

DISTRICT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE MEETING

March 12, 2014 –Teleconference Call

Present: District: Fern Eastcott, Trustee; RWES: Colleen Robertson, Scott Cobbe; GRSS: Jill McCormack; CMESS: Glyn Howell, Deane Johnson; SBO: Romeo Gaiga, Peter Skilton, Annie James; ZESS: Deb Morin Brown; KESS: Lynne Norbjerg

Chair: Colleen Robertson

Recorder: Annie James

Agenda Item	Discussion and Recommendations	Action
Call to Order	3:30 pm	
Agenda Additions	Nil	
Brief Roundtable	<p><u>RWES</u>: No key concerns and no hazard reports; one intruder lockdown drill held on March 10th with the RCMP, and a debriefing with the staff to take place on March 31st.</p> <p><u>CMESS</u>: No concerns – three meetings and one safety inspection have taken place, with another inspection planned for today.</p> <p><u>GRSS</u>: It’s been a quiet few months – there was a slip in the hallway because of a water leak from a pipe; the pipe has been repaired.</p> <p><u>Maintenance/SBO</u>: All’s good; last meeting was held on Feb.19th.</p> <p><u>ZESS</u>: Deb has sent in minutes of the past meetings and inspection reports; there is a strong odour from the septic system and the students aren’t able to play in that area – Peter will check it out. Romeo will be updating the fire extinguishers on his next visit.</p> <p><u>KESS</u>: There is still no space for the emergency preparedness supplies; Peter reported that the container belongs to the Kyuquot FN and was never moved up to the school site. That was going to happen a few months ago with Jordan Leo’s help but it didn’t work out. Lynne asked if the old shed could be taken down, full of mold and rotting. She thinks there might still be some equipment in there (crowbars, etc.) and Peter said that the Operations Department could demolish it.</p> <p>The Committee agreed: <i>“TO recommend to the Board of Education to look seriously at providing a structure or container for emergency supplies for Kyuquot Elementary Secondary School as soon as possible.”</i></p> <p>Lynne asked if any gravel was available for Kyuquot School to correct the hazard site there. Peter stated that he didn’t think so but asked Lynne to talk to Derek about it. Peter would follow up as well.</p>	<p>Peter/Romeo</p> <p>Peter</p> <p>Fern</p> <p>Peter</p>
Old Business	<p><u>Bullying and Harassment</u> – Another amendment has been e-mailed to everyone for input – re confidential investigations, as well as an investigation report and procedures. A checklist for employees is going to be created to use as a tool to help Supervisors to know if their staff needs additional information and/or training.</p> <p><u>Emergency Preparedness</u> – A reminder to please finish up your inventories – if supplies are needed, they should be purchased and/or a list sent to Annie to get purchased asap so that we can finish this off. A budget was set aside this year (\$8000) for emergency preparedness and some worksites have been drawing from that. Re bus drills – Jill asked if the other people who drive busses (i.e. other employees for field trips, volunteers, etc.) are also going to be involved in the drills. Peter said that</p>	<p>Annie</p>

	<p>they could and he has to find time to do that. Anyone with a Class 2 licence should know about handling the bus, passengers, rules around vacating the bus while refueling, etc. He is waiting for better weather to conduct the bus drills.</p> <p><u>MSI Investigations</u> – postponed to next meeting.</p> <p><u>“Find a Hazard”</u> – No hazards reported! Yahoo! Does that mean that there are none? Hope so! Deb suggested that if we go for a year without any reports, that all worksites should get a prize! ☺ Sounds like a plan!</p>	
New Business	<p><u>2013 Safety Review</u> – The report was reviewed. This is a report that is generated by SD23, who handles the claims management for SD84. Question on page 4 re December’s wage loss total of \$32,203 – Annie to check. Question about why costs were so much higher between 2012 and 2013 and that was due to a couple of serious injuries which had several costs associated. All costs from injury to return to work are included in a WSBC claim. Annie noted that there were a couple of clerical errors in the report which are going to be corrected.</p> <p><u>WSBC Education Sector Injury Prevention Resources</u> – Just a reminder that WSBC now has an “Education Sector” which offers some good resources such as short videos, posters, and other information specific to education. These can be used for quick OH&S sessions during staff meetings, or during OH&S meetings and there is a link on the District OH&S site that will take you to the WSBC Education Sector.</p> <p><u>Annual OH&S Conference in Campbell River</u> – The program was provided for everyone to review. Anyone who wishes to attend can charge one day to their annual OH&S training and the other day to be charged to personal business, pro-d, vacation, etc. The District will pay the registration cost – anyone who wishes to attend is asked to let Annie know asap so that we can apply for the reduced early registration cost. Those who attend are asked to carpool if possible.</p>	Annie
Reminder	<p>The District’s OH&S website is alive, always changing, always being updated. Rather than printing off forms (such as the orientation checklist, for example) and keeping them in a file, print it from the website because it may have been updated since the last time you used one. If you are looking for something and it’s not there, please let Annie know.</p>	
Date for Next Meeting	<p>May 28, 2014 – 3:30 pm – teleconference or videoconference.</p>	
Adjournment	<p>4:15 pm</p>	

Best wishes for a safe and happy Spring Break!