

**Distribution List:**

**PLEASE POST**

Tom Graham  
Dave Henshall  
Linda Underwood  
John Wakefield  
Alison Bain  
Jude Shugar  
Laura Morgan  
Jessica Wilson  
Stefan Fedorowich  
GISS, SIMS, SSE,  
Fernwood  
Fulford, Phoenix  
Elem  
Phoenix Place,  
Galiano, Mayne  
Pender, Saturna,  
Maint Shop  
SBO

**Gulf Islands School District No. 64  
District Joint Health & Safety Committee  
Minutes  
November 15, 2016  
School Board Office Conference Room**

**Present**

Tom Graham (OHSS & Chair Person)  
Jude Shugar (P/VP Rep)  
Linda Underwood (HR, Admin Rep)  
Alison Bain (Teacher Rep)  
Jessica Wilson (Recorder/Rep)

**Absent**

John Wakefield (School Trustee Rep)  
Laura Morgan (CUPE Rep)

**Meeting Called to Order:** 1:40 p.m.

**Agenda** - approved

**Review Previous Minutes**

The October meeting was an informal meeting and there were no minutes to record .

**Injury and Near Miss Summary Reviewed**

Jessica unveiled the reformatted spread sheet with changes to the header and the column sort feature. The committee reviewed the record of Injuries and Near misses. No trending was noted.

**Action List Work Orders Review**

The recent work orders labeled “Safety” was reviewed. Three of the 5 work orders have been completed. One project is waiting for materials for acoustic improvements listed on one of the work orders. It was noted that some work orders did not get labeled as safety and Jude will follow up on improving that process.

## **OLD BUSINESS**

### **JHSC Constitution**

Agreed to table the constitution until the December meeting when John can present the changes.

### **Blue Line Safety Training Goals**

- Injury Management Correspondence Log – Reviewed and there was not a strong need or use for this form in our School District
- Return to Work Form – This form combined with the RTW Progress report is very similar to the system being used. It was agreed that this would be a good resource for the future.
- Return to Work Process Form - We already have a similar flow chart on our website which is simple and easy to understand.
- Training Tracking – A very good template. The form could be adjusted suit any training program.

## **NEW BUSINESS**

### **AHERA Training and Asbestos Management Training**

Tom completed a 5 day course and is now a Building Certified Asbestos Inspector which will help the district manage an effective Asbestos Management Program. The district has also enlisted the help of the IES to take the old inventory and bring it up to date.

### **Newly Released Ministry Water Testing Policy**

The school drinking water will be tested annually for lead. Samples are at the lab waiting for results. The information will be shared when the results come back.

**Meeting Adjourned:** 2:51 p.m.

**Next Meeting:** December 6, 2016