

**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  
January 14, 2020  
SBO Boardroom**

**Present**

Tisha Boulter (School Trustee Rep) by phone  
Alison Bain (Teacher Rep & Chair Person)  
Janice Shields (CUPE Rep)  
Dawn Sawchuk (Recorder)

**Absent**

Duane Little (OHSS & Chair Person)  
Richard Frost (Admin Rep)  
Jude Shugar (P/VP Rep)  
Angie Gray (CUPE Rep)

**Meeting Called to Order:** 2:34pm

**REVIEW**

**Agenda** – approved

**Review Previous Minutes** – approved

**Injury and Near Miss Summary Review** – 1 trending item will review with Director of Instruction.

**Action List Work Orders Review** – up to date.

**Old Business and New Business**

Carried forward to next meeting February 11, 2020.

- A. Align JHSC Constitution to the JHSC Rules of Procedure (Feb 15, 2020)
- B. Get another maintenance rep (Jan 14, 2020)
- C. Implement reporting system for worksites (Jan 31, 2020)
- D. Prepare variance request to use one JHSC for SD64 vs. one per site with 20 or more employees (Feb 15, 2020)
- E. Clarify incident reporting/form process (Feb 15, 2020)

**Meeting Adjournment:** 2:59pm

**Next Meeting:** February 11, 2020 SBO Meeting Room