

**School District No. 27 (Cariboo-Chilcotin)
District Health & Safety Committee Meeting**

Meeting Date: December 9, 2020	Committee Members	Present Y / N	Last Committee Evaluation:
Call to Order: 3:30 PM	Alex Telford, Co-Chair (EMngmt Rep)	Y	Next Committee Evaluation:
	Anna Donaldson, Co-Chair (CCTA Rep)	Y	
Adjourned: 4:30 PM	Curt Levens (BCPVPA Rep)	Y	
	Sue Sim (IUOE, Rep)	Y	
Previous Meeting: April 15, 2020	Nicole Pittman– Recorder	Y	Next Inspection: N/A
Previous Minutes Approved: Yes	Dean Coder (EMngmat, Alt)	N	Next Documentation Review: February 10, 2021
	Murray Helmer (CCTA, Alt)	N	
	Dora Lee Petruk (IUOE Alt)	N	
Next Meeting: February 10, 2021			

	Risk Assessments Conducted	Site Inspections Conducted	OHS Program Reviews	Site-wide Education Programs Delivered	Recommendations Made to Employer
This Period			0		
Year-To-Date			3		

Reports	First Aid Summary / Incidents / Near Miss Reports	<ul style="list-style-type: none"> HR hasn't updated the spreadsheet for 2020. Violent Incident Report – four incidents – two we have reports on, nothing for the other two. See new business for more information. Near Miss – five near misses report at Maintenance in October and November. See new business for more information.
	Inspections	<ul style="list-style-type: none"> Every school has performed at least one inspection.
	Other OHS Reports	<ul style="list-style-type: none"> OHS Workorders – UV goggle cabinet not working at LCS-WL, Alex to inquire why it isn't fixed, if it can't be fixed, replacement needs to be ordered.
	Training & Education	<ul style="list-style-type: none"> Forklift Training - completed JOHS Training - Part 1 was completed on October 20th, December 1st & 2nd. Part 2 – Email was sent out to all return JOHS member to see who was interested in training. 7 people were interested. We are offering Workplace Inspection Training (1.5 hours) and Incident Investigation Training (2 hours). People can take one or both training courses. Level 1 First Aid – Most people have been trained in October and November. There was also a first aid course on December 7th for 3 people. Hopefully, there will be another level 1 first aid course on February 12th Pro D Day

		<ul style="list-style-type: none"> • Level 2 First Aid – Rob Harrison (Maintenance) was registered to take Level 3 First aid on November 30th, but the course was cancelled and will be rescheduled for the sometime in the new year.
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	Item #	Description	Who	Action due date
Old Business	2019-02-20(7)	<p>Homework:</p> <p>Review the following sections of the Occupational Health & Safety Program Manual found on the School District website, under Staff Resources, Health and Safety, Occupational Health & Safety Program Manual. http://www.sd27.bc.ca/health-safety-2/ohs-program-manual/</p> <ul style="list-style-type: none"> • Introduction • Roles and Responsibilities • Instruction and Training • Accidents, Incidents and Investigations • First Aid • Disability Management <p><u>Update:</u> OHS program – broken into 3 parts for review.</p> <ul style="list-style-type: none"> • Part 1 completed • Language needs to be cleaned up. • Section 6 to be review by HR. • Nicole to email Part 2 to all committee member to review before next meeting. <p><u>Update:</u></p> <ul style="list-style-type: none"> • Part 2 – items to be followed up on identified below. • Section 6 to be emailed to HR to review (emailed Oct 3, 2019). <ul style="list-style-type: none"> ○ <u>Update:</u> Still waiting on HR. • Infectious Blood and Body Fluids – Alex to follow up regarding Responsibilities. • Confined Space Program – Pinchin West was hired to perform an independent evaluation of our confined spaces. • Drugs and Intoxicant – with the legalizing of marijuana, how do you determine intoxicant, is there guidelines? – Alex to follow up with HR. <ul style="list-style-type: none"> ○ <u>Update:</u> Same as alcohol. If we believe them to be impaired, call HR and make sure they get home safely. If they step into a vehicle to drive, call RCMP. • Emergency Preparedness – to be emailed to Silvia for review (emailed Oct 3, 2019). 	Alex	Next Meeting

		<ul style="list-style-type: none"> • Fall Protection – only maintenance employees are allowed on roofs. They have all been trained. New roofs have red lines identifying the area where fall protection is required if the staff is required to go pass the red lines. • Infection Control – Contagious Occupational Diseases – there is no procedure for informing support staff when there is an issue at a school. Should all schools be informed as some of the students ride the bus? Staff working at multiple sites. Should all staff be notified? - Alex to discuss at next DLT meeting. Robert has purchased new equipment for disinfecting schools. • Lockout program – all staff including shop teachers have been trained on the lockout program and have been provided with their own locks. • Musculoskeletal Injury Prevention Program – principals are to inform HR if there is a task/job that needs to be review and HR will arrange to have the task review by a qualified person. • Nicole to email Part 3 to all committee member to review before next meeting. <p><u>Update:</u></p> <ul style="list-style-type: none"> • Part 3 completed. • Waiting on Taryn, Cathy, and Alex regarding sections Disability Management, Responsibilities for Infectious Blood and Body Fluids, Infection Control – Contagious Occupational Diseases and Emergency Preparedness. <p style="text-align: right;">Status: On-going</p>		
	2019-05-01(1)	<p>Violent incident reporting / Workers incident Reporting</p> <ul style="list-style-type: none"> • Both reports need to be forward to the School JOHS committee for review. If there is a pattern, investigation or risk assessment needs to be done and then should be forward to the District JOHS committee. • Safety plans and Behavior plans are different. Safety plans for each behavior child needs to be read by staff working with that child. • Silvia Dubray was scheduled to attend this meeting but had to cancel. • Student care plans are not shared with everyone. <p><u>Update:</u></p>	Alex	Next Meeting

		Alex to email Cathy regarding a flow chart that Silvia developed that would help staff understand the difference between safety plan and behavior plans. Status: On-going		

	Item #		Who	Action due date
New Business	2020-12-09(1)	<p>Violent Incidents</p> <ul style="list-style-type: none"> Two schools had violent incidents where the staff was injured and required time off work. Paperwork was not forwarded to Maintenance. According to the IUOE (Sue), the school said they were not aware of the procedure to be followed when a worker is injured. Worker drove her vehicle when she should not have. Principal and secretary didn't know what to do or who to call. First aid attendants are to be posted at each site. Principals know who their first aid attendants are. <p>Alex to follow up with principals. Principals will be reminded of the procedure to follow at the next PVP meeting. One incident involved a new worker, at the time the worker didn't know the procedure. New worker orientation is to be completed when a worker moves from site to site. Sue contacted Cathy at Support Services. Cathy performed a review. Safety plan and training are in place. This should have been done by the principal, not the Union. Alex to contact the school, HR and will let the committee know the results. Start of School Health and Safety checklist was completed by the school, indicating who their first aid attendants are.</p>		

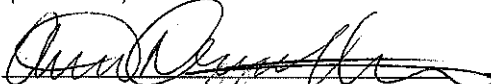
2020-12-09(2)	Near Miss reports	<ul style="list-style-type: none"> • Five new near miss reports in the Maintenance department in October and November. <ul style="list-style-type: none"> ○ Employee almost hit a deer in a truck. <ul style="list-style-type: none"> ▪ Headlights were changed/adjusted. ○ Jug of mercury that was stored in the paint lockup was nearly spilled. <ul style="list-style-type: none"> ▪ SyberTech removed the hazardous material. ○ Lockout lock cut off – the investigation found there was a lack of lockout training. <ul style="list-style-type: none"> ▪ All maintenance employees have been retrained on lockout procedures. ○ Forklift was nearly hit by a bus, bus driver not watching as they went to leave yard. <ul style="list-style-type: none"> ▪ Randy talked about the incident at the bus drivers meeting on November 12th and 13th. ○ Truck stuck in a parking lot. This should have not been reported as a near miss, the issue was that the bus garage didn't respond to the call. Maintenance has been told to carry a bucket of sand in their trucks for when they get stuck. <ul style="list-style-type: none"> ▪ IUOE (Sue) inquired if maintenance only had 2-wheel vehicles. Each department has access to at least one 4-wheel vehicle. They also have access to a Spot GPS with text capability so if they are having issues out West or East, they can text or if they don't return when expected, we can check and find their location. 		
2020-12-09(3)	School Health and Safety Audit	<ul style="list-style-type: none"> • Can we get a third-party person to perform school health and safety audits? <ul style="list-style-type: none"> ○ Alex to look into this. 		
2020-12-09(4)	Safety Data Sheets (SDS) – email was sent out to all Principals regarding new SDS program. The new program was started on October 1, 2020. Another email to be sent out to Principals reminding them to inform staff of the program especially the Science Departments and to post the information on their Health and Safety board for all staff to see.			
2020-12-09(5)	School user groups			

		<ul style="list-style-type: none"> • Most user groups have been cancelled as per the Provincial Health Order. 		
	2020-12-09(6)	<p>Bus Garage Lunchroom</p> <ul style="list-style-type: none"> • Was it a recommendation of the District Health and Safety committee to close the bus garage lunchroom? <ul style="list-style-type: none"> ○ No, it was a Manager of Facilities & Transportation (Alex) decision. The lunchroom was closed due to you can't socially distance in the space. A larger lunchroom was provided which has ample room for social distancing. 		
	2020-12-09(7)	<p>Eyewash Station</p> <ul style="list-style-type: none"> • Who does the checks/maintenance on them? Who checks the expiry date? <ul style="list-style-type: none"> ○ Custodians should be inspecting and testing them monthly. All inspections and testing should be documented. ○ Eyewash stations are also an item that should be checked by the JOHS committee when they are performing inspections. 		
	2020-12-09(8)	<p>School meetings / Christmas concerts</p> <ul style="list-style-type: none"> • Should school meetings be in person? <ul style="list-style-type: none"> ○ School meetings are not against Provincial policy. Section 9 states that they are exempt. The committee can recommend to all principals to have virtual meetings. Alex and Anna to write a letter to principals. • There are no Christmas concerts. Some schools are doing performances, but they will be videotaped. 		

Meeting Schedule:

Dates: All 3:30 pm	
<ul style="list-style-type: none"> • Oct 14, 2020 – moved to September 10, 2020 • Dec 9, 2020 • Feb 10, 2020 	

December 9, 2020 Minutes Approved by Co Chairs:

Worker Co-Chair – Signature: 

Management Co-Chair – Signature: 