

Distribution List:

PLEASE POST

Tom Graham
Dave Henshall
Linda Underwood
John Wakefield
Alison Bain
Jude Shugar
Dawn Sawchuk
Jacob MacLean
Angie Gray
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
March 13, 2018
SBO Boardroom**

Present

Tom Graham (OHSS & Chair Person)
Linda Underwood (HR, Admin Rep)
John Wakefield (School Trustee Rep)
Jacob MacLean (CUPE Rep)
Dawn Sawchuk (Recorder)

Absent

Jude Shugar (P/VP Rep)
Alison Bain (Teacher Rep & Chair Person)

Meeting Called to Order: 2:30 p.m.

REVIEW

Agenda - Approved

Review Previous Minutes – February minutes reviewed and approved

Injury and Near Miss Summary Review

- Nothing treading.
- EA - SSE - knee problem should be on next report missed this report.
- Ask Glynis for Form 7 that have been submitted with personal information blacked out.

Action List Work Orders Review – Only a couple to be addressed - non urgent.

Old Business

Action points for Surveys 8-12 - Tabled till more members are present.

Discuss possibility or need for alternate CUPE rep. - Jacob is happy to be the CUPE rep. now that he is aware of the schedule.

New Business

Revise Incident Investigation Form completed by June 2018

- 52E40 WCB form was reviewed and will be put into use
- Accident Investigation Kit to be stored by the maint shop first aid kit. (include accident safety tape, vest)

Add investigation to meetings - Work on a way to collect and make available accident investigations for the committee to review.

Put together program for Training with site reps

- Coordinate with other meeting to increase attendance
- In September review new responsibilities of committee members.
- Update website responsibilities of site reps.
- Guidelines Rights & Responsibilities 3.27 WCB
- <https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-03-rights-and-responsibilities#SectionNumber:3.27>

Tele Conference Site Reps for remote locations

- Reasonable duration for a conference call was discussed

Meeting adjournment: 3:34 pm

Next Meeting: April 10, 2019 2:30pm SBO Boardroom