

**Distribution List:
PLEASE POST**

Tom Graham
Duane Little
Dave Henshall
Linda Underwood
Tisha Boulter
Alison Bain
Dan Sparanese
Dawn Sawchuk
Janice Shields
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
January 15, 2019
Maintenance Meeting Room**

Present

Duane Little (OHSS & Chair Person)
Alison Bain (Teacher Rep & Chair Person)
Linda Underwood (HR, Admin Rep)
Tisha Boulter (School Trustee Rep)
Janice Shields (CUPE Rep)
Dawn Sawchuk (Recorder)
Angie Gray (by phone)

Absent

Dan Sparanese (P/VP Rep)

Meeting Called to Order: 2:40pm

REVIEW

Agenda – approved

Review Previous Minutes – approved

Injury and Near Miss Summary Review – nothing new

Investigation Report – nothing new

Action List Work Orders Review – Jan2018-Jan2019 5 new request, 7 in progress, 10 complete

OLD BUSINESS

- **Form Packages to each site** – Duane and Tom working on it.

- **Class list accessible by exit** – Dan will take this January 17th Principle/Vice Principle

- **Confirm red book contains proper information** – Review with Bus Drivers on Jan18th ProD

- **Create list of safety tasks, schedule Sept to June** – 0365 Spreadsheet share with JHSC members to be edited then shared with school reps.

NEW BUSINESS

-**Website Review -not complete**

Section policy update to #300 #303

Update Pender representatives

Linda will verify site reps.

Injury report flow chart to be updated

Meeting Adjournment: 3:41pm

Next Meeting: February 12, 2019 School Board Meeting Room

WOID	Status	Descriptions	Notes	Request Date	Completion Date	Priority	Requester	AssignedTo	Location	Building	Craft
33695	New Request	pavement road to SIMS		12-06-2018		Safety	Tom Graham	Contractor, Paving	Salt Spring Middle School	Parking Lot	
33696	New Request	pavement in need of work(potheles)		12-06-2018		Safety	Tom Graham	Contractor, Paving	Fulford Elementary	Parking Lot	
33697	Duplicate Request	Vehicles parking in fire lane		12-06-2018		Safety		Graham, Tom	Gulf Islands Secondary	Parking Lot	
33698	New Request	NO Parking FIRE LANE Template being made / Grounds will paint		12-06-2018		Safety	Tony Copeland	Graham, Tom	All Salt Spring Island Locations	Parking Lot	
35231	New Request	Health and safety inspection noted: No signage on door or lintel to identify Electrical Room. Combustables: chewing gum removal spray and old bottle of ammonia w/o WHIMIS labels. Cart with vacuum on it in front of electrical panel. Also.... Storage of cleaning materials and paper products in computer tech and electrical panel area. Time Available: 1		11-12-2018		Safety	Sue Starkey	Little, Duane	Phoenix Elementary	Main Building Electrical Room	Health/Safety
35233	New Request	Site inspection noted: that the exit door of locker room in basement does not open easily. There are no emergency lights in the locker room exit area. Missing the large matt inside the entrance of the locker room. Much wet and muddy boots making a mess. Time Available: 1		11-12-2018		Safety	Sue Starkey	Little, Duane	Phoenix Elementary	Main Building Locker Room	Health/Safety
32663	Work In Progress	Install seismic window film to finish installation		16-03-2018		Safety	Dave Henshall	Contractor, Window Film	Fulford Elementary		
32670	Work In Progress	Install seismic window film to finish installation		16-03-2018		Safety	Dave Henshall	Contractor, Seismic Non Struct	Gulf Islands Secondary		
32671	Work In Progress	Install seismic window film to finish installation		16-03-2018		Safety	Dave Henshall	Contractor, Seismic Non Struct	Salt Spring Middle School		
32672	Work In Progress	Install seismic window film to finish installation		16-03-2018		Safety	Dave Henshall	Contractor, Window Film	Salt Spring Middle School		
32673	Work In Progress	Install seismic window film to finish installation		16-03-2018		Safety	Dave Henshall	Contractor, Window Film	Salt Spring Elementary		
32674	Work In Progress	Install seismic window film to finish installation		16-03-2018		Safety	Dave Henshall	Contractor, Seismic Non Struct	Salt Spring Elementary		
32677	Work In Progress	Install seismic window film to finish installation		16-03-2018		Safety	Dave Henshall	Contractor, Seismic Non Struct	Fulford Elementary		
32118	Complete	Secure 3 drawer filing cabinet to wall in Rod Scotvold's Office		4-01-2018	19-03-2018	Safety	Dawn Sawchuk	Davis, Mike	District-Board Office	Main Office Building	
32119	Complete	Secure bookshelf in the office of Linda Underwood		4-01-2018	19-03-2018	Safety	Dawn Sawchuk	Davis, Mike	District-Board Office	Main Office Building	
32120	Complete	attach shelf to wall in Cindy Rodger's office		4-01-2018	15-01-2018	Safety	Tom Graham	Davis, Mike	District-Board Office	Main Office Building	
32210	Complete	secure tall wooden bookshelf to wall. shelf is located on the left as you enter the library. currently has headphones on it. Thank you Time Available: asap	Secure shelf unit to wall with "L" brackets.	16-01-2018	18-01-2018	Safety	Erin Anderson	Turner, Turner	Galiano Island Elementary	Library	Installation
32213	Complete	no outside lights working including parking lot, need flashlight for carts (2)	Lighting (Outdoor)	17-01-2018	17-01-2018	Safety	Leah Ashford	Johnston, Clay	Fernwood Elementary		Lighting (Outdoor)
32639	Complete	replace fencing at east end with steel handrails	Welding	13-03-2018	14-03-2018	Safety	Dave Henshall	Contractor, Fencing	Salt Spring Elementary		Welding
33408	Complete	Oops! Correction to w/o 33314. Shelves that need attaching to the wall are in the Media Arts lab office (NOT the Robotics workroom).		8-05-2018	11-05-2018	Safety	Angela Thomas	McNish, Andy	Gulf Islands Secondary	Main Building S111 Media Arts office	General Craftsman
33692	Complete	3 step ladder be made available to all teachers. Store in paper cutting room		12-06-2018	13-06-2018	Safety	Tom Graham	Upton, Rick	Fernwood Elementary		
33693	Complete	move heavier lower		12-06-2018	29-11-2018	Safety	Tom Graham	Graham, Tom	Fernwood Elementary	Classroom 2, 4, 5, 7, 8, 13	
33694	Complete	TV strapped to cart		12-06-2018	29-11-2018	Safety		Graham, Tom	Fernwood Elementary	Classroom 11	