

**Distribution List:  
PLEASE POST**

Tom Graham  
Dave Henshall  
Linda Underwood  
John Wakefield  
Alison Bain  
Jude Shugar  
Dawn Sawchuk  
Jacob Hall  
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  
May 8, 2018  
SBO Boardroom**

**Present**

Tom Graham (OHSS & Chair Person)  
John Wakefield (School Trustee Rep)  
Jude Shugar (P/VP Rep)  
Alison Bain (Teacher Rep & Chair Person)  
Janice Shields (CUPE Rep)  
Dawn Sawchuk (Recorder)

**Absent**

Linda Underwood (HR, Admin Rep)  
Jacob Hall (CUPE Rep)  
Angie Gray

**Meeting Called to Order: 2:40pm**

**REVIEW**

**Adoption of Agenda – done**

**Review of April Minutes**

- Changes made and approved
- Dawn to update all minutes in different layout for posting and distribution.

**Injury and Near Miss Summary Review**

- Tom to inquire about injury report information.

**Action List Work Orders Review** – work order 31890 complete

- Reminder to mark Priority to Safety on work orders.
- Tom will look in to window glass wire.

**OLD BUSINESS**

**A- Accident Investigation report for past year -**

**B- Radon Report - Pending**

C-PDF combining docs (housekeeping) -

**NEW BUSINESS**

A- Discussion of Constitution – review Constitution in File 2017/2018

**Meeting Adjournment:** 3:24pm

**Next Meeting:** June 12, 2018 SBO Boardroom

WOID	Status	Descriptions	Request Date	Completion Date	Priority	Requester	AssignedTo	Location	Area Type	Craft
31435	Complete	Lights will not come on in dance studio and one office off main office.	23-10-2017	2-11-2017	Safety	Angela Thomas	Kerr, Bud	Gulf Islands Secondary	Dance Studio	Lighting (Indoor)
31890	New Request	Doug Livingston's office - please move desk into corner (not facing window) - requires standing desk	5-12-2017		Safety	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	Safety	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	Safety	Sonia Shaw	Davis, Mike	School Board Office	Office	
31893	New Request	Emergency flashlights required for 5 offices	5-12-2017		Safety	Sonia Shaw	Graham, Tom	School Board Office	Office	
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	
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	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)	17-01-2018	17-01-2018	Safety	Leah Ashford	Johnston, Clay	Fernwood Elementary	Parking Lot	Lighting (Outdoor)
32639	Complete	replace fencing at east end with steel handrails	13-03-2018	14-03-2018	Safety	Dave Henshall	Contractor, Fencing	Salt Spring Elementary		Welding
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		