

Distribution List:

PLEASE POST

Tom Graham
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John Wakefield
Alison Bain
Jude Shugar
Laura Morgan
Sonia Shaw
Stefan Fedorowich
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Fulford, Phoenix
Elem
Phoenix Place,
Galiano, Mayne
Pender, Saturna,
Maint Shop
SBC

**Gulf Islands School District No. 64
District Joint Health & Safety Committee
Minutes
April 19, 2016
School Board Office Conference Room**

Present

Tom Graham (OHSS & Chair Person)
John Wakefield (School Trustee Rep)
Laura Morgan (CUPE Rep)

Regrets

Jude Shugar (P/VP Rep)
Alison Bain (Teacher Rep)
Linda Underwood (HR, Admin Rep)
Sonia Shaw (Recorder/Rep)

Meeting Called to Order: 1:35 p.m.

REVIEW

Agenda - approved – With one amendment, New Business, review constitution

Review Previous Minutes – some changes made, approval was tabled for next meeting.

Injury and Near Miss Summary Reviewed

Trending – No trending noticed

Work Order Summary Review

Tabled for next meeting

OLD BUSINESS

Joint Occupational Safety and Health Committee Training March 11, 2016

Cameron Hacault of Blueline Safety Ltd. facilitated a training session for the JHSC. As a follow up for the training Cameron supplied templates and forms for the committee See item three in New Business.

School Emergency Management Planning

Status report: Sonia formatted the documents that are to be released to the PVPs. Tom will be distributing the package.

NEW BUSINESS

New Form 6a

At the training it was pointed out that Worksafe has provided a new form 6a that includes information from Section 53(3). The section requires the worker to report injuries to the employer. The quote reference stresses the importance of reporting to the employees. And not reporting could compromise a worker's claim. The old form has now been replaced with the new 6a form.

Site Inspection Options

At the JHSC training, it was recommended that the committee track instances when there is a site inspection performed when there is not a formal arrangement. It may not be as formal of an arrangement as an inspection committee but the information will be valuable and should be noted in the site inspection data.

Blueline Safety Resources Review

Worksafe has provided a new form 6a that lists the information from Section 53(3). Sonia will be working with Cameron on the spreadsheets supplied. Tom will post the new Form 6a and work on the education part. The reporting process flowchart will be reviewed for adoption. Linda will compare our form with the supplied Functional abilities form

JHSC Constitution

The JHSC Constitution needs to be reviewed and John Wakefield will work on this and bring it to the committee.

Meeting Adjourned: 2:24 p.m.

Next Meeting: May 17, 2016