

**Distribution List:  
PLEASE POST**

Tom Graham  
Duane Little  
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  
December 11, 2018  
SBO Boardroom**

**Present**

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

**Absent**

Jacob Hall (CUPE Rep)  
Jude Shugar (P/VP Rep)

**Meeting Called to Order: 2:38 pm**

**REVIEW**

**Agenda** – approved

**Review Previous Minutes** – October & November approved

**Injury and Near Miss Summary Review** – nothing trending

**Investigation Report** – Classification on 6A form for next meeting

**Action List Work Orders Review** – nothing abnormal.

**OLD BUSINESS**

- **Radon Testing Continues** – ongoing – Mid-January send test from SIM Library to lab.  
An Outer Island school next up.

- **Silica Testing GISS Art Room** - complete nothing of concern.

**NEW BUSINESS**

-**Create list of safety tasks, scheduled Sept-June and assigned by Feb 15, 2019** –  
Dawn will send out a spreadsheet for JHSC member to add safety task.

-**Distribute form package to each site by Feb 15, 2019** –  
website review at next meeting & update forms, then packages can be made.

**-Class List accessible by exit Feb 1, 2019 –**

Dan will bring up at next ELT meeting.

**-Confirm red book contains proper information Feb 1, 2019 –**

Duane to confirm redbooks have been updated for 2018-19 and back on buses.

**Meeting Adjournment:** 3:30 pm

**Next Meeting:** Maintenance Meeting Room January 15, 2019

WOID	Status	Descriptions	Request Date	Completion Date	Priority	Requester	AssignedTo	Location	Area Type
32118	Complete	Secure 3 drawer filing cabinet to wall in Rod Scotvold's Office	4-01-2018	19-03-2018	Safety	Dawn Sawchuk	Davis, Mlke	District-Board Office	
32119	Complete	Secure bookshelf in the office of Linda Underwood	4-01-2018	19-03-2018	Safety	Dawn Sawchuk	Davis, Mlke	District-Board Office	
32120	Complete	attach shelf to wall in Cindy Rodger's office	4-01-2018	15-01-2018	Safety	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	16-01-2018	18-01-2018	Safety	Erin Anderson	Turner, Turner	Galiano Island Elementary	Library
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
32639	Complete	replace fencing at east end with steel handrails	13-03-2018	14-03-2018	Safety	Dave Henshall	Contractor, Fencing	Salt Spring Elementary	west play area
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	S111 Media Arts office
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
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	
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(potholes)	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