

**Distribution List:**

**PLEASE POST**

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

**Gulf Islands School District No. 64  
District Joint Health & Safety Committee  
Minutes  
December 6, 2016  
School Board Office Conference Room**

**Present**

Tom Graham (OHSS & Chair Person)  
Jude Shugar (P/VP Rep)  
John Wakefield (School Trustee Rep)  
Alison Bain (Teacher Rep)  
Jessica Wilson (Recorder/Rep)

**Absent**

Linda Underwood (HR, Admin Rep)  
Laura Morgan (CUPE Rep)

**Meeting Called to Order:** 1:34 p.m.

**Agenda** - Approved with two minor adjustments. (1) JHSC Constitution was added to Old Business twice, so remove one. (2) The next meeting is January 17, 2017 but it is not going to be "training".

**Review Previous Minutes**

The November minutes were not put into the JHSC Dropbox file for all the members to review. Jessica added them to Dropbox so will table the adoption of the November minutes until all members can read and review them.

John requested that we post the minutes of the last couple of JHSC meetings to the School District Website. Tom will work on getting this done.

**Injury and Near Miss Summary Reviewed**

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" were reviewed. Jessica was able to amend previous SIMS work orders to a priority of "Safety" so that they now show up on the spreadsheet for us to view.

## **OLD BUSINESS**

### **JHSC Constitution**

John went over the Constitution changes with us. We reviewed and discussed Tom's edits on the Constitution such as the number of members needed. It was agreed that there should be 8 members total including 1 GITA rep & 3 CUPE reps so it is balanced.

It was noted that technically the JHSC plays more of an advisory role within our School District but will continue to uphold the spirit of the regulations regardless.

Section X was discussed. This is in place if the JHSC ever needs "sub-committees." The "sub-chair" would appoint people to the sub-committee. This has not been required to date but will leave it in the Constitution just in case.

The rest of the Constitution looks good. John will bring it forward for final approval at the January meeting.

### **Injuries During Rentals**

Last month, Jude brought up a situation where an injury happened during a rental of one of our facilities. What is the School Districts involvement in this? Tom brought the current forms we provide to groups that wish to rent our facilities. It is the groups responsibility to provide insurance for their group. Therefore if an injury occurs, then the group needs to deal with this through their insurance company. We do not handle the injury nor are we involved. We do, however, need to be notified of the injury.

## **NEW BUSINESS**

### **Radon**

Alison brought this topic up as it had recently been discussed at a BCTF meeting. The BCTF is lobbying the government to test our schools. So far only Quebec has done it. Alison suggested that if we can get the government to agree to do testing at our school

than we may be able to get free test kits to do so. What would remediation be if the tests are positive? Often just ventilation.

Alison says we are in Zone 2 which means we have less potential in our general area though Salt Spring Island has some areas that could be higher than others. Alison has offered to educate herself more on Radon and do a presentation of her findings at the January meeting.

**Meeting Adjourned:** 2:28 p.m.

**Next Meeting:** January 17, 2017