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**Gulf Islands School District No. 64
District Joint Health & Safety Committee
Minutes
February 18, 2014
School Board Office**

Present

Tom Graham (OHSS & Chair Person)
Dave Henshall (Co-Chair Person & Managers Rep)
Shelly Johnson (P/VP Rep)
Rob Pingle (School Trustee Rep)
Marianne Schaeffer (Teacher Rep)
Linda Underwood (HR Admin Rep)
Andy McNish (amendment from April 29, 2014 minutes)

Regrets

Sonia Shaw (Recorder)

NEW BUSINESS

Joint Occupational Safety and Health Committee Training

1. Training Objectives

Objective of the training was to learn about Occupational Health and Safety regulations, requirements and functions of the district Joint Health and Safety Committee.

2. Use of the Occupational Health and Safety Regulation

Three distinct areas in regulation:

- A) Core Requirements: apply to all workplaces and contain definitions, application, rights and responsibilities (including first aid), general conditions (Parts 1-4)
- B) General Hazard Requirements: detail general hazards found in a number of workplaces (usually higher hazard operations (Parts 5-19)
- C) Industry /Activity Specific Requirements: apply to specific industries (Parts 20-32)

These three distinct areas are then broken into 32 parts which are then broken in sections, subsections and paragraphs within the regulations

Guidelines and policies provide best practice direction and outline ways of complying with legislation. Policies are law. Guidelines are best practice interpretation.

Standards are referenced in the regulations e.g. CSA, ANSI, BC Building Code, Electrical Safety Act

Organizations with 20 or more employees must have a Joint Committee with a minimum of four members and co-chairs (one management, one employee)

WorkSafe Call Centre: 1.888.621.SAFE (7233) issues regarding Occupational Health and Safety Requirement, Employer & Worker Responsibilities, Reporting an Accident.

Workers' Advisers Office is a service/resource available to help workers with injuries and claims. The Workers Advisor office does not work for WorkSafe. There is a link on the school district health and safety page to The Workers Advisor Office

<http://www.labour.gov.bc.ca/wab/>

3. Occupational Health and Safety Program

Formal OH&S Programs are required if 20 or more employees at a site (S.125 WC Act)
The regulation used to be 20 if mod or high risk and 50 if low risk environment. Site reps at schools, OH&S on school staff meeting agendas, and OH&S committee at district level is model used in SD64. (Common model in school districts)

Section 130 Workers Compensation Act - Duties and functions of joint committee.

4. Health & Safety Inspections

Site inspections... Our inspection form is broken into tabs to assist in breaking down the inspection. Inspect...worksites (buildings & structures), tools, equipment and machinery, work methods and practices. When inspecting you are not there as a health inspector...don't get caught in minutia. Stay mindful of inspection purpose...identification of workplace hazards, elimination or control of hazards and compliance with regulatory requirements.

5. Accident Investigations & Safety Report

When an incident occurs there are two paths ...claims process (first aid report, WorkSafe forms) and at the same time prevention process (accident investigation, report to WorkSafe)

Section 172 - What is required to be reported?

Investigations are generally done by supervisor. Investigations must be carried out by a person who is knowledgeable about the work involved. Ask questions (5Why methods) to determine root cause(s).

Necessary Facts in an Investigation:

- Who was involved or injured?
- Were there any witnesses? Who?
- Where did accident happen?
- What were immediate/basic causes?
- Why unsafe act was performed/conditions present?
- How can similar incident be prevented?

Investigation Report:

- Brief outline of events leading up to and including accident
- Outline events in chronological order
- Specific Information...names, dates, times, places, causes, recommendations
- Attach documents...diagrams, photos equipment specifications etc.
- Make recommendations for corrective actions...address the causes

6. Outcomes and Action points

SD# 64 does have all of the elements of Occupational Health and Safety Program. The elements of the SD# 64 safety program should be compiled into one document. The Secondary School is of the size that it could have a safety committee specific to its site. The committee needs to become more involved in site inspections and the tracking of completed site inspections. The committee would like to do additional training around accident investigations.