

**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  
October 22, 2015  
School Board Office**

**Present**

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

**Regrets**

Jude Shugar (P/VP Rep)  
Linda Underwood (HR, Admin Rep)

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

**OLD BUSINESS**

**Agenda approved** – Amendment to add: Old Business E - Confirmation of step ladder purchase.  
Approved after changes

**Approval of Previous Minutes** - Accepted

**Injury and Near Miss Summary Reviewed**

One near miss added. Two teacher injuries, possibly multiple days off due to injury. Need to make sure the RTW, (return to work) column is up to date.

**Work Order Summary Review**

Eye-wash containers are being refilled, tracking system to be put in place. Review of the work order system and how work orders are generated and assigned. Discussion ensued. Safety work orders are complete and in progress. We look forward to seeing more relating to site inspections from each location.

**OLD BUSINESS**

**Site Rep Packages**

Contents include:

1. Helpful info on making WorkSafe claims.
2. Flowchart for reporting an injury,
3. Flowchart if there is a safety concern

4. Excel site inspection spreadsheet link
5. Site Rep responsibilities list
6. 'Notice to workers' poster that is required to be posted at each location
7. Accident investigation report. If a more detailed investigation is needed then form 6 and 7.

### **Work Order Status Update**

Discussion ensued on collaborating with site reps once a year, drills including community efforts, and student release forms.

ACTION: Letter to site reps will be sent to recognize them for their efforts and to invite them to a meeting.

ACTION: Rename Work Order Communication Sheet and send to site reps.

### **Water Containers and Water a Tree Day**

Containers have been delivered to each location. Fernwood is getting a steel box for water container storage.

ACTION: Looking for someone to head the water a tree day

### **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.

### **Step ladders**

ACTION: Information to school that a ladder must be accessible. Will include this information in the Site rep package.

## **NEW BUSINESS**

### **Work Safe JHSC Training**

The Committee will participate in WorkSafe approved training program. Tom will supply a list of possible training options

ACTION: Tom to put list together of topics that we could learn and list of recommended material.

### **District Emergency Management Guide**

Tom has created folders applicable to each location.

ACTION: Sonia will inquire to SBO about ordering a white board for using the triage form to call in the information to track our locations and see where resources and/or help is needed.

ACTION: Survey to principals to find out plans that are already in place and we will find the gaps to create the new plan.

Discussion ensued on replenishing and establishing emergency resources in the new plan. Emergency supplies are purchased or sourced as a district collective. DPAC and the schools PAC have always been helpful.

#### **District Emergency Management Guide and District Policy and Procedures**

Discussion ensued on how can the board can support this emergency plan. Need to align policy with the procedure with new language.

ACTION: John Wakefield will help ensure the language in board policy and procedures will accurately reflect new plans that are developed.

**Meeting Adjourned: 3:10 p.m.**