A (Elections) be moved to be dealt with immediately
 - b. Donna B moved agenda be accepted as amended, Brad K. seconded, Carried

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2. **Adoption** of the May 7, 2025 Minutes as shared via e-mail.

- a. Patti H moved to accept May 7, 2025 minutes as written, Marion L seconded, Carried

3. **New Business- Committee Election**

- a. 2 spots on the committee for employee need to be filled as well as co-chair
 - i. Nicole B pointed out historically the employee portion of the voting reps has been 2 CUPE, 2 SVTA, and 2 MGEU
 - ii. Discussion Ensued
 - iii. Johnny Wintoniw and Lorne Ross added to committee
 - iv. Donna B. moved to accept the committee as established
- b. Election was held for Employee Chair.
 - i. Rebecca D. nominated Marian L. as employee co-chair. Marian L. is the new employee co-chair by acclamation
- c. Election was held for Secretary
 - i. Marian L. nominated Brenna Smith. Brenna S. is the new secretary by acclamation.

4. **Business Arising from Minutes**

- a. WSH Microsoft Reporting and Forms on SVSD Website – current status
 - i. Brenna has a cheat sheet for where forms need to go once they are completed
 - ii. This was sent to Jen. This will be posted with the forms on the Workplace Safety Health Drive
 - iii. Forms will get inputted onto SVSD Website, but some of these forms have also moved to Clevr
 - iv. Will continue to be worked on for next meeting
- b. Psychological Health and Wellness List of resources posted on SVSD website (B. Smith)
 - i. Brenna will send information to Jen
 - ii. Jen will put online
- c. Psychological Health and Wellness Report re: policies in other divisions survey (N. Bobick)
 - i. What is something that we want to work on?
 - ii. Nicole recommends that it should be preventative



- iii. For example burn out- During meetings we discuss an issue and how to problem solve
 - o Ex. A policy on when emails are sent division wide
 - o This committee could then make a recommendation to the board
- d. Safe Operating Procedures (Leonard Zdrill visit)
 - i. Leonard Zdrill came to the high school to work with the staff
 - ii. The staff were asked to send information about their equipment to him and he would create safe work procedures. The staff sent the information, but this did not get completed by Leonard
 - iii. He suggested using AI to create safe work procedures
 - iv. As a committee we discussed that AI may help, but safe work procedures should not be created using AI
 - v. Jacquie M-A. said that she is building in time for her staff to create safe work procedures
- e. Investigation Kits – revisit status of each school / building (JZ)
 - i. Make sure these are updated in your buildings
- f. Training / Onboarding video for employees update (M. Lumax)
 - i. Brenna will work on script. Brandon may have a class that's a good fit to produce video second semester.
- g. Training - WSH MSBA / MTS local,
 - i. Plan is to bring MSBA/MTS Workplace Safety and Health to the division and include other school divisions within our region for committee members
 - ii. Date to be determined
- h. Improvement Order – Confined Spaces, training dates
 - i. Confined Spaces General Requirement Compliance Date Oct 31, 2025.
 - ii. UCN is offering training on Nov 27/28th. 6 people in our division will be completing the training



5. Quarterly Inspection Review

- a. Corrective Actions Required based on 4th Quarter Inspections (May/ June 2025) (JZ)
 - i. Include maintenance request number on the inspection for things that need to be addressed
 - ii. Please make sure maintenance requests completed and if it's a housekeeping concern that can be handled in house please do so.
- b. Quarterly Inspections for First Quarter of 2025-26 school year
 - i. To be submitted by the end of October.

6. New Business

- a. Phone system and safety
 - i. The phone system makes it difficult to transfer calls
 - ii. There is a lag from when someone answers the phone
 - iii. When someone is at home and they answer the phone, the secretary cannot access the classroom
 - iv. Post online a general message to parents saying that we are working through technical issues (JZ to talk to L. Osatchuk)

6. Reports

- a. Incidents and near misses, corrective actions, HUB (JZ)

Reports to HUB:

	Students	Staff	Investigation Notes
Total Reported	20	2	
Minor	12	2	-1 high school, the rest playground - All treated first aid
Moderate	8	-	- All high school, all but one extracurricular sport related
Serious	0		

SVSD Incidents:

	Near Miss	Incident resulting in investigation	Total Investigated	Investigation Notes
Total Reported	2	8	10	Cracked inside window pane at high school HD, that then fell down Corrective actions have been identified



				and implemented. OSS Recycling times adjusted in response to near miss at bus time.
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b. Student Services Violent Incident Report (Patti)

Violent Incidents	Notes:	Physical Restraint	Notes:
24 (Few Mild and Moderate)	There are 6 students that these incidents are occurring with. Meetings are happening to support staff. Reaching out to psychologist (Garett Froze) to figure out next steps. Patti is trying to reach out to Saint Amant for further support.	1	

7. Any Other Business

a. Kii Health

- i. Support Staff were encouraged to get onto Kii health
- ii. There is a difference between support staff and teachers Kii Health
 1. There is a difference of what supports are offered
- iii. We can encourage employees to sign up for this.

No other questions or comments were brought forward. Everyone was thanked for their participation.

8. Next Meeting Dates: December 9, February 11, May 6

9. Adjournment @3:02pm



Co-Chairpersons' Signatures: Please indicate by (x) in the brackets below who chaired the meeting.

(x) Chairperson, Jen Zamzow

BOTH management and worker co-chairs **must sign each page** of the minutes when they agree that the minutes are complete and accurate. ***If co-chairs were not present for the meeting, then the co-chair alternate who attended the meeting on their behalf must sign the meeting minutes and acknowledge themselves as the "acting co-chair."***

If one or both co-chairs do not agree with the minutes report, please attach concerns on a separate page.

In my opinion, the above is an accurate record of this meeting.

Marian Lumax, Employee Co-Chair

Jen Zamzow, Employer Co-Chair