



District Health and Safety Committee

Minutes of Meeting

September 21, 2015 (School Board Office)

Attendance:

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

1. News Items:

- a) SD71's WSBC 2016 experience rating is expected to drop while rest of province is going up due to increase in duration and number of claims in BC; most accidents are trips and falls.

2. Standing Items:

- a) Review of minutes of June 15, 2015;
- b) District Statistics:
 - we had no injuries and no lost time during July and August across our district;
- c) Investigations/Orders Current and Recently Concluded:
 - 2 orders issued as a result of miscommunication regarding scheduling of asbestos containing materials related work; ACM books and maps must be located at each site;
 - Near miss at Queneesh due to a backfire within a boiler on start-up; all district boilers were shut down and subsequently reviewed by gas inspector and deemed safe;
- d) Violence In The Workplace:
 - 2 incidents but reports not yet received;



- Discussion regarding which staff members need to be made aware of potentially violent students; school-based systems should be in place;

e) Hazardous Materials:

- None of our floor wax chemicals require workers to wear safety protection while using them;
- Cumberland Community School – asbestos abatement carried out;
- Asbestos containing material concern at Lake Trail; WSBC was concerned about the whereabouts of our ACM books; issue was resolved; all sites have books;

f) Issues arising out of Site Safety Committees:

- Reminder to do a work order for any health and safety items which need attending to;
- Work of district health and safety committee is to look for trends from site committee minutes and see if that information can be used to improve safety in our district;

g) Prevention Initiatives:

- ShakeOut BC is October 15 at 10:15 am; the goal is to have all sites registered and if not, have an alternative option;
- Will review Emergency Operations Centre and roles in the spring;
- Sites can go through Hour-Zero protocols in group staff meeting;

h) Emergency Preparation:

- Heavy Urban Search and Rescue have invited our district to be involved in their upcoming 2-day training;
- Light Urban Search and Rescue – conversations will be conducted about emergency search and rescue and whether Maintenance will be doing it again;
- Emergency Operations Centre training for senior staff in spring 2016;
- Paul will inspect each earthquake container and check with administrators to see how well they are prepared;
- Discussion around access keys for earthquake containers; usually there are several people with keys on site; Paul will look into this;

i) First Aid:

- Very few employees took up the opportunity to participate in first aid training over the summer; summer training requires no release time costs;
- Most sites now have the required complement of first aid attendants.

3. Old Business:

- WSBC forms 6A, 7 and the Incident Investigation 4-Part Report are on our website and are fillable; all three forms are to be emailed to Paul Berry within 24 hours (copy to senior administrative assistant) ; if WSBC does not receive the completed 6-page Incident Investigation within 48 hours, the Incident Investigation alone requires the 15-page version; Incident Investigations must be signed off by both CUPE and CDTA members;
- Employee ID tags: HR will roll out tags (with no logo) by locations in 2015/16 and will create a process and protocol; ID tags will also be used to unlock door; staff will pay



\$10.00 for a replacement ID tag; all continuing and regular support staff will have a two-way key (ID and door key);

- Annual District Health and Safety Day is rescheduled to October 8, 2015; Ken Emmons will facilitate both the morning session (Roles and Responsibilities of Site Safety Committees) and the afternoon session (Incident Investigations); sites are to send one principal/vice-principal, one CUPE and one CDTA member; WHMIS training for science teachers and program workers will be held on October 9.

4. New Business:

- Sites should not have used furniture brought in from outside of SD71 (can put in work order to have it removed) and non-compliant equipment such as extension cords and appliances, etc.;
- Wayne Della Siega requested the minutes reflect that he disagrees with the direction that health and safety is taking in the district;
- Mark Isfeld: vehicles parked in inappropriate or illegal spots may be towed; Paul Berry will review definitions for fire lane parking.

The meeting started at 3:05 pm and ended at approximately 4:35 pm.

The next District Health and Safety Committee meeting is scheduled for October 19, 2015.