

**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
April 10, 2018
SBO Boardroom**

Present

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

Absent

Jacob Hall (CUPE Rep)

Meeting Called to Order: 2:38 p.m.

REVIEW

Agenda – Approved

Review Previous Minutes – March minutes reviewed and approved.

Injury and Near Miss Summary Review – Nothing trending.

Action List Work Orders Review – Nothing new.

OLD BUSINESS

Action points for Surveys page 8-12 – Completed.

Radon Kit – Collected from SSE and mailed April 10, 2018.

Revised Accident Investigation Post – Glynis has given JHSC copies of the Form 7 for Sept 2017 – present. Dawn will scan them and place in a folder accessible to JHSC members.

NEW BUSINESS

JHSC Evaluation Tool – complete

Action – Co-Chair to sign and share

Meeting Adjournment: 3:37

Next Meeting: May 8, 2018 2:30pm SBO Boardroom

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	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		Sonia Shaw	Davis, Mlke	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, Mlke	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, Mlke	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	Complete	Secure 3 drawer filing cabinet to wall in Rod Scotvold's Office		4-01-2018	19-03-2018	Dawn Sawchuk	Davis, Mlke	District-Board Office		
32119	Complete	Secure bookshelf in the office of Linda Underwood		4-01-2018	19-03-2018	Dawn Sawchuk	Davis, Mlke	District-Board Office		
32120	Complete	attach shelf to wall in Cindy Rodger's office		4-01-2018	15-01-2018	Tom Graham	Davis, Mlke	District-Board 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	Secure shelf unit to wall with "L" brackets.	16-01-2018	18-01-2018	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	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	Dave Henshall	Contractor, Fencing	Salt Spring Elementary	west play area	Welding
32663	Work In Progress	Install seismic window film to finish installation		16-03-2018		Dave Henshall	Contractor, Window Film	Fulford Elementary		
32670	Work In Progress	Install seismic window film to finish installation		16-03-2018		Dave Henshall	Contractor, Seismic Non Struct	Gulf Islands Secondary		
32671	Work In Progress	Install seismic window film to finish installation		16-03-2018		Dave Henshall	Contractor, Seismic Non Struct	Salt Spring Middle School		
32672	Work In Progress	Install seismic window film to finish installation		16-03-2018		Dave Henshall	Contractor, Window Film	Salt Spring Middle School		
32673	Work In Progress	Install seismic window film to finish installation		16-03-2018		Dave Henshall	Contractor, Window Film	Salt Spring Elementary		
32674	Work In Progress	Install seismic window film to finish installation		16-03-2018		Dave Henshall	Contractor, Seismic Non Struct	Salt Spring Elementary		
32677	Work In Progress	Install seismic window film to finish installation		16-03-2018		Dave Henshall	Contractor, Seismic Non Struct	Fulford Elementary		