

**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  
September 11, 2018  
SBO Boardroom**

**Present**

Tom Graham (OHSS & Chair Person)  
Duane Little (guest)  
Linda Underwood (HR, Admin Rep)  
John Wakefield (School Trustee Rep)  
Jude Shugar (P/VP Rep)  
Dawn Sawchuk (Recorder)  
Angie Gray (by phone)

**Absent**

Jacob Hall (CUPE Rep)  
Alison Bain (Teacher Rep & Chair Person)  
Janice Shields (CUPE Rep)

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

**REVIEW**

**Agenda** – approved

**Review Previous Minutes** – approved

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

**Investigation Report** – Confidential folder to be put together.

**Action List Work Orders Review** – June 1- Sept 11, 2018 7 work orders

2 - complete, 3 – paving awaiting funding,

2 - no parking fire lane painting.

**OLD BUSINESS**

**a. Accident Investigation report for 18/19 school year –**

- Chair Person & Recorder to create confidential folder

**b. Radon Report follow up –**

- No positive results that require action with radon levels at SSE... Next location for testing is SIMS.

**c. Recorder combining docs Acrobat Pro –**

- Linda to follow up on computer for recorder.

## NEW BUSINESS

- a. **Membership Composition** - good
- b. **Election of Co-Chairs** –  
-Chair Tom / Working Co Chair waiting for October's Meeting / Angie to clarify CUPE Rep.
- c. **18/19 Schedule**  
JHSC 2017-18 Meeting dates Times 130-330 Unless other noted  
Oct 9 SBO  
Nov 2 Training GISS  
Dec 11 SBO  
Jan 15 Open House Location TBD  
Feb 12 training or 9 SBO  
March 12 SBO  
April 9 SBO  
May 14 SBO  
June 11 SBO
- d. **Annual Training, Trainer and program**  
- Tom will confirm Cameron at Blue Line Safety for November 2.  
- 8hrs training for committee members and 4 hrs site reps
- e. **Establishing site reps and responsibilities** –  
-Duane will make personal contact with site reps
- f. **Reporting, agenda items** - Meeting minutes with in 2 weeks of meeting.  
Agenda 1 week prior to meeting
- g. **Posting minutes** – print and distribute for now.
- h. **Sub Committees (work loads)** – for 2018/19

**Meeting Adjournment:** 3:10pm

**Next Meeting:** October 10, 2018 SBO