

**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  
May 14, 2019  
SBO Boardroom**

**Present**

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

**Absent**

Linda Underwood (HR, Admin Rep)  
Jude Shugar (P/VP Rep)

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

**REVIEW**

**Agenda** – approved

**Review Previous Minutes** – approved

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

**Investigation Report** – nothing to report

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

**OLD BUSINESS**

- **Emergency Form from Fulford** – Scanned and in drop box for committee members.

- **JHSC Evaluation by Duane Little and Alison Bain for approval** - still in progress

- **Follow up on education for JHSC and worker site reps**

– Duane has found online courses and is following up with site reps.

**NEW BUSINESS**

- Follow up on JHSC action items including copy of injury report reformatting and the monthly to do list for worker reps.

-Review responsibilities and roles.

-Each site will appropriate plan for them.

-Set date for plan to be reviewed.

-Submit to JHSC upon completion

**Meeting Adjournment: 3:26pm**

**Next Meeting: June 11, 2019 SBO meeting room 2:30pm**