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

Present

Tom Graham (OHSS & Chair Person)
Sonia Shaw (Recorder/Rep)
John Wakefield (School Trustee Rep)
Laura Morgan (BSW & CUPE Rep)
Linda Underwood (HR, Admin Rep)
Alison Bain (Teacher Rep)
Angela Gray (Pender Site Rep)
Larry Melious (CUPE President)

Regrets

Jude Shugar (P/VP Rep)

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

REVIEW

Agenda approved – approved – amendment to add #5, Format for Site Rep Connections.
Approval of Previous Minutes – Tabled until February meeting.

SITE REP ORIENTATION

Welcome and Introductions

Four Site Reps joined the Dropbox folder.

Committee Responsibilities towards Site Reps

An important part of the Joint Health and Safety Committee is working with the Site Reps. The Minutes of meetings are sent to the Site Reps so they can be posted at each site. We also make sure the website is up to date so you can refer to and have access to important forms and information, ex. working alone policy and procedure and who to contact.

SITE REP PACKAGE

The following headings are documents compiled in the Dropbox folder. Please see document for further information related to the heading.

Site Rep Responsibilities

We took the information from Worksafe and streamlined responsibilities to make sense for our organization. Ours is JHSC with representation from the different sectors with the committee members connecting to each location. Site Safety Responsibilities: email sent to Principals at the beginning of the year requesting the floor warden. The website currently show the old form.

Helpful information for Claims

We created the page with links in order to take you to the form. You can also report injuries online. Discussion ensued regarding online and tele claim. CUPE and GITA don't recommend using the tele-claim because you can fill out the form and see your answers and be able to have the right information for your supervisor to have an accident investigation. For ex. If a student cuts his finger off in the work shop, there will be an accident investigation. If you bang your leg so bad that it swells and your supervisor is filling out a form 7, they are straight forward. It is the form 7 responsibility to fill out: always the supervisor, so if it's a teacher it would be the principal, if it's a coupe member and who the direct supervisor is.

Injury Reporting

Form 6: the site rep can assist to help person fill out form. If someone requires first aid, the injured person will fill out the first aid form, the first aid attendant is not responsible to fill out the form.

Near Miss form: Ex. Tom bonks his head on the corner of the wall and it kind of swells up. He thinks he's not going to miss work and he doesn't see his doctor and doesn't fill out a form. Four days later he starts loosing vision in one of his eyes. If you document on the Near Miss and give to your supervisor when the issue arises four days later that document supports the claim. Another one is getting a cut and then blood poisoning surfaces in the following week. It's so you don't forget things like who witnessed the incident, and other details.

The Reporting Injuries Form is written to the person injured and not the site rep. These are helpful forms for you to share with workers, it is given to site rep as a resource.

This reporting flowchart should be posted at each location.

Inspection Forms (Spreadsheet)

Note for the site reps: what tends to happen with site inspections is people get overwhelmed. It's hard to make time, organize a team plus it looks like there are a lot of tabs on the spreadsheet. Choose one of the tabs on the bottom and start there.

Discussion ensued on the topic of 20% of the wall covered with paper.

Larry - The first time through the site inspections takes a bit more time to become familiar with the room ex. where the fire extinguishers are etc. Then you start to see where the problem areas are.

Laura – Fernwood picks a date at their staff meeting and they do three rooms each month.

SSE prints the inspection forms (enough for each classroom and area) and does them all at one time, taking less than an hour.

Larry - After a while you tend to miss things because you know the problem areas and look past new issues. One to keep an eye on is a filing cabinet being anchored or the third prong (grounding prong) being present on electrical cords. Also heavy stuff on the top shelves, easy to find and easy to fix. Tripping hazards are also very common.

Once a month at the end of the day Laura and her team get together and do a walk-about. After the walk-about the spreadsheet is given to the admin assistant to enter the work-order (if any that can't be fixed upon discovery). The inspection forms then get forwarded to Tom where Sonia double checks they were entered and creates the communication back to the site rep of what is completed, in progress, etc.

If you can correct it, correct it, why do the work order if you can fix it on-site.

Getting the team together can be challenging, doing some inspections is better than none.

Safety Concern Report – Supervisors Investigation

Accident Investigation Report

This form is included in the site rep package and is intended for the supervisor to fill out. Another tool for the site rep to help the staff.

You can do an accident investigation form at any time. JHSC has made a step by step for supervisors to do an accident investigation. If a worker makes a form 6 and the supervisor does a form 7 that is an accident investigation.

The Accident investigation is for a more serious injury and/or you need more space and information to assess the accident.

Staff Room Poster

Worksafe requires this poster is posted on the staff room bulletin board.

Water a Tree Program and Emergency Water Containers

We have done the inventory for the emergency containers, waiting for a sea can to inventory Fernwood. First Aid supplies are completely checked off.

Explanation of the water-containers and the cleaning cycle/change-out for those present who were unfamiliar with process. We will keep looking at water purification because it's hard to store water. Discussion ensued on water amount needed per person and storage.

Questions and Concerns

Needed: Clearer titles for documents with a sentence description for each item would be helpful.

Discussion ensued on posting minutes and a hardcopy is delivered via internal mail.

Format for Site Rep Connections

Feedback is how busy site reps are and not being able to make it to a meeting. Making the connection is so important.

Contacting Committee Members

For questions, comments, or concerns please contact Tom Graham or any of the committee members as listed above.

Meeting Adjourned: 2:59 p.m.