

December 2025

Attention new JOHS members: Your supervisors have been informed about training opportunities for new JOHS members. They can assist you in navigating the process so you receive the required training.

SITE-BASED JOHSC - ACTIONS REQUIRED

Important!

WorkSafeBC inspections are increasing across the education sector. Make sure your site is ready by checking these items:

- **Detailed JOHS Board** – Confirm it's posted and up to date see November newsletter for guidance.
- **JOHS Committee Meeting Minutes** – Templates are available on the [website](#).
- **Building Inspections** – Complete using posted [templates and procedures](#).
- **First Aid Procedures** – Review the updated procedure on the [website](#); annual review recommended.
- **Housekeeping and Storage** - Clear common workspaces, high shelving, and areas around utilities (electrical panels).
- **Chemical Inventory** - Ensure all chemicals have an inventory list, [MSDS](#) sheets and are properly stored.

Conduct work site inspections monthly. If you identify issues you can't correct easily, record them and submit a work order through your supervisor.

Technology Education Spaces:

WorkSafeBC inspections have emphasized the need for documented Safe Work Procedures for staff when operating and maintaining equipment such as table saws, etc. These procedures are currently being updated and developed. Once finalized, they will be shared with JOHS committees to ensure proper implementation, with Technology Education spaces identified as the top priority.

INJURY AND INCIDENT REPORTING

All workers must promptly report any incidents or injuries to their supervisor. Reporting helps us address hazards quickly and keep everyone safe. For procedures and forms, visit the district health and safety [website](#).

MONTHLY SAFETY TIPS

Emergency Preparedness

Take a moment to visualize what you would do in an earthquake, fire, or lockdown.

- Know your primary exit and at least one backup route.
- Identify your muster point where you'll gather after evacuating.

Thinking through the steps now helps you act quickly and safely when it matters most.

VIOLENCE RISK ASSESSMENTS

All district sites have completed this work—thank you! Please post VRAs for staff. JOHS committees play a key role in implementing and monitoring the action plan.