

**Distribution List:**

**PLEASE POST**

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**Gulf Islands School District No. 64  
District Joint Health & Safety Committee  
Minutes  
April 29, 2014  
School Board Office**

**Present**

Tom Graham (OHSS & Chair Person)  
Sonia Shaw (Recorder/Rep)  
Shelly Johnson (P/VP Rep)  
Rob Pingle (School Trustee Rep)  
Linda Underwood (HR, Admin Rep)  
Andy McNish (Maintenance & CUPE Rep)

**Regrets**

Marianne Schaefer (Teacher Rep)  
Dave Henshall (Co-Chair Person & Managers Rep)

**Agenda approved** – amendment to order of business and added First Aid Training and Requirements to new business.

**OLD BUSINESS**

Review of Previous Minutes – amendment to add Andy McNish as present.

**Injury and Near Miss Summary Reviewed**

Two recent reported incidents. One did not miss any work, another is missing work due to injury.

Trends – both injuries are related to teaching dance

**Work Order Summary Review:**

From September, 2014 to present, there are 14 items as a safety priority in the work order system. 11 items have completion dates, and 3 are outstanding. Requests from Fire Department, etc. can take a while to complete.

**Lockdown Procedure**

The SIMS lockdown at recess procedure will be further developed to include SSE. Tom will take the draft lockdown procedure to SSE.

## **NEW BUSINESS**

### **Critical Response Handbook**

- Discussion to answer what would be the best process to include the most recent Threat Risk Assessment training information. A summarized manual, flow chart, or simple condensed manual that points to the training manual as a resource.
- Develop a new system to keep Critical Response contact information up to date
- Develop a system for distributing the information to Principals
- Work on including relative district policies/procedures.
- Discussion about creating consistency with policy and the CRH

### **Site Inspection Worksheet**

A spreadsheet will be constructed to track school site inspections, and to highlight pressing results reported.

### **Tech Manuals**

Expanding the Technical and Cleaning Manuals for use and reference of office staff.

### **First Aid Training and Requirements**

Clarification of types of First Aid Training related to School District employees. School District is required by Worksafe to establish trained designated First Aid Attendants but does not supply training for staff whose position requires them to have first aid. That is, if a person requires first aid as a job qualification, then that individual is responsible for securing that qualification. The school district will assist in making space available for First Aid Training.

Meeting adjourned – 2:45pm