

Distribution List:

PLEASE POST

Tom Graham
Dave Henshall
Linda Underwood
John Wakefield
Alison Bain
Jude Shugar
Laura Morgan
Jessica Wilson
Stefan Fedorowich
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
November 15, 2016
School Board Office Conference Room**

Present

Tom Graham (OHSS & Chair Person)
Jude Shugar (P/VP Rep)
Linda Underwood (HR, Admin Rep)
Alison Bain (Teacher Rep)
Jessica Wilson (Recorder/Rep)

Absent

John Wakefield (School Trustee Rep)
Laura Morgan (CUPE Rep)

Meeting Called to Order: 1:40 p.m.

Agenda - approved

Review Previous Minutes

The October meeting was an informal meeting and there were no minutes to record .

Injury and Near Miss Summary Reviewed

Jessica unveiled the reformatted spread sheet with changes to the header and the column sort feature. The committee reviewed the record of Injuries and Near misses. No trending was noted.

Action List Work Orders Review

The recent work orders labeled “Safety” was reviewed. Three of the 5 work orders have been completed. One project is waiting for materials for acoustic improvements listed on one of the work orders. It was noted that some work orders did not get labeled as safety and Jude will follow up on improving that process.

OLD BUSINESS

JHSC Constitution

Agreed to table the constitution until the December meeting when John can present the changes.

Blue Line Safety Training Goals

- Injury Management Correspondence Log – Reviewed and there was not a strong need or use for this form in our School District
- Return to Work Form – This form combined with the RTW Progress report is very similar to the system being used. It was agreed that this would be a good resource for the future.
- Return to Work Process Form - We already have a similar flow chart on our website which is simple and easy to understand.
- Training Tracking – A very good template. The form could be adjusted suit any training program.

NEW BUSINESS

AHERA Training and Asbestos Management Training

Tom completed a 5 day course and is now a Building Certified Asbestos Inspector which will help the district manage an effective Asbestos Management Program. The district has also enlisted the help of the IES to take the old inventory and bring it up to date.

Newly Released Ministry Water Testing Policy

The school drinking water will be tested annually for lead. Samples are at the lab waiting for results. The information will be shared when the results come back.

Meeting Adjourned: 2:51 p.m.

Next Meeting: December 6, 2016