

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.