

**Distribution List:**

**PLEASE POST**

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**Gulf Islands School District No. 64  
District Joint Health & Safety Committee  
Minutes  
June 16, 2015  
School Board Office**

**Present**

Tom Graham (OHSS & Chair Person)  
Sonia Shaw (Recorder/Rep)  
Elizabeth Buchanan (Teacher Rep)  
John Wakefield (School Trustee Rep)  
Laura Morgan (BSW & CUPE Rep)

**Regrets**

Shelly Johnson (PVP Rep)  
Linda Underwood (HR, Admin Rep)

**Meeting Called to Order: 1:36 p.m.**

**OLD BUSINESS**

**Agenda approved – Approved**

**Approval of Previous Minutes - Approved**

**Injury and Near Miss Summary Reviewed**

One new near miss. Trending or Concerns: After review no trending noted

**Work Order Summary Review**

Action: Forward the work order communication spreadsheet to site reps and committee members.

**Site Rep Packages**

Communication is happening/working with the site reps.

**Water Containers and Water a Tree Day**

Water purification: we will go the way the VIHA suggests. Process pending.

### **Site Inspections - Step ladders and paper on the walls**

Action: follow up with site reps and find out if the schools have small step ladders in place.

The committee confirmed that the Fire Code Regulations state that only 20% of each wall is to be covered with paper.

## **NEW BUSINESS**

### **Flow Chart/Summary of Violence Threat Risk Assessment**

Action: The committee will look at the VTRA flow chart and to put together a document to post at work sites.

### **Developing a School Emergency Management Plan**

Discussion ensued on the language of the board policy and procedure, Policy 550 – Emergency Preparedness. It was recognized that as we move forward Board Policy and Procedure will need to be adjusted to ensure we have uniform Emergency Preparedness language.

The committee looked at a draft document by the Ministry of Education called Emergency Management Plan. In the past two years the same department has released the Schools Violent Threat Risk Assessment training to assist schools to recognize behaviors and develop an action plan. The emergency planning manual will be a helpful additional planning tool for the schools. The manual walks you through stage by stage how to develop a school emergency plan.

We will start on rolling out the new manual in September. We will create a folder of info for the principals.

**Meeting Adjourned: 3:01 p.m.**