

DISTRICT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE MEETING
November 24, 2015 – Videoconference

Present: Glyn Howell (Chair), Fern Eastcott, Wayne Alsop, Jon Christall, Kathleen O’Reilly, Deane Johnson, Romeo Gaiga, Alison Cross, Rob Wilson, Colleen Robertson (Recorder), Annie James

Agenda Item	Discussion and Recommendations	Action
Call to Order	3:30 pm	
Committee Intro	Welcome everyone!	
Agenda Additions	Nil	
District OH&S Committee	<u>Functions of the Committee</u> – To make worksites as safe as we can and compliant with WorkSafeBC and policies of our Board in order to try to minimize risk to our employees in our District. See Policy B.12, District OH&S Committee – Terms of Reference.	
District OH&S Program	See www.sd84.bc.ca , ‘Staff Resources’, ‘Health and Safety’. If you don’t find what you’re looking for, please let either Glyn or Annie know – or if you find errors, etc. Thanks! Supervisors, perhaps choose one thing from the OH&S site to highlight at each of your staff meetings, to keep people reminded and so that a review of the programs can happen over the course of a year.	All Supervisors
Brief Roundtable	<p><u>ZESS</u> – There have been a couple of OH&S meetings this school year. David Gledhill went to the Emergency Preparedness Workshop down-Island recently and discussed the info received at the last OH&S meeting. One emphasis was on the fact that, if there is a tsunami/earthquake in our area, it could be quite significant and we might need to dig out people from the building – so this raised a whole series of issues re staff safety in terms of being buried but also being the one who has to dig out the other employees. They will be discussing it more in two weeks.</p> <p><u>Maintenance/School Board Office:</u> Meeting held last week; not many issues. A couple of minor things have been raised as a result of inspections and/or communication. Working alone is an issue with the maintenance guys and Peter checks on them alot. There is good communication between staff members, re any OH&S concerns.</p> <p><u>GRSS</u> – They’ve had one meeting and Deane and Alison inspected the building; found a couple of issues that had been dealt with already – two emergency doorways that were blocked and two fire extinguishers not up to date. Checked earthquake Rubbermaid containers and will be adding the school pictures to the Grade 8 container in the next few days.</p> <p><u>RWES</u> – They’ve had three meetings and one inspection of the building done by Deane and Marianne with nothing major to report. A meeting was held with the Operations Supervisor to talk about the damage done during the electrical issue in September and it will be fixed soon. Drills have been held as planned.</p> <p><u>CMESS</u> – Three meetings have been held as part of staff meetings and there are some things that staff are now talking about in terms of OH&S. The drill schedule is good but the inspection schedule needs some work and overdue for an outside inspection. Glyn will follow up with Lawrence in terms of who will be doing annual inspections with the Principals.</p>	Glyn/ Lawrence

	<i>Please forward minutes of meetings to Glyn and/or Annie as proof that meetings are happening – thank you. ☺</i>	OH&S Reps
Old Business	<p><u>Emergency Preparedness</u> – The District Earthquake Safety Committee meeting was held in CMESS in October and, overall, the schools are doing pretty well. There are a couple of things to work on in CMESS, re accessing the emergency supply container and Glyn is hoping to get some cost-sharing with the Village to make this happen. KESS is looking at building up their supply base and getting a location to house the supplies. Four classroom kits and many extra materials from CMESS have been shipped to KESS and a work order has been submitted to have a storage corner built to house supplies. ZESS is looking at moving the emergency supply container – it’s a local initiative and the School is working with the Village to find a good place for it.</p> <p>If emergency prep supplies are needed, please let Annie know.</p> <p><u>Draft Musculoskeletal Injury Prevention Program</u> – It’s a biggy! The Committee focussed on Page 3 – ‘Steps in the MSI Prevention Process’ (attached). We’ll probably start with Maintenance and Custodial – what people are doing and how they’re doing it, and then doing risk assessments. More information to come.</p>	<p>CMESS</p> <p>KESS</p> <p>ZESS</p> <p>Supervisors/ OH&S Reps</p> <p>Glyn/Annie</p>
New Business	<p><u>Annual OH&S Training – 8 Hours</u>: Worksite OH&S reps are entitled to eight hours of annual training. A list of WSBC-approved on-line courses was provided. Other options include attending the annual Upper Island Safety Conference in Campbell River in May, or taking the anaphylaxis on-line course (info to be provided).</p> <p><u>October 2015 Monthly Report</u> – This monthly report is generated by the District’s claim managers, SD23. We’re doing well on getting our First Aid reports done on time! Annie will do up a summary of injuries and corrective actions for the District Committee – and to carry this forward from now on for District information and/or discussion.</p> <p><u>Find a Hazard</u> - No hazards had been received for the draw but, apparently, there are a few out there so they’ll be handed in and a draw will take place. Remember that if any employees report a hazard, encourage them to put it on the ‘Find a Hazard’ form, give it to their Supervisor for follow up and to enter in the draw that takes place at District OH&S Committee meetings! They could win a prize towards their own emergency prep kit for home! Yahoo! ☺ All joking aside, it’s a fun way to encourage all employees to be proactive in terms of keeping our worksites safe and healthy for everyone.</p>	<p>Annie</p> <p>Annie</p> <p>All Supervisors and OH&S Reps</p>
Next Meeting	Tuesday, February 23, 2015 – 3:30 pm - videoconference.	
Adjournment	4:30 pm – Thank you for attending!	

Attached: ‘Steps in the MSI Prevention Process’