

**Distribution List:**

**PLEASE POST**

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

**Gulf Islands School District No. 64  
District Joint Health & Safety Committee  
Minutes  
April 19, 2016  
School Board Office Conference Room**

**Present**

Tom Graham (OHSS & Chair Person)  
John Wakefield (School Trustee Rep)  
Laura Morgan (CUPE Rep)

**Regrets**

Jude Shugar (P/VP Rep)  
Alison Bain (Teacher Rep)  
Linda Underwood (HR, Admin Rep)  
Sonia Shaw (Recorder/Rep)

**Meeting Called to Order: 1:35 p.m.**

**REVIEW**

**Agenda - approved** – With one amendment, New Business, review constitution

**Review Previous Minutes** – some changes made, approval was tabled for next meeting.

**Injury and Near Miss Summary Reviewed**

Trending – No trending noticed

**Work Order Summary Review**

Tabled for next meeting

**OLD BUSINESS**

**Joint Occupational Safety and Health Committee Training March 11, 2016**

Cameron Hacault of Blueline Safety Ltd. facilitated a training session for the JHSC. As a follow up for the training Cameron supplied templates and forms for the committee See item three in New Business.

## **School Emergency Management Planning**

Status report: Sonia formatted the documents that are to be released to the PVPs. Tom will be distributing the package.

## **NEW BUSINESS**

### **New Form 6a**

At the training it was pointed out that Worksafe has provided a new form 6a that includes information from Section 53(3). The section requires the worker to report injuries to the employer. The quote reference stresses the importance of reporting to the employees. And not reporting could compromise a worker's claim. The old form has now been replaced with the new 6a form.

### **Site Inspection Options**

At the JHSC training, it was recommended that the committee track instances when there is a site inspection performed when there is not a formal arrangement. It may not be as formal of an arrangement as an inspection committee but the information will be valuable and should be noted in the site inspection data.

### **Blueline Safety Resources Review**

Worksafe has provided a new form 6a that lists the information from Section 53(3). Sonia will be working with Cameron on the spreadsheets supplied. Tom will post the new Form 6a and work on the education part. The reporting process flowchart will be reviewed for adoption. Linda will compare our form with the supplied Functional abilities form

### **JHSC Constitution**

The JHSC Constitution needs to be reviewed and John Wakefield will work on this and bring it to the committee.

**Meeting Adjourned: 2:24 p.m.**

**Next Meeting: May 17, 2016**