

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

Date: January 8, 2020

Time: 3:30 PM

Location: Maintenance meeting room

Roll call:

Adoption of minutes of last meeting:

Reports

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

Old business

- Review outstanding business from October 2nd meeting.

New business

- Procedure for Contagious Occupational Disease
- New Worker Site Orientation Process
- OHS Program Review – Section 3
- Set dates for meetings in 2020

Adjourn

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

Meeting Date: January 8, 2020	Committee Members	Present Y / N	Last Committee Evaluation:
Call to Order: 3:40 PM	Alex Telford, Co-Chair (EMngmt Rep)	Y	Next Committee Evaluation:
	Anna Donaldson, Co-Chair (CCTA Rep)	Y	
Adjourned: 5:05 PM	Curt Levens (BCPVPA Rep)	Y	Next Inspection: N/A
	Sue Sim (IUOE, Rep)	Y	
Previous Meeting: Oct 2, 2019	Nicole Pittman– Recorder	Y	Next Documentation Review: April 8, 2020
Previous Minutes Approved: Yes	Dean Coder (EMngmat, Alt)	N	
	Murray Helmer (CCTA, Alt)	N	
Next Meeting: April 8, 2020	Kari Urquhart (IUOE Alt)	Y	

	Risk Assessments Conducted	Site Inspections Conducted	OHS Program Reviews	Site-wide Education Programs Delivered	Recommendations Made to Employer
This Period			1		
Year-To-Date			3		

Reports	First Aid Summary / Incidents / Near Miss Reports	<ul style="list-style-type: none"> • Reviewed the summary from HR on injuries from Jan – Dec 2019. Full-year data was not available. • Violent Incident Report – repeated incidents with a student. <ul style="list-style-type: none"> ○ Have the staff been trained? <ul style="list-style-type: none"> ▪ CPI training addresses what to do once the attack as happened. ○ Should the student be at school? ○ Did the report go to the site JOHS committee? ○ What is the solution? ○ Risk Assessment needs to be done and a Safety Plan needs to be in place. ○ According to WorksafeBC, the school district needs to train the staff, but there is no training out there that would be appropriate. ○ Curt to talk to Dean Coder and Craig Munroe. Anne to check and see if the site JOHS committee is dealing with it. • Near Miss at Anahim Lake School – Bunsen burner found on – Emergency Response Plan to be updated to include gas and electricity procedures for schools. Maintenance employees to have training on this topic the week of January 13, 2020.
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		<ul style="list-style-type: none"> Near Miss forms are online and copies are to be forwarded to School JOHS committee.
	Inspections	<ul style="list-style-type: none"> Horsefly, Mile 108, Forest Grove and LCS-Williams Lake campus were randomly selected to be reviewed. Mile 108 to be reminded that the entire school must be inspected every two months, not a section of the school.
	Other OHS Reports	<ul style="list-style-type: none">
	Training & Education	<ul style="list-style-type: none"> Confined Space and JOHS Part I training are coming up soon. WHMIS – HR has purchased online seats for training. WHMIS is a required part of certain teacher's jobs, and they will not be given extra time to do this. Any questions should be directed to HR.

	Item #	Description	Who	Action due date
Old Business	2019-02-20(5)	<p>First Aid procedure for first aid attendant.</p> <p><u>Update:</u> Curt to bring a copy of procedures that was sent out to principals to next meeting.</p> <p><u>Update:</u> HR sent out an email to all Principals and VP Principals – Senior Admin on January 3, 2020. Principals were supposed to discuss this at their staff meeting. Alex will address at the next Principals Meeting, that principals need to let support staff know the procedure since most support staff don't attend the staff meetings.</p> <p style="text-align: right;">Status: Completed</p>	Curt	Dec 11, 2019
	2019-02-20(6)	<p>District wide training (WHMIS, JOHS) –need a better way to track training to make sure everyone is getting their training.</p> <p><u>Update:</u> Alex to see if we can use a CI Day to get everyone trained on WHMIS.</p> <p><u>Update:</u> HR will be looking into WHMIS training for science, art and shop teachers.</p> <p><u>Update:</u> HR purchased seats to an online WHMIS program. HR to contact teaching staff that needs WHMIS with the information.</p> <p style="text-align: right;">Status: Completed</p>	Alex	Oct 2, 2019
	2019-02-20(7)	Homework:		May 22, 2019

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/>

- Introduction
- Roles and Responsibilities
- Instruction and Training
- Accidents, Incidents and Investigations
- First Aid
- Disability Management

Update: OHS program – broken into 3 parts for review.

- 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.

Update:

- Part 2 – items to be followed up on identified below.
- Section 6 to be emailed to HR to review (emailed Oct 3, 2019).
 - Update: 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.
 - Update: 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).
- 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

		<p>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.</p> <ul style="list-style-type: none"> • 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, Silvia, 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> <p>Alex to email Silvia regarding a flow chart that Silvia developed that would help staff understand the difference between safety plan and behavior plans.</p> <p style="text-align: right;">Status: On-going</p>		
	2019-10-02(1)	<p>A recommendation was brought forward by the committee to have monthly OHS bulletins emailed to all staff on different OHS subjects. (Hearing decibels, personal safety, ladder safety, vehicle operations etc.)</p> <p style="text-align: right;">Status: Completed</p>	Alex	Dec 11, 2019

	Item #		Who	Action due date
New Business	2020-01-08(1)	Procedure for Contagious Occupational Disease <ul style="list-style-type: none"> • There needs to be a communication procedure in place. Maintenance/Custodial/Transportation departments and support staff didn't know. Alex to discuss at SLT meeting and report back to the next meeting in April. 	Alex	April 2020
	2020-01-08(2)	New Worker Site Orientation Process <ul style="list-style-type: none"> • Maintenance/Custodial/Transportation department performs a site orientation with all new employees. • Principals / Site supervisor should be performing an orientation with new staff. Not sure if they do it with casual staff/TTOC, but it is required for each site. • Emergency Response Plan should be review by new staff. Includes what to do during a fire drill, alarms, incidents, etc. 		
	2020-01-08(3)	Anna suggested the committee to put in a recommendation for a Health and Safety officer.	Anna	April 2020

Meeting Schedule:

Dates: All 3:30 pm	
<ul style="list-style-type: none"> • April 8, 2020 • Oct 14, 2020 • Dec 9, 2020 	

January 8, 2020 Minutes Approved by Co Chairs:

Worker Co-Chair – Signature: 

Management Co-Chair – Signature: 