

## DISTRICT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE MEETING

February 6, 2013 – 3:30 pm

**Present:** RWES: Scott Cobbe, Colleen Robertson; GRSS: Jill McCormack; CMESS: none; ZESS: none  
SBO: Peter Skilton, ZESS: none; KESS: Lynne Norbjerg, Jeff Rockwell; District: Trustee Fern Eastcott

**Chair/Recorder:** Colleen Robertson/Peter Skilton

Agenda Item	Discussion and Recommendations	Action
<b>Call to Order:</b>	3:30 pm	
<b>Agenda</b>	<b>Agenda – Additions? - Vehicle Radio Protocol</b>	Peter
<b>Roundtable</b>	<p>A gentle Reminder: Regular inspections and minutes of meetings are required. <u>KISS!</u> Keep It Short and Simple. Many thanks to those who are so diligent!</p> <p><u>KESS:</u> The current storage shed holding the emergency supplies is rotting. Some discussion with Kyuquot Band to share a container. Peter said that the container would be the responsibility of the District. Site checks have been conducted; fire bells are not working in half of the school. During monthly staff meetings, OH&amp;S concerns are discussed. An odour has been detected in a portable.</p> <p><u>CMESS:</u> No issues noted. Working on Emergency Supply list.</p> <p><u>GRSS:</u> One Accident and one Incident report. Emergency supply list has been completed. As a committee they have put forth their input on the District Emergency Preparedness Policy.</p> <p><u>RWES:</u> No outstanding issues. No injuries.</p>	Jeff/Peter
<b>Training for 2012-2013</b>	<p>Reminder about your eight hours of annual training – also, an encouragement to our new members to take the online Joint OH&amp;S Committee training (see recent email from Annie). The Upper Island Safety Conference and Trade Show, May 27 – 28<sup>th</sup> – meets requirements for annual training for those who wish to choose this as their training for the year. The District will pay for registration; all other costs from personal pro-d; District vehicle and carpooling can be used to save \$\$ for those who wish to attend. Level 1 First Aid course will be held on May 23<sup>rd</sup> in the GR Ambulance Station with details to follow.</p> <p><u>Safety Conference and Trade Show:</u> Peter spoke to the value of attending the conference.</p>	
<b>2012 Safety Review</b>	Postponed to next meeting	
<b>Bus Driving Program</b>	<p>It has been circulated to all bus drivers and volunteers to read and sign off and a copy has been placed in each of the buses. Question from last meeting: Checklists for field trip bus drivers to fill out before and after trip, to hand into Peter. Is this being done?</p> <p>Each bus has a bus log. Mandatory inspections before and after use is being done.</p>	Peter

<b>Emergency Preparedness</b>	<p>Programs being updated at each worksite, to be completed by the end of this school year. Requests for supplies to Annie please – deadline May 1<sup>st</sup> (to be purchased out of 2012 – 2013 budget). Presentation by Howie Siemens? Update from CMESS re: emergency trail. Reminder that the District Policy B.28, <i>Emergency Preparedness</i>, has been circulated for comment by March 1st.</p> <p><u>Emergency Preparedness Kits</u>: all schools have been working on supply list and are aware of the May 1<sup>st</sup> deadline. Colleen will contact Howie Siemens of the Strathcona Regional District regarding dates. Howie has agreed to be available for any questions. Colleen will contact schools with dates he will be available.</p>	<p>Principals Colleen</p>
<b>OH&amp;S Website: <a href="http://www.sd84.bc.ca">www.sd84.bc.ca</a> – Staff Resources – Health and Safety</b>	<p>Happy to report that some updating has been done this month on the OH&amp;S site. As per the District Committee’s request, the OH&amp;S Program Manual will be online only so please check for updates. Hopefully, over the next week or so, it should become a much more valuable tool for you – and your input is always appreciated. Question: Do you want your worksite OH&amp;S minutes posted here? The District Committee’s minutes are posted.</p>	<p>Principals to notify their staff of on-line OH&amp;S manual</p>
<b>Vehicle Radio Protocols</b>	<p>Peter will compile a list of “Way Points” - Gold River to Tahsis and Gold River to Woss.</p>	<p>Peter</p>
<b>Agenda for Next Meetings</b>	<p><u>April 10<sup>th</sup></u>: Update from CMESS re safety trail; 2012 Safety Review; Draft MSI Program; Do worksites want their minutes posted on District website?</p>	<p>Annie</p>
<b>Adjournment</b>	<p>4:20 pm</p>	