

Distribution List:

PLEASE POST

Tom Graham
Dave Henshall
Linda Underwood
John Wakefield
Alison Bain
Jude Shugar
Jacob MacLean
Stefan Fedorowich
Dawn Sawchuk
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
Dec 12, 2017
SBO Boardroom**

Present

Tom Graham (OHSS & Chair Person)
Linda Underwood (HR, Admin Rep)
Alison Bain (Teacher Rep & Chair Person)
Dawn Sawchuk (Recorder)
Jude Shugar (P/VP Rep)
John Wakefield (School Trustee Rep)

Absent

Jacob MacLean (CUPE Rep)

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

REVIEW

Agenda - Approved

Review Previous Minutes - November minutes reviewed and approved

Injury and Near Miss Summary Review

EA Fulford – repeated student/ EA injury reports – Student Support Supervisor the information and is working on the report.

Action List Work Orders Review- JHSC Recorder to enter Board Office w/o for review next meeting.

WOID	Status	Descriptions	Request Date	Completion Date	Requester	AssignedTo	Location	Building	Area Type
31435	Complete	Lights will not come on in dance studio and one office off main office.	23/10/2017	2/11/2017	Angela Thomas	Kerr, Bud	Gulf Islands Secondary	Main Building	Dance Studio
31890	New Request	Doug Livingston's office - please move desk into corner (not facing window) - requires standing desk	5/12/2017		Sonia Shaw	Davis, Mike	School Board Office		Office
31891	Complete	Glynis Finer's Office- Yellow extension cord needs to be secured	5/12/2017	11/12/2017	Sonia Shaw	Davis, Mike	School Board Office		Office
31892	Complete	Cindy Rodger's Office -phone wires to right of desk need securing -would like shelving unit secured to wall	5/12/2017	11/12/2017	Sonia Shaw	Davis, Mike	School Board Office		Office
31893	New Request	Emergency flashlights required for 5 offices	5/12/2017		Sonia Shaw	Graham, Tom	School Board Office		Office
32118	New Request	Secure 3 drawer filing cabinet to wall in Rod Scotvold's Office	4/01/2018		Dawn Sawchuk	Graham, Tom	District-Board Office	Main Office Building	
32119	New Request	Secure bookshelf in the office of Linda Underwood	4/01/2018		Dawn Sawchuk	Graham, Tom	District-Board Office	Main Office Building	
32120	Complete	attach shelf to wall in Cindy Rodger's office	4/01/2018	15/01/2018	Tom Graham	Davis, Mike	District-Board Office	Main Office Building	

OLD BUSINESS

Review of Surveys - completed to page 7 of 12

Radon Kits - Arrived and to be installed at SSE Kindergarten Room (min 91days - max 12mths)

NEW BUSINESS

Jan 16 Planning meeting for new reporting format and upcoming training session
Discuss possibly or need for Alternative CUPE rep

Training Day Feb 2 or 9th - Tom to confirm date

Meeting adjournment: 3:45pm
Planning Meeting: January 16, 2018