

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

Date: February 24, 2021

Time: 3:30 PM

Location: Maintenance meeting room

Roll call:

Adoption of minutes of last meeting:

**Reports**

- First aid statistics / Incident / summary
- Inspections
- Education and training

**Old business**

- Review outstanding business from December's meeting.

**New business**

- Covid
- 

Adjourn

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

<b>Meeting Date:</b> February 24, 2021	<b>Committee Members</b>	<b>Present</b> Y / N	<b>Last Committee Evaluation:</b>
<b>Call to Order:</b> 3:34 PM	Alex Telford, Co-Chair (EMngmt Rep)	Y	<b>Next Committee Evaluation:</b>
	Anna Donaldson, Co-Chair (CCTA Rep)	Y	
<b>Adjourned:</b> 4:17 PM	Curt Levens (BCPVPA Rep)	N	<b>Next Inspection:</b> N/A
	Sue Sim (IUOE, Rep)	Y	
<b>Previous Meeting:</b> December 9, 2020	Nicole Pittman– Recorder	Y	<b>Next Documentation Review:</b> May 19, 2021
<b>Previous Minutes Approved:</b> Yes	Dean Coder (EMngmt, Alt)	N	
<b>Next Meeting:</b> May 19, 2021	Murray Helmer (CCTA, Alt)	N	
	Dora Lee Petruk (IUOE Alt)	N	
	Robert Gudbranson (EMngmt, Alt)	Y	

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

<b>Reports</b>	First Aid Summary / Incidents / Near Miss Reports	<ul style="list-style-type: none"> <li>• HR has updated the spreadsheet for 2020. <ul style="list-style-type: none"> <li>○ Mostly strain/sprains and fall/slip/trip injuries.</li> <li>○ Workers are filling out 6As.</li> </ul> </li> <li>• Violent Incident Report – Nothing reported to Maintenance. According to IUOE, there have been incidents. Alex to remind principals to send in the reports to Maintenance. Alex sent email to principals on February 25, 2021.</li> <li>• Near Miss – No new near-miss since the last meeting in December.</li> </ul>
	Inspections	<ul style="list-style-type: none"> <li>• Most schools have performed 3 or more inspections this school year.</li> <li>• Rural schools (Alexis Creek, Anahim Lake, Dog Creek, Horsefly and Likely) have only performed 2 inspections.</li> </ul>
	Other OHS Reports	<ul style="list-style-type: none"> <li>• OHS Workorders – Only 2 outstanding OHS workorder, both from the Maintenance yards, one is completed, other one needs to wait until spring break to be completed. Nothing outstanding from other sites.</li> </ul>
	Training & Education	<ul style="list-style-type: none"> <li>• JOHS training – online training was set up for the people interested. Still waiting for a couple of people to complete.</li> <li>• Level 1 First Aid - 7 people attended, 1 cancelled due to road conditions (Alexis Creek – rescheduled for March) and 1 no show.</li> <li>• Level 2 First Aid - Rob Harrison (Maintenance) completed the training the week of January 25th.</li> </ul>

	Item #	Description	Who	Action due date
Old Business	2019-02-20(7)	<p>Homework: Review the following sections of the Occupational Health &amp; Safety Program Manual found on the School District website, under Staff Resources, Health and Safety, Occupational Health &amp; Safety Program Manual. <a href="http://www.sd27.bc.ca/health-safety-2/ohs-program-manual/">http://www.sd27.bc.ca/health-safety-2/ohs-program-manual/</a></p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Roles and Responsibilities</li> <li>• Instruction and Training</li> <li>• Accidents, Incidents and Investigations</li> <li>• First Aid</li> <li>• Disability Management</li> </ul> <p><u>Update:</u> OHS program – broken into 3 parts for review.</p> <ul style="list-style-type: none"> <li>• Part 1 completed</li> <li>• Language needs to be cleaned up.</li> <li>• Section 6 to be review by HR.</li> <li>• Nicole to email Part 2 to all committee member to review before next meeting.</li> </ul> <p><u>Update:</u></p> <ul style="list-style-type: none"> <li>• Part 2 – items to be followed up on identified below.</li> <li>• Section 6 to be emailed to HR to review (emailed Oct 3, 2019). <ul style="list-style-type: none"> <li>○ <u>Update:</u> Still waiting on HR.</li> </ul> </li> <li>• Infectious Blood and Body Fluids – Alex to follow up regarding Responsibilities.</li> <li>• Confined Space Program – Pinchin West was hired to perform an independent evaluation of our confined spaces.</li> <li>• 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"> <li>○ <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.</li> </ul> </li> <li>• Emergency Preparedness – to be emailed to Silvia for review (emailed Oct 3, 2019).</li> <li>• 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.</li> </ul>	Alex	Next Meeting

		<ul style="list-style-type: none"> <li>• 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.</li> <li>• Lockout program – all staff including shop teachers have been trained on the lockout program and have been provided with their own locks.</li> <li>• 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.</li> <li>• Nicole to email Part 3 to all committee member to review before next meeting.</li> </ul> <p><u>Update:</u></p> <ul style="list-style-type: none"> <li>• Part 3 completed.</li> <li>• 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.</li> </ul> <p><u>Update:</u></p> <ul style="list-style-type: none"> <li>• All outstanding sections have been reviewed and revised as needed.</li> </ul> <p style="text-align: right;"><b>Status: Completed</b></p>		
	2019-05-01(1)	<p>Violent incident reporting / Workers incident Reporting</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Safety plans and Behavior plans are different. Safety plans for each behavior child needs to be read by staff working with that child.</li> <li>• Silvia Dubray was scheduled to attend this meeting but had to cancel.</li> <li>• Student care plans are not shared with everyone.</li> </ul> <p><u>Update:</u></p> <p>Alex to email Cathy regarding a flow chart that Silvia developed that would help staff understand the difference between safety plan and behavior plans.</p>	Alex	Next Meeting

		<p><u>Update:</u> Still needs clarification from Support Services. Alex emailed Cathy at Support Service on February 26, 2021 and she will provide something for next meeting.</p> <p style="text-align: right;"><b>Status: On-going</b></p>		
	2020-12-09(1)	<p>Violent Incidents</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <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> <p style="text-align: right;"><b>Status: Completed</b></p>		
	2020-12-09(2)	<p>Near Miss reports</p> <ul style="list-style-type: none"> <li>• Five new near miss reports in the Maintenance department in October and November. <ul style="list-style-type: none"> <li>○ Employee almost hit a deer in a truck. <ul style="list-style-type: none"> <li>▪ Headlights were changed/adjusted.</li> </ul> </li> <li>○ Jug of mercury that was stored in the paint lockup was nearly spilled. <ul style="list-style-type: none"> <li>▪ SyberTech removed the hazardous material.</li> </ul> </li> <li>○ Lockout lock cut off – the investigation found there was a lack of lockout training. <ul style="list-style-type: none"> <li>▪ All maintenance employees have been retrained on lockout procedures.</li> </ul> </li> <li>○ Forklift was nearly hit by a bus, bus driver not watching as they went to leave yard.</li> </ul> </li> </ul>		

		<ul style="list-style-type: none"> <li>▪ Randy talked about the incident at the bus drivers meeting on November 12<sup>th</sup> and 13<sup>th</sup>.</li> <li>○ 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"> <li>▪ 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.</li> </ul> </li> </ul> <p style="text-align: right;"><b>Status: Completed</b></p>		
	2020-12-09(3)	<p>School Health and Safety Audit</p> <ul style="list-style-type: none"> <li>• Can we get a third-party person to perform school health and safety audits? <ul style="list-style-type: none"> <li>○ Alex to look into this.</li> </ul> </li> </ul> <p><u>Update:</u> Senior management is not interested. Protections BC is doing a 3<sup>rd</sup> party safety report on all our buildings. It will be an annual inspection for secondary schools and shops. Every 2-3 years for elementary schools.</p> <p style="text-align: right;"><b>Status: Completed</b></p>		
	2020-12-09(4)	<p>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.</p> <p style="text-align: right;"><b>Status: Completed</b></p>		
	2020-12-09(5)	<p>School user groups</p> <ul style="list-style-type: none"> <li>• Most user groups have been cancelled as per the Provincial Health Order.</li> </ul> <p style="text-align: right;"><b>Status: Completed</b></p>		
	2020-12-09(6)	<p>Bus Garage Lunchroom</p> <ul style="list-style-type: none"> <li>• Was it a recommendation of the District Health and Safety committee to close the bus garage lunchroom? <ul style="list-style-type: none"> <li>○ No, it was a Manager of Facilities &amp; Transportation (Alex) decision. The lunchroom was closed due to you can't</li> </ul> </li> </ul>		


		<p>socially distance in the space. A larger lunchroom was provided which has ample room for social distancing.</p> <p style="text-align: right;"><b>Status: Completed</b></p>		
	2020-12-09(7)	<p>Eyewash Station</p> <ul style="list-style-type: none"> <li>• Who does the checks/maintenance on them? Who checks the expiry date? <ul style="list-style-type: none"> <li>○ Custodians should be inspecting and testing them monthly. All inspections and testing should be documented.</li> <li>○ Eyewash stations are also an item that should be checked by the JOHS committee when they are performing inspections.</li> </ul> </li> </ul> <p style="text-align: right;"><b>Status: Completed</b></p>		
	2020-12-09(8)	<p>School meetings / Christmas concerts</p> <ul style="list-style-type: none"> <li>• Should school meetings be in person? <ul style="list-style-type: none"> <li>○ 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.</li> </ul> </li> <li>• There are no Christmas concerts. Some schools are doing performances, but they will be videotaped.</li> </ul> <p style="text-align: right;"><b>Status: Completed</b></p>		

	Item #		Who	Action due date
New Business	2021-02-24(1)	<p>Covid</p> <ul style="list-style-type: none"> <li>• IUOE -Anti mask protesters in 100 Mile House, their children attend PSO and have been medically exempted from wearing a mask. Students not wearing a mask in common areas and hallways.               <ul style="list-style-type: none"> <li>○ What is the procedure for schools for ordering the folding plexiglass barriers to help protect staff?                   <ul style="list-style-type: none"> <li>▪ The principal submits a work order or sends an email. We have never denied a request. It only takes a couple of days to make the barrier.</li> </ul> </li> <li>○ CCTA –Anna confirmed with CCTA president Murray Helmer that he knew about the issue and that the District is looking into it.</li> </ul> </li> <li>• Lack of Communication regarding Covid outbreaks.               <ul style="list-style-type: none"> <li>○ Maintenance/custodial departments have not been notified when there is a class that is isolating. Superintendent has promised from now on if there is an outbreak, we will be provided with room numbers. Schools were under the assumption that if they leave the classroom empty for 48 hours if didn't need to be cleaned. Maintenance would like to know each time so a deep cleaning can be on the room.</li> </ul> </li> </ul> <p style="text-align: right;">Status: Completed</p>		

**Meeting Schedule:**

Dates: All 3:30 pm	
<ul style="list-style-type: none"> <li>• Oct 14, 2020 – moved to September 10, 2020</li> <li>• Dec 9, 2020</li> <li>• Feb 10, 2020 – moved to February 24, 2021</li> </ul>	<ul style="list-style-type: none"> <li>• May 19, 2021</li> </ul>

February 24, 2021 Minutes Approved by Co Chairs:

Worker Co-Chair – Signature: 

Management Co-Chair – Signature: 