

DISTRICT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE MEETING

April 12, 2016 – 3:30 pm

Present: District: Trustees Ken Pringle and Fern Eastcott, Annie James; CMESS: Glyn Howell; GRSS: Deane Johnson; KESS: None; RWES: Deane Johnson, Colleen Robertson; SBO/Maintenance: Romeo Gaiga; ZESS: Wayne Alsop, Jon Christall; VIWTU: Lukas Mudge, Kathleen O'Reilly

Chair: Glyn Howell

Recorder: Colleen Robertson

Agenda Item	Discussion and Recommendations	Action
Call to Order	3:30 pm	
Agenda	<ul style="list-style-type: none"> · Additions · Business Arising from minutes – November 24, 2015 · Brief Roundtable - Quick report of recent OH&S activities at your workplace · Old Business <ul style="list-style-type: none"> · <u>Report of Incidents/Injuries in the District</u> · <u>December 15, 2015 Monthly Report - A Review of Accident, Incident and Investigation Reports, Trends</u> · <u>Reports and Statistics</u> · <u>Draft Musculoskeletal Injury Prevention Program – Update</u> · <u>Annual OH&S Training – Reminder</u> · <u>Annual review of Safety Program In Place</u> · New Business <ul style="list-style-type: none"> · Find A Hazard · Date and Agenda for Next Meeting · Adjournment 	<p>Helpful OH&S Websites:</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.ca ● www.bctf.ca ● www.speakwell.com
Brief Roundtable	<p>ZESS: Wayne reported that an EPI Pen was given to the Noon Hour Supervisor, as a student has an allergy to bees. Swine flu and whooping cough cases reported. School will check procedures.</p> <p>KESS: No report</p> <p>CMESS: Glyn reported that they are overdue for an outdoor inspection and will appoint a time this week. One injury reported; custodian fell and broke her wrist.</p> <p>RWES: Fire drill January 22, 2016 – student activated, fire department attended. Some bubbles have been reported on the gym floor again. Continuing communication issues</p> <p>GRSS: Regular meetings have been held all year.</p> <p>SBO: Annie and Romeo conducted an inspection and meeting held. No issues of concern.</p>	
Report of Incidents/injuries in the District	A claims summary from 2012 to current was reviewed. Slips and falls seem to be the most common injury and will be the first focus in implementing the MSI Program.	
December 15th Monthly Report – A Review of Accident, Incident and Investigation Reports, Trends, Records and Statistics	Weekly, monthly and annual reports are created by our Claims Managers in SD23 . This specific report showed an improvement in first aid reporting – 83% of injuries reported within three days. Good work! 😊	

Draft of Musculoskeletal Injury Prevention Program	To be reviewed at our next meeting.	
Annual OH&S Training	Reminder that all OH&S reps are entitled to eight hours of annual training. There are several online courses available on the SD23 website which are all short and meet the requirements of WS legislation. New reps are encouraged to start with the 'OH&S Safety Committee' course which outlines the roles and responsibilities of reps and committees. Please print out the certificate at the end of the course and send to Annie as proof of attendance. Other options include attending the Campbell River Conference at the end of May. Please remember to fill out a leave form if you wish to take a day off for annual training. Please call Annie if you have any questions.	
Find a Hazard	<p>Congratulations to our prize winner, Helen McInnes, who reported a hazardous situation outside of the side entrance to the school where water had accumulated and the ground was very slippery!</p> <p>Please remind employees to fill out a "Find a Hazard" report if they're reporting any situation that could result in someone being injured. It will result in follow-up action and then all FAH's are entered into a draw at the next District meeting. There are some really great prizes! 😊</p>	
Next Meeting	May 25 th , 3:30 pm	
Adjournment	4:22 pm	