

**Distribution List:**

**PLEASE POST**

Tom Graham  
Dave Henshall  
Linda Underwood  
John Wakefield  
Alison Bain  
Jude Shugar  
Dawn Sawchuk  
Jacob MacLean  
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  
March 13, 2018  
SBO Boardroom**

**Present**

Tom Graham (OHSS & Chair Person)  
Linda Underwood (HR, Admin Rep)  
John Wakefield (School Trustee Rep)  
Jacob MacLean (CUPE Rep)  
Dawn Sawchuk (Recorder)

**Absent**

Jude Shugar (P/VP Rep)  
Alison Bain (Teacher Rep & Chair Person)

**Meeting Called to Order:** 2:30 p.m.

**REVIEW**

**Agenda** - Approved

**Review Previous Minutes** – February minutes reviewed and approved

**Injury and Near Miss Summary Review**

- Nothing treading.
- EA - SSE - knee problem should be on next report missed this report.
- Ask Glynis for Form 7 that have been submitted with personal information blacked out.

**Action List Work Orders Review** – Only a couple to be addressed - non urgent.

## **Old Business**

**Action points for Surveys 8-12** - Tabled till more members are present.

**Discuss possibility or need for alternate CUPE rep.** - Jacob is happy to be the CUPE rep. now that he is aware of the schedule.

## **New Business**

### **Revise Incident Investigation Form completed by June 2018**

- 52E40 WCB form was reviewed and will be put into use
- Accident Investigation Kit to be stored by the maint shop first aid kit. (include accident safety tape, vest)

**Add investigation to meetings** - Work on a way to collect and make available accident investigations for the committee to review.

### **Put together program for Training with site reps**

- Coordinate with other meeting to increase attendance
- In September review new responsibilities of committee members.
- Update website responsibilities of site reps.
- Guidelines Rights & Responsibilities 3.27 WCB
- <https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-03-rights-and-responsibilities#SectionNumber:3.27>

### **Tele Conference Site Reps for remote locations**

- Reasonable duration for a conference call was discussed

**Meeting adjournment:** 3:34 pm

**Next Meeting:** April 10, 2019 2:30pm SBO Boardroom

WOID	Status	Descriptions	ActionTaken	Request Date	Completion Date	Priority	Requester	AssignedTo	Location	Building	Craft
31435	Complete	Lights will not come on in dance studio and one office off main office.		23-10-2017	2-11-2017	Safety	Angela Thomas	Kerr, Bud	Gulf Islands Secondary	Main Building 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		Safety	Sonia Shaw	Davis, Mike	School Board Office	Office	
31891	Complete	Glynis Finer's Office- Yellow extension cord needs to be secured		5-12-2017	11-12-2017	Safety	Sonia Shaw	Davis, Mike	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	Safety	Sonia Shaw	Davis, Mike	School Board Office	Office	
31893	New Request	Emergency flashlights required for 5 offices		5-12-2017		Safety	Sonia Shaw	Graham, Tom	School Board Office	Office	
32118	New Request	Secure 3 drawer filing cabinet to wall in Rod Scotvold's Office		4-01-2018		Safety	Dawn Sawchuk	Graham, Tom	District-Board Office	Main Office Building	
32119	New Request	Secure bookshelf in the office of Linda Underwood		4-01-2018		Safety	Dawn Sawchuk	Graham, Tom	District-Board Office	Main Office Building	
32120	Complete	attach shelf to wall in Cindy Rodger's office		4-01-2018	15-01-2018	Safety	Tom Graham	Davis, Mike	District-Board Office	Main Office Building	
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	Safety	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	Safety	Leah Ashford	Johnston, Clay	Ferwood Elementary	Parking Lot	Lighting (Outdoor)