

DISTRICT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE MEETING

December 4, 2013 – 3:30 pm

Present: RWES: Scott Cobbe, Colleen Robertson; GRSS: Jill McCormack; CMESS: Deane Johnson; SBO: Anne James, Peter Skilton; ZESS: Report sent by Deb; KESS: Hannah Ante

Chair: Annie James

Recorder: Colleen Robertson

Agenda Item	Discussion and Recommendations	Action
Call to Order	3:30 pm – Welcome everyone!	
Agenda	Brief Round table WorksafeBC’s Policies on Bullying and Harassment Emergency Preparedness Annual Training Date for Next Meeting Adjournment	<div style="border: 1px solid black; padding: 5px;"> <p>Helpful OH&S Sites</p> <ul style="list-style-type: none"> · www.sd84.bc.ca · www.worksafebc.ca · www.ccohs.ca · www.naosh.org · www.pep.bc.ca or · www.pep.gov.bc.ca · www.bcpsea.bc.ca · www.bctf.ca · www.speakwell.com </div>
Roundtable	<p>RWES: Monthly meetings are taking place, no major problems to be reported, one incident reported and paperwork underway, school inspection booked for Dec 5th.</p> <p>GRSS: Emergency supplies are locked up and ready to go. Some issues remain for the lighting in the parking lot – W/O submitted.</p> <p>CMESS: Finished a school inspection yesterday and there were no issues to report – none at ZESS either.</p> <p>KESS: There have been some issues concerning the state of the gym when community groups have use of the facilities. There is dust in the gym and washrooms are being used but the floor is swept once a week. A community meeting is to take place soon.</p> <p>ZESS: ZESS is on track this year so far with fire and earthqk drills, the emerg supplies are almost completely organized, and stored in the container, and that at each OHS meeting, Deb has been reviewing a common sense safety rule with all staff. This month’s note is that if you see the walkways or parking lots icy, everyone has an obligation to prevent injury so get the de-icer and sprinkle, please don’t leave it for someone else, and wear appropriate footwear for icy winter conditions.</p> <p>Board Office/Maintenance: Everyone participated in the “Great BC Shakeout” and has since made improvements re location of emergency supplies and an inventory still to be completed. An inspection was conducted – all was well – a reminder to staff about slippery parking lots, doing the “parking lot shuffle”, and spreading de-icer. Discussion about the proposed amendment to the harassment policy and the need for reporting bullying and harassment.</p>	<p>Scott/Colleen</p> <p>Jill</p> <p>Deane</p> <p>Hannah</p> <p>Annie, on Deb’s behalf</p> <p>Annie/Peter</p>

<p>Bullying and Harassment</p>	<p>The proposed amendments to Policy D.10 were provided, as well as background information from WorkSafeBC. <u>Note:</u> The original wording for Policy D.10, <i>Harassment</i>, is available on the District’s website right now for anyone who wants to compare the documents. An investigation procedure will be included as part of the Respectful Workplace Program which will become part of the OH&S Program, once the amended D.10 has been adopted. All Supervisors will be trained on proper investigations of complaints of bullying and harassment. Upon adoption of the policy, each worksite will review the responsibilities and reporting requirements. All employees have or will be completing the online Harassment Awareness training program as well as WHMIS, hopefully before Christmas. The Committee had no recommendations to bring forward at this time.</p>	<p>Supervisors, re training</p> <p>All employees to be involved in review</p> <p>Annie to report to Board</p>
<p>Emergency Preparedness</p>	<p>A summary of this year’s goals was outlined on the agenda. Deane asked about bus drills and what should they include in order to prepare for a disaster. Peter explained that the procedures could change depending upon the scenario and requested that Principals forward any scenarios and procedures that they know of. He will work with Principals to help with getting the drills done, and will request that a Principal be involved with the bus drills.</p>	<p>Peter and Principals</p>
<p>OH&S Training</p>	<p>All OH&S worksite reps are entitled to take 8 hours of annual training each year. A list of WorkSafeBC-approved courses was attached to the agenda and each course is an approved 8-hour training for WSBC purposes. If there are other helpful courses available, please inform Annie. Upon completion of a course, a certificate is provided for personnel files and to provide proof of attendance for leave purposes.</p>	<p>OH&S reps</p>
<p>Date for Next Meeting</p>	<p>February 26, 2014, 3:30 pm, videoconference – to work some more on the MSI Program, as well as the annual review of the Violence in the Workplace Program. Of note, TTOC folders were discussed at this week’s Working Relations Committee meeting, to ensure that TTOCs are prepared prior to working. The Violence in the Workplace Program also includes a checklist for all on-call employees to ensure that they are safe at work.</p> <p><u>Note:</u> Please encourage employees to get involved in Find a Hazard – it helps to keep our worksites safer, and the winner of the draw gets a prize!</p>	<p>Please mark your calendar!</p> <p>OH&S Reps</p>
<p>Adjournment</p>	<p>4:20pm – Thank you for your input!</p>	

Merry Christmas!!