

Distribution List:

PLEASE POST

Tom Graham
Dave Henshall
Linda Underwood
John Wakefield
Alison Bain
Jude Shugar
Laura Morgan
Sonia Shaw
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
September 20, 2016
School Board Office Conference Room**

Present

Tom Graham (OHSS & Chair Person)
John Wakefield (School Trustee Rep)
Laura Morgan (CUPE Rep)
Jude Shugar (P/VP Rep)
Linda Underwood (HR, Admin Rep)
Jessica Wilson (Recorder/Rep)

Absent

Alison Bain (Teacher Rep)

**Meeting Called to
Order: 1:34 p.m.**

REVIEW

Agenda – approved with one addition to New Business

Review Previous Minutes

June Minutes accepted and approved. Constitution Review tabled until the October meeting. Nominations will take place when the Constitution is updated.

Injury and Near Miss Summary Reviewed

Injuries and Near Misses Reviewed provided by Glynis. Jessica is going to work on having a fixed header for the excel spreadsheet for easier viewing in the future. There were no injuries reported between end of May to August 2016. No trending requiring action recorded.

Work Order Summary Review

Tom will provide Jessica with administrative access to the Work Order System. The system compiles "safety" related work orders to allow for reporting and tracking. Previously Sonia was going to work on looking at alternative reporting options. Jessica will now be working on this.

OLD BUSINESS

School Planning Teams

Some school planning teams have been established and the schools are gathering emergency planning information. More information is scheduled when the individual schools staffing numbers are settled. Linda suggested that at the PVP meeting, she would get the principals to say who their health and safety reps will be for this year. Tom also suggested that they say who their designated FA person(s) are as well.

Emergency Containers and storage

Fernwood now has a sea-can container for emergency supplies. Shelves were installed in the new container. The CRD emergency reception center supplies have been put into the container. Fernwood's emergency supplies and water containers will also be put in the container.

JHSC Constitution

The constitution draft is in Dropbox for the committee to view. Elections will take place at our next meeting upon approval.

NEW BUSINESS

Years Expectations and Ideas

Linda - would like more awareness that our committee exists and what our role is within the schools. Perhaps Tom could attend a another school ELT meeting to address related HS topics.

Jude - would like "priority items" clarified for the committee and for the schools
- would like to have alternative site inspection reporting options.

Laura - would like more awareness for employees to know who their site rep is. Also discussed was the importance of site bulletin boards and perhaps for site reps to post the HS information on these bulletin boards at each school.

John - agrees that there is a need for more general awareness around the functions of the JHSC. John would like to finish the constitution. John is also interested in the topic of Risk Management and how it relates to the committee. The committee will look at possible Risk Management training.

Tom - would like to continue to improve networking with all the site reps. Tom will plan an Open House meeting. Also there are some unfinished projects from last years' "bootcamp" training. Tom will compile the unfinished projects and work with Jessica to move forward.

Asbestos Management Program

Tom gave us an overview of the SD#64 Asbestos Management Program required to meet the new WCB regulations. Next week Tom will be taking a 3 day AHERA Building Inspector Course so he will be certified and up to date for implementing the updated program.

Meeting Adjourned: 2:43 p.m.

Next Meeting: October 18, 2016