

**Distribution List:
PLEASE POST**

Duane Little
Dave Henshall
Linda Underwood
Tisha Boulter
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
February 11, 2020
SBO Boardroom**

Present

Duane Little (OHSS & Chair Person)
Richard Frost (Admin Rep)
Tisha Boulter (School Trustee Rep)
Jude Shugar (P/VP Rep)
Dawn Sawchuk (Recorder)
Alison Bain (Teacher Rep & Chair Person)
Janice Shields (CUPE Rep)

Absent

Angie Gray (by phone)

Meeting Called to Order: 2:41pm

REVIEW

Agenda – Approved

Review Previous Minutes – Approved

Injury and Near Miss Summary Review – One trending, has been brought to the Director of Instruction.

Action List Work Orders Review – All up to date as of now. Note to Schools: Add Safety to description on work orders as well as check the Safety drop down box.

OLD BUSINESS

- Align JHSC Constitution to the JHSC Rules of Procedure (Feb 15 ,2020)
 - Next meeting
- Get another maintenance rep (Jan 14, 2020)
 - Duane and Richard will report next meeting.
- Implement reporting system for worksites (Jan 31, 2020)
 - Richard will talk to our IT guys about creating our own form.
- Prepare variance request to use one JHSC for SD64 vs. one per site with 20 or more employees (Feb 15, 2020)
 - Move forward to complete document.
- Clarify incident reporting/form process (Feb 15, 2020)
- <https://sd64.bc.ca/wp-content/uploads/2012/01/Inreport3.pdf>

Meeting Adjournment: 3:33 pm

Next Meeting: March 10, 2020 SBO Meeting Room