

Vancouver Island West School District 84
District OH&S Committee Meeting
March 1, 2021 – 1:00 pm – by Zoom

Present: Harmony Nielsen (Chairperson)/Jim Baron (CMESS), Sean Broderick/Sharon Parsey (GRSS), Marty Szetela/ Myles Woodland (KESS), Heather Goodall/Kathleen Keil (NK), Rob Wilson (RWES), Deane Johnson (District), Lynne Unger (SBO/Maintenance), James Lemmon/Wendy Beaton (Tsawalk), Scott Cobbe (ZESS), Annie McDowell (Recorder), Adam Barber (VIWTU)

Call to Order:

1:00 pm

Approval of Agenda:

Accepted

Minutes of Last Meeting – May 6, 2020:

Accepted

District Policy B.2, Health and Safety:

Synopsis provided, including the terms of reference for the District OH&S Committee, the OH&S Committee (RWES) and the OH&S Safety Representatives. A list of “Inspections Required by Regulation” was provided and the inspection checklists will be reviewed to ensure that they are complete. *Action: Annie*

Brief Roundtable – OH&S Successes and Challenges at Worksites:

CMESS – There are not many challenges, things going well including COVID procedures, no incidents or injuries, clean record!

GRSS – COVID work is no problem, had two ‘near miss’ incidents reported and investigated, and the biggest thing is to get inspections done.

KESS – Thanks to Myles for doing a great job of chairing meetings, ensuring inspections are done, to do lists, minutes, etc. Some concerns around COVID ‘gray areas’ and feeling uncertainty if KESS is always compliant, but working with Deane to get answers to questions.

NK – Doing well with the main challenge being around the shared space, and making sure that everyone’s on the same page – but managing!

RWES – It’s been busy OH&S-wise regarding COVID and communication is constant, open and revisiting conversations along the way to make sure everyone’s on the same page and moving in the same direction; a fairly clean year and a lot of staff turnover on the Committee due to departing staff and other issues – good to have people step up and fill those empty spots!

SBO – Everyone is pretty careful, front door is locked and COVID procedures followed to keep everyone as safe as possible. Employees actively watch for things that could potentially be a problem and we talk to each other about OH&S. A couple of inspections have been done with work orders submitted. Everyone is doing a good job of doing their health checks, signing in, wearing masks, and maintaining social distancing.

Tsawalk – Doing well, and reviewed the COVID safety check list collectively at the last meeting. James and Wendy are feeling good about the Tsawalk policies and procedures and how everyone is functioning.

The District doesn't own the site but the partners came through on Friday to take part in the walk-through mid-year to make sure things are in good shape and they are – all in all, good stuff!

ZESS – COVID was the main concern at the beginning of the year and the significant outbreak resulted in everyone being attentive to the safety plan and procedures. The ZESS staff were offered vaccines when the Nations were vaccinated, so that helped to alleviate concerns. The regular OH&S meetings were interrupted due to the COVID shut-down and several power outages, but will get back on track. The building is in good shape, and some work orders were submitted as a result of inspections. There are new and veteran teachers at ZESS and they work well together and make sure they're supported – and things are going reasonably well.

Accident/Incident/Investigation Reports (Causes and Prevention), Trends and Statistics:

The District OH&S Committee is required to review causes and prevention of accidents/incidents, and to review accident trends, records and statistics to determine if any necessary courses of action should be taken to prevent future injuries and occupation diseases. The District's 2021 experience rating is based on the claims from 2017-2019, of which there were 16 claims: four lifting, two twisting, two falls, four struck, one animal bite, one assault, two repetitive motion. The Committee reviewed the details of each claim to determine trends, and noted that some of the claims may have been avoided if assistance/direction was provided; e.g. lifting heavy or bulky items, repetitive motions, dog in school yard, use of PPE. Supervisors were asked to remind employees to take care when working, and all employees are required to ask for help if needed. Although injury claims can be expensive, the greater concern is for the long-lasting – or maybe life-long - effect that an injury could have on the employee. *Action: Supervisors*

The Committee also reviewed the list of violent incidents of which there were nine reported in 2017/2018, 12 in 2018/2019, four in 2019/2020, and zero to date for this year.

Ongoing Business:

COVID 19 Update – Deane reported that there is no new update since the beginning of the month. The Ministry keeps sending out links to their new app for keeping students safe and that's an optional thing that can be shared with students – a tool to conduct daily health assessment. Marty discussed his concerns around having to interpret each situation without having direct training, and not knowing if rules are coming from the Ministry, the local health authority, WSBC, or BCCDC – and he does connect with Deane when necessary.

Students Transferring In – A question from CMESS, with regard to new students registering from another location (city/province) who – by policy - are able to start school the day after registration. Does this provide enough certainty that this is a safe situation? Deane explained that, currently, travelling from province to province or city to city (within Canada) bears no difference. If new students are arriving from another country, they have to self-isolate for 14 days. The school's bubble limit of 30 students is to reduce the exposure if there was an outbreak at the school – and a new student would immediately be part of the bubble as long as they have completed the health check.

Emergency Preparedness – **Emergency plans** are submitted to the SBO by the end of each June and Deane has been reviewing this year's plans and will have them back to the Principals by the end of April – to be updated and then submitted for next school year by June 30, 2021. The **annual earthquake hazard inspections** will be scheduled before the end of June and Deane will be contacting Principals to schedule. Reports on supplies and storage areas as follows: *Action: Deane/Supervisors*

CMESS – Jim reported that the container was partially broken open and a total rehaul of supplies will be needed. He isn't aware if the lock has been repaired. *Action: Deane / Jim*

GRSS – All good - inventory was checked last year and everything was in place.

KESS – A complete inventory of safety supplies was done last June, and classroom kits are up-to-date. Deane reported that there's a medium-sized generator on its way to KESS this week.

NK – All good – kits are ready to go and Kathleen keeps them stocked!

RWES – All good – a thorough check was done at the end of last year and will be done yearly. Rob has discussed having the key to the storage unit harmonize with all of the staff keys as having only one key is problematic. RWES is right next to the Provincial Emergency Program headquarters for Gold River, and next door to the Clinic, which is a huge benefit. *Action: Deane / Rob*

SBO - The SBO has a couple of large totes with wheels and complete inventories which are checked each year.

TSAWALK – All good - inventory completed in September and stored in rolling totes.

ZESS – Scott will check with Kim on the inventory list and will look into different-coloured containers for supplies. *Action: Scott*

Evaluation of Joint Health and Safety Committees – Thank you for working together on your reports last year and please refer to it when completing this year's report, which is due to Annie by June 30th.

Action: Supervisors/OH&S Reps

Annual First Aid Assessment – A review of last year's assessment is to be completed by June 30th and please make note of that in your OH&S meeting minutes. If there are changes made, please send an updated copy to Annie. *Action: Supervisors/OH&S Reps*

Annual Training for OH&S Reps – A summary of available courses was provided and reminder that all OH&S reps are entitled to eight hours of annual training and all new reps are required to attend "New Joint Committee Members" training. *Action: Supervisors/OH&S Reps*

Reporting Injuries and Incidents – The summary sheet entitled "Reporting of Work-Related Injury or Illness" has been updated and a copy was provided for the District Committee. It will be sent to all worksites for posting – and is posted on the District's Health and Safety website. *Action: Annie*

Next Meeting:

TBA

Adjournment:

2:19 pm