

**Distribution List:
PLEASE POST**

Tom Graham
Duane Little
Dave Henshall
Linda Underwood
John Wakefield
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
November 2, 2018
Training Day GISS**

Present

Duane Little (OHSS & Chair Person)
Janice Shields (CUPE Rep)
Angie Gray (Outer Island CUPE Rep)
Dawn Sawchuk (Recorder)
Tom Graham
Dan Sparanese
Andy McNish
Ann Valikoski
Lisa Coles

Meeting Called to Order: 8:45am
With Blue Line Safety

New Business

- Rights to: Know, Refuse, Participate (work)
- JHSC Responsibility on WCB App or <https://www.worksafebc.com/en/health-safety>
- Form and resources <https://sd64.bc.ca/health-and-safety/>
- Site reps to hold a short safety talk during monthly staff meeting
- Injury must be reported to employer first and complete 6A WCB form

Focus for the year

- Create list of safety tasks, scheduled Sept-June) and assigned (Feb 15, 2019)
- Distribute forms package to each site (Feb 15, 2019)
- Class lists accessible by exit (Feb 1, 2019)
- Confirm red book contains proper information (Feb 1, 2019)

Meeting Adjournment: 2:45pm
Next Meeting: December 11 SBO

WOID	Status	Descriptions	notes	Request Date	Completion Date	Priority	Requester	AssignedTo	Location	Area Type	Craft
32118	Complete	Secure 3 drawer filing cabinet to wall in Rod Scotvold's Office		4-01-2018	19-03-2018	Safety	Dawn Sawchuk	Davis, Mike	District-Board Office		
32119	Complete	Secure bookshelf in the office of Linda Underwood		4-01-2018	19-03-2018	Safety	Dawn Sawchuk	Davis, Mike	District-Board Office		
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		
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		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	Fernwood Elementary	Parking Lot	Lighting (Outdoor)
32639	Complete	replace fencing at east end with steel handrails		13-03-2018	14-03-2018	Safety	Dave Henshall	Contractor, Fencing	Salt Spring Elementary	west play area	Welding
32663	Work In Progress	Install seismic window film to finish installation		16-03-2018		Safety	Dave Henshall	Contractor, Window Film	Fulford Elementary		
32670	Work In Progress	Install seismic window film to finish installation		16-03-2018		Safety	Dave Henshall	Contractor, Seismic Non Struct	Gulf Islands Secondary		
32671	Work In Progress	Install seismic window film to finish installation		16-03-2018		Safety	Dave Henshall	Contractor, Seismic Non Struct	Salt Spring Middle School		
32672	Work In Progress	Install seismic window film to finish installation		16-03-2018		Safety	Dave Henshall	Contractor, Window Film	Salt Spring Middle School		
32673	Work In Progress	Install seismic window film to finish installation		16-03-2018		Safety	Dave Henshall	Contractor, Window Film	Salt Spring Elementary		
32674	Work In Progress	Install seismic window film to finish installation		16-03-2018		Safety	Dave Henshall	Contractor, Seismic Non Struct	Salt Spring Elementary		
32677	Work In Progress	Install seismic window film to finish installation		16-03-2018		Safety	Dave Henshall	Contractor, Seismic Non Struct	Fulford Elementary		
33408	Complete	Oops! Correction to w/o 33314. Shelves that need attaching to the wall are in the Media Arts lab office (NOT the Robotics workroom).		8-05-2018	11-05-2018	Safety	Angela Thomas	McNish, Andy	Gulf Islands Secondary	S111 Media Arts office	General Craftsman
33692	Complete	3 step ladder be made available to all teachers. Store in paper cutting room		12-06-2018	13-06-2018	Safety	Tom Graham	Upton, Rick	Fernwood Elementary		
33693	Complete	move heavier lower		12-06-2018	29-11-2018	Safety	Tom Graham	Graham, Tom	Fernwood Elementary	Classroom 2, 4, 5, 7, 8, 13	
33694	Complete	TV strapped to cart		12-06-2018	29-11-2018	Safety		Graham, Tom	Fernwood Elementary	Classroom 11	
33695	New Request	pavement road to SIMS		12-06-2018		Safety	Tom Graham	Contractor, Paving	Salt Spring Middle School	Parking Lot	
33696	New Request	pavement in need of work(potholes)		12-06-2018		Safety	Tom Graham	Contractor, Paving	Fulford Elementary	Parking Lot	
33697	Duplicate Request	Vehicles parking in fire lane		12-06-2018		Safety		Graham, Tom	Gulf Islands Secondary	Parking Lot	
33698	New Request	NO Parking FIRE LANE Template being made / Grounds will paint		12-06-2018		Safety	Tony Copeland	Graham, Tom	All Salt Spring Island Locations	Parking Lot	