

## DISTRICT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE MEETING

April 10, 2013 – 3:30 pm

**Present:** RWES: Colleen Robertson; GRSS: Jill McCormack; CMESS: Glyn Howell; SBO: Annie James; ZESS: Deb Morin Brown; KESS: none

**Chair:** Annie James

**Recorder:** Colleen Robertson

| Agenda Item                    | Discussion and Recommendations  | Action |
|--------------------------------|---|--------|
| <b>Call to Order</b>           | 3:30 pm   |        |
| <b>Minutes of Last Meeting</b> | Correction: Glyn Howell and Deane Johnson represented CMESS at the meeting.   |        |
| <b>Emergency Preparedness</b>  | <p>If emergency preparedness supplies are to be ordered by the SBO, please have your lists in to Annie by May 1<sup>st</sup>. Schools can go ahead and do their own ordering – deadline are May 30<sup>th</sup> for US orders, and June 15<sup>th</sup> for purchase card purchases.</p> <p><b>Emergency Preparedness Policy B.12:</b> was amended to include <u>tsunamis</u> in the safety procedures (Regulation 6.p) and amendment to Regulation 10 to say that the <i>Board will endeavor to ensure that each school has sufficient staff trained in the following</i> (a) Basic training in earthquake planning and hazard reduction; (b) Basic First Aid and CPR.</p>   |        |
| <b>Training for 2012-2013</b>  | <p>The Upper Island Safety Conference and Trade Show, May27-28, meets the requirements for annual training for those who wish to choose this as their training for the year. The District will pay for registration. A District vehicle and car pooling can be used to save \$\$ for those who wish to attend. The following OH&amp;S reps have been registered: Colleen Robertson (RWES), Deb Morin Brown (ZESS), Romeo Gaiga (SBO), Jill McCormack (GRSS), Annie James (District). If any other reps wish to attend, please contact Annie.</p> <p>A Level 1 First Aid and Child CPR course will be held on May 23<sup>rd</sup> at the Gold River Ambulance Station – details to follow</p>  |        |
| <b>Brief Roundtable</b>        | <p><b>ZESS:</b> No drills so far. There are some problems with fire alarms-keys are not working.</p> <p><b>CMESS:</b> All lists for procedures are in place. A minor injury was reported before Spring Break. A scratch from a rusty nail in the workshop was reported to WSBC.</p> <p><i>A reminder that all injuries must be reported to the First Aid Attendant first. If there is time lost or a doctor/clinic involvement, the employer must complete WSBC report and conduct an investigation. If no time lost or no medical appointment, all that needs to be filed at the worksite is the First Aid Report which is kept on file for three years.</i></p> <p><b>RWES:</b> Emergency supply list is near completion. The library window has been completed. RWES has had 2 earthquake drills and 1 fire drill.</p> <p><b>GRSS:</b> Emergency Preparedness list has been submitted. Some concern regarding odor was reported about the birdcage in the foyer. An inspection of the academic wing took place and no problems were found.</p> |        |

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|  | <p><b>SBO:</b> A dust concern was reported from the workshop. Ladders have been replaced as the old ones had been repaired in the past and considered unsafe. A few workstation adjustments were made. Peter's logging road "Posts" have been completed, laminated and placed in all District vehicles.</p> |                     |
| <p><b>Draft MSI Prevention Program – A Beginning</b></p> | <p>A draft Ergonomics Program was provided for input --- the small beginning to a big program yet to come! An MSI Investigation Chart will be forwarded to the OH&amp;S reps. Work will continue on this program.</p>   | <p><i>Annie</i></p> |
| <p><b>Find a Hazard</b></p>                              | <p>Please encourage all employees to report any hazards on a "Find a Hazard" form. They could win a prize! ☺</p>  |                     |
| <p><b>Next Meeting</b></p>                               | <p>June 5, 2013 – videoconference – 3:30 pm.</p>  |                     |
| <p><b>Adjournment</b></p>                                | <p><b>4:30 pm</b></p>   |                     |

*Thanks for doing the minutes, Colleen!*