

**Distribution List:**

**PLEASE POST**

Tom Graham  
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Linda Underwood  
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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  
SSE

**Gulf Islands School District No. 64  
District Joint Health & Safety Committee  
Minutes  
February 16, 2016  
School Board Office**

**Present**

Tom Graham (OHSS & Chair Person)  
Sonia Shaw (Recorder/Rep)  
John Wakefield (School Trustee Rep)  
Laura Morgan (CUPE Rep)  
Linda Underwood (HR, Admin Rep)  
Jude Shugar (P/VP Rep)  
Alison Bain (Teacher Rep)

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

**REVIEW**

**Agenda - approved** – amendment, New Business, acquisition of 3 more AEDs

**Approval of Previous Minutes – adopted with changes made**– amendment to show Laura Morgan as only CUPE Rep for all CUPE staff, not just BSWs.

**Injury and Near Miss Summary Reviewed**

Trending – BSWs are trending with similar injuries.

**ACTION:** Tom to find out more information regarding injuries and submit to Clay to see if there is something we can fix.

**Work Order Summary Review**

GISS, SSE, and Fernwood have made Site Inspection Submissions. Please send all paperwork regarding site inspections to Tom Graham or Sonia Shaw. Site inspections are required by Work Safe.

**OLD BUSINESS**

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

Tom will confirm times as the ferry schedule has changed since we booked.

**School Emergency Management Planning – SEMP** - See New Business B

## **NEW BUSINESS**

### **SEMP**

School Emergency Management Plan – Developed by a Ministry group who are meeting in Vancouver to unroll the project; Tom will attend.

Elizabeth Zook, our EOC coordinator is doing a drill at GISS. This is planned for Friday, March 4. Discussion ensued on nature of drill regarding safety of students - students will not be involved. This drill is a good example because of the emergency services involved, ex. how ambulance and police respond and how the radios don't work through the cement walls of the high school, etc. This exercise will be a great study. CRD is very supportive and will create a high resolution map from this exercise.

It has been identified that we need a common language with our emergency services, ex. "He's in the north wing or grade 8 wing or annex" we need a common language for location and could name it on the floor plan.

### **Template Review and Approval**

Section 3 in the planning guide this is where we have started.

- 1) School Planning Committee
  - a) Identifying incident command system individuals.
  - b) Alternate individuals should be available if commander is unavailable.
- 2) School profile
  - a) "Students with special needs" will need to be clarified to "number tenants who require assistance to get out of the building."
  - b) We have identified a lot of propane tanks, etc. In our fire plans.
- 3) Assign staff to rolls according to the command structure – SEMP has supplied templates which we can reformat to fit our district.
- 4) Floor plan recommendations - including eye wash stations. We can easily add to the fire plan as they have most of information needed.

The floor plan is located in the offices in the Fire Plan, a clear pocket on the wall of the offices. **NOTE:** This information could be very valuable if fallen into the wrong hands. It is only shared with emergency services by Executives and Principals.

We will start with GISS and share with each school to help make it clearer. If schools could submit what they have for emergency planning we can help fill in the information.

### **Committee Responsibilities and Connection with Locations**

#### **Actions to be taken as a result of the last meeting**

The website has been updated with the Site Rep Package and Responsibilities. We look forward to further connections with our site reps.

#### **AEDS**

Heart and stroke contacted our district and Tom made applications and we got three new AEDs. They will be placed at Fernwood, SSE, and SIMS, with one existing at our GISS location, which makes 4 for the District. Our community uses these locations and that's why they were chosen. Information will be sent out regarding the training which will be held at GISS. Discussion ensued on importance of AEDs and how effective they can be, length of time certification is valid, and information stored on the actual AED on an SD card so paramedics and the like can know exactly what happened at the incident.

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

**Next Meeting: Training on March 11, 2016**