



District Health and Safety Committee

Minutes of Meeting

October 26, 2015 (School Board Office)

Attendance:

Dave Woodley	CUPE	No
Karen Eigler	CUPE	Yes
Ross Mandin	CUPE	Yes
Nick Moore	CDTA	Yes
Sherrylyn Dittrick	CDTA	Yes
Wayne Della Siega	CDTA	Yes
Brian McAskill	P/VP	Yes
Shelley Robinson	P/VP	No
Albert Johnson	P/VP	Yes
Paul Berry	Management	Yes
Ian Heselgrave	Management	Yes
Lynda-Marie Handfield	Management	Yes
Tom Demeo	Management	Yes
Marcy Petersen	Recorder	Yes

1. News Items:

2. Standing Items:

- a)** Review of minutes of September 21, 2015;
- b)** District Statistics:
 - Will be updated on our website;
 - It is recommended that every injury requiring time loss or medical be reviewed;
- c)** Investigations/Orders Current and Recently Concluded:
 - No orders or investigations;
- d)** Violence In The Workplace:
 - 5 incidents reported to date;
 - 7 threat assessments have been conducted to date; link to Community Violence Threat/Risk Assessment Protocol on SD71's website was shown; 23 Comox Valley organizations have signed off on this document;
- e)** Hazardous Materials:
 - The Material Safety Data Sheet (MSDS) system for labeling potentially dangerous substances has been replaced with Globally Harmonized System (GHS); the new GHS system of classification and labeling of chemicals will be used worldwide; we are



working to bring new system online; by the end of this year, all our products will have the new label;

- regulations state that all employees must have WHMIS training within the next 3 years;

f) Issues arising out of Site Safety Committees:

- No concerns at present;
- Hour-Zero is a district emergency program; we have asked sites to train staff in specific modules in Hour-Zero during the Health and Safety portion of the monthly staff meeting; support staff have access to an additional 30 minutes per month for attending health and safety meetings if meetings are held outside of their usual working hours; it was suggested that sites set aside 15 minutes for Health and Safety and 15 minutes for Hour-Zero; WHMIS and Bullying and Harassment training are WSBC requirements;

g) Prevention Initiatives:

- SD71 had very good participation from all sites during ShakeOutBC;

h) Emergency Preparation:

- Nothing to report;

i) First Aid:

- Additional automated external defibrillators (AEDs) are on order for Huband Park, Denman Island, Hornby Island and Royston Elementary Schools; we are within 2 years of all sites having an AED on site;
- Four manikins for CPR training purposes are available from the LRC; 30 more are being donated to us;
- Paul Berry has been working on getting wilderness first aid training available for interested high school staff; field trips need to meet criteria of risk, exposure, sufficient preparation, etc.

3. Old Business:

- The employee ID cards are getting closer to being produced; they will have a bar code, employee name and picture and will not be able to unlock doors; card can be scanned at some businesses for checking in, etc.;
- District Health and Safety Day presenter clearly knew his topic well but we will use another presenter for future training;
- The two new flowcharts on our website on How to Report Injuries were displayed; if no medical services received and if no work time lost (ie. first aid only), then only the first aid record is completed; if more extensive incident, then necessary documents are required to be sent to Paul Berry within 48 hours of incident;
- Employer has a responsibility to protect employees and protect confidentiality of students; when handling violent students, we continue to practice sharing specific student information with those who need to know.

4. New Business:

- Nick Moore would like to see site committee meetings held regularly and will encourage CDTA members to be involved in these meetings; he also encourages teachers to report violence incidents; the reporting gets the record started;



- Health and Safety reps may take additional training in the future using online modules; send suggestions for training topics to Paul Berry;
- GP Vanier seismic upgrade is in early planning stages; it is expected a design will be ready by December 31 and will be breaking ground summer 2016.

The meeting started at 3:35 pm and ended at 4:55 pm.

The next District Health and Safety Committee meeting is scheduled for November 16, 2015.