

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

Date: May 19, 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 February's meeting.

New business

- Air Quality at Forest Grove
- Janitorial coverage when custodian is absent
- Health and Safety Dashboard
- School Safety Association of BC

Adjourn

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

Meeting Date: May 19, 2021	Committee Members	Present Y / N	Last Committee Evaluation:
Call to Order: 3:30 PM	Patrick McCarron, Co-Chair (EMngmt Rep)	Y	Next Committee Evaluation:
	Anna Donaldson, Co-Chair (CCTA Rep)	Y	
Adjourned: 4:32 PM	Curt Levens (BCPVPA Rep)	N	Next Inspection: N/A
	Sue Sim (IUOE, Rep)	Y	
Previous Meeting: February 24, 2021	Nicole Pittman– Recorder	Y	Next Documentation Review: October 5, 2021
Previous Minutes Approved: Yes	Dean Coder (EMngmt, Alt)	N	
	Murray Helmer (CCTA, Alt)	N	
	Tracy Becker (IUOE Alt)	N	
Next Meeting: May 19, 2021	Robert Gudbranson (EMngmt, Alt)	Y	

	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 is currently updating the spreadsheet. An updated copy will be attached with minutes. <ul style="list-style-type: none"> ○ 35 injuries from Dec 9, 2020 – May 13, 2021 ○ 60% of the injuries are strain/sprains and fall/slip/trip injuries. • Violent Incident Report – One violent incident reported at LLH involving the principal and a student. Patrick to find out what he is allowed to discuss at the District JOHS meetings regarding violent incidents. • Near Miss – No new near-miss since the last meeting in December.
	School JOHS Inspections/meetings summary	<ul style="list-style-type: none"> • We are missing inspection reports from 5 schools. • We are missing meeting minutes from 10 schools. • An email was sent to the schools informing them that we are missing their reports. • Big improvement overall from last year. • JOHS maintenance committee is looking into performing their own inspections at schools for mechanical and electrical rooms.

	Other OHS Reports	<ul style="list-style-type: none"> • OHS Workorders – Only 1 outstanding OHS workorder. It's a WL Maintenance yard work order and currently being worked on and it's supposed to be completed this week. • New procedure created at this meeting for informing principals when an OHS work order is created. See New Business for more details.
	Training & Education	<ul style="list-style-type: none"> • JOHS training – online training was set up for the people interested in the fall. Still waiting for 3 people to complete. Nicole will email Curt the names of the 2 principals the needs to complete the training. • June 15th – in-person JOHS new member training for Patrick McCarron, 1 maintenance person and 1 board office person. • June 7- 8 – Maintenance training for new staff.

	Item #	Description	Who	Action due date
Old Business	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> 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> <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><u>Update May 19, 2021:</u> Cathy is working on this and will have it shortly.</p> <p style="text-align: right;">Status: On-going</p>	Patrick	Next Meeting

	Item #		Who	Action due date
New Business	2021-05-19(1)	<p>BCTF would like to see the school district have release time for a teacher to do JOHS inspections. BCTF would like to see inspections done during work time, so the inspections include students as a hazard in the work environment.</p> <p>Anna to find the regulation/more information on this. Anna mentioned that she has never seen a risk assessment done at a school.</p> <p style="text-align: right;">Status: On-going</p>		
	2021-05-19(2)	<p>Air Quality at Forest Grove</p> <ul style="list-style-type: none"> • Forest Grove staff had concerns regarding the air quality in their school. • Leadhand followed up on this issue. The filters are changed monthly or every second month. As a part of the covid, we switched from the Merv 8 filter to a Merv 13 filter. Merv 13 is a much finer media and removes much smaller particulate. Filters at Forest Grove were changed on February 10th, March 3rd, and April 21st. • Maintenance has also implemented a covid-19 protocol for HVAC systems, which ensures that the maximum amount of fresh air will be brought into the building, and still be able to maintain a comfortable room temp. • Method of Communication between schools and Maintenance departments. <ul style="list-style-type: none"> ○ If it is a general inquiring about air quality, principals should create an OHS work order for maintenance to investigation. ○ If a staff member is concern regarding odor, stuffy air, mouldy and musty smells or something they cannot quite identify. Staff are to fill out the Indoor Air Quality Complaint Form and submit it to their supervisor as soon as possible and a copy needs to be emailed to sd27maintenance@sd27.bc.ca as soon as possible. <ul style="list-style-type: none"> ▪ An OHS work order also needs to be created by the principal so staff can investigate immediately. Work order needs to include room number or work area. 		

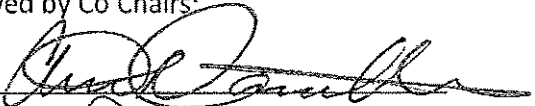
		Status: Completed		
2021-05-19(3)	<p>New procedure for updating schools when an OHS work order is completed.</p> <ul style="list-style-type: none"> • Going forward Nicole will run monthly reports on OHS work orders and check to see if they are completed. If they are completed, Nicole will inform principals and JOHS committees. • School Terms of Reference to be reviewed to include the Senior Leadership team in the escalation procedure. 	Status: On-going	Nicole/Patrick	Monthly
2021-05-19(4)	<p>Janitorial issues from schools</p> <ul style="list-style-type: none"> • Janitorial coverage when a custodian is absent. • Several concerns with inconsistent cleaning. • General housekeeping at a consistent level. <ul style="list-style-type: none"> ○ Example: tabletops not cleaned at night. • Covid-19 cleaning. • Communication between daytime and nighttime custodian. • No standard level of cleaning <p>Patrick – Custodial department has been approving overtime to help cover shifts.</p> <p>Sue – IUOE – Not a lot of people available to cover. On-going issue. Some employees are not willing to work overtime. Sometimes only a couple of hours of a shift will be covered, so minimal items are done, like garbage, bathrooms. Covid procedures is that everyone is responsible for high touch areas. It is impossible for custodians to keep up with it by themselves.</p> <p>Curt – Are staff letting their principal or JOHS committee know that there are issues?</p> <p>Anna to investigate if there is a pattern with the inconsistent cleaning, absent staff – no coverage, casual staff etc. Are there issues at other schools?</p> <p>Patrick to find out what the District is doing to find more custodian staff.</p>	Status: On-going	Anna/Patrick	Next meeting

2021-05-19(4)	Health and Safety Dashboard	<ul style="list-style-type: none"> • Demo dashboard to show IUOE that was about and how staff uses it. <p style="text-align: right;">Status: Completed</p>		
2021-05-19(5)	School Safety Association of BC	<ul style="list-style-type: none"> • Maintenance is signed up as a member of this association. It is a network for school district health and safety manager. <p style="text-align: right;">Status: Completed</p>		
2021-05-19(6)	Meeting dates for 2021-22 school year	<ul style="list-style-type: none"> • October 5, 2021 • December 7, 2021 • February 8, 2022 • May 3, 2022 <p style="text-align: right;">Status: Completed</p>		

Meeting Schedule:

Dates: All 3:30 pm	
<ul style="list-style-type: none"> • October 5, 2021 • December 7, 2021 	<ul style="list-style-type: none"> • February 8, 2022 • May 3, 2022

May 19, 2021 Minutes Approved by Co Chairs:

Worker Co-Chair – Signature: 

Management Co-Chair – Signature: 