

**Distribution List:**

**PLEASE POST**

Tom Graham  
Dave Henshall  
Linda Underwood  
John Wakefield  
Elizabeth Buchanan  
Laura Morgan  
Sonia Shaw  
Stefan Fedorowich  
GISS, SIMS, SSE,  
Fernwood  
Fulford, Phoenix  
Elem  
Phoenix Place,  
Galiano, Mayne  
Pender, Saturna,  
Maint Shop  
SBO

**Gulf Islands School District No. 64  
District Joint Health & Safety Committee  
Minutes  
November 17, 2015  
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)

**Regrets**

Jude Shugar (P/VP Rep)

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

**OLD BUSINESS**

**REVIEW**

**Agenda approved** – Approved

**Approval of Previous Minutes** – Accepted

**Injury and Near Miss Summary Reviewed**

There are no new injuries and no trending.

**Work Order Summary Review**

Four Work Orders have been entered, two are the result of site inspections completed, one was the completion of the eye wash bottle program and the last was a safety concern on the grounds.

**OLD BUSINESS**

**Site Rep Packages**

Site rep packages to be distributed. Invitations will be sent for site reps to join our January 19, 2016 meeting.

**Information release Water Containers and Water a Tree Day**

**ACTION:** send out with site rep package

**ACTION:** Tom to meet with Dawne to fill out triage white board at SBO

### **Eyewash Bottle Program**

Eyewash stations in place. The Courier is managing the eyewash bottle system.

### **VTRA Flowchart**

ACTION: to be sent in package with site rep package

**Bullying and harassment Training:** the training is a WorkSafe requirement. Linda has a PowerPoint which has the integrity of the first year of training. Our collective agreements have language around bullying and harassment. Discussion ensued on including every location in the district.

### **Training options reviewed**

WorkSafe Training Options page in the dropbox with links for the different topics.

**Accident investigations:** We are to assist in an accident investigation if called upon.

**Confined space:** applicable for the maintenance staff, but may not be applicable to this committee

**Fall protection:** another applicable for the maintenance staff.

**Hazard Analysis and Hazard Recognition Workshop:** interest noted

**Joint OHS Committees and Worker Reps.** Tom presented a binder that the courier and lead grounds worked through. This would be a good one for us on the committee.

**OHS Program Cooperatively Promoting Workplace OHS:** interest noted

Discussion and research ensued on which course to take.

ACTION: Tom will bring more information on selected courses to the next meeting.

### **School Emergency Planning Package**

Letter was sent out to Principal and Vice Principal (see letter in dropbox) asking for the schools to send emergency plans to the JHSC. The JHSC will assist each school in developing an emergency plan following the recommendations outlined in the new planning guide. Having all of the plans in one place will help identify best practices. Tom will report back after attending the ELT meeting.

ACTION: Tom to attend ELT meeting in December.

## **NEW BUSINESS**

### **Invite for site safety reps (part of safety package)**

Invitations will be sent for site reps to join our January 19, 2016 meeting.

**Meeting Adjourned: 2:35 p.m.**