

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

Date: November 1, 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
  - **School JOHS Training** – 3 training days scheduled for October 26th, 27th and November 17<sup>th</sup>. Offering the JOHS training for new members and Accident Investigation training for returning members.
  - **Asbestos Abatement Training for Maintenance** – scheduled for December 8<sup>th</sup> & 9<sup>th</sup>.
  - **Supervisor Training for Leadhands** – Scheduled for December.
  - **Level 1 First Aid** – 8 people took training on October 22nd.
  - **Level 2 First Aid** – We have one person at LCS-WL campus that requires training. Waiting to hear back from Melanie at Cariboo First aid to see if she has a spot available in the November 29 – December 10<sup>th</sup> course.

**Old business**

- Review outstanding business from May's meeting.

**New business**

- Covid-19 Update
- Ventilation update - has the district gone through the ministry documents? The ministry was collecting data to see if districts have MERV 13 ventilation
- Violent Incidences - are members reporting? What is the districts policy when it comes to established patterns and safety plans that are not working.
- Are JOHS committees meeting?

Adjourn







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

<b>Meeting Date:</b> Nov 1, 2021	<b>Committee Members</b>	<b>Present</b> Y / N	<b>Last Committee Evaluation:</b>
<b>Call to Order:</b> 3:45 PM	Patrick McCarron, Co-Chair (EMngmt Rep)	Y	<b>Next Committee Evaluation:</b>
	Anna Donaldson, Co-Chair (CCTA Rep)	Y	
<b>Adjourned:</b> 4:38 PM	Curt Levens (BCPVPA Rep)	Y	<b>Next Inspection:</b> N/A
	Sue Sim (IUOE, Rep)	Y	
<b>Previous Meeting:</b> May 19, 2021	Nicole Pittman– Recorder	Y	<b>Next Documentation Review:</b> December 7, 2021
<b>Previous Minutes Approved:</b> Yes	Dean Coder (EMngmt, Alt)	N	
	Murray Helmer (CCTA, Alt)	N	
	Tracy Becker (IUOE Alt)	N	
<b>Next Meeting:</b> December 7, 2021	Robert Gudbranson (EMngmt, Alt)	N	

	<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>• First Aid Summary – Nicole will check with HR to see if the spreadsheet can be shared via teams with the District JOHS committee members. Email sent November 2<sup>nd</sup>. <ul style="list-style-type: none"> <li>○ 23 injuries from May 21 – Oct 29, 2021</li> <li>○ Mostly strain/sprain, lacerations, struck by student.</li> </ul> </li> <li>• Violent Incident Report <ul style="list-style-type: none"> <li>○ 6 violent incidents reported since last meeting. Two at Marie Sharpe involving the same student. Two at Cataline involving different students. One at PSO and one at LCS-Columneetza.</li> <li>○ Patrick to find out what he can discuss at the District JOHS meetings regarding violent incidents.</li> </ul> </li> </ul>
	School JOHS Inspections/meetings summary	<ul style="list-style-type: none"> <li>• 12 sites missing information for September.</li> <li>• An email was sent to the schools informing them that we are missing their reports. November 8<sup>th</sup> – Nicole to send email to Curt with a list of sites with items outstanding from September.</li> </ul>
	Other OHS Reports	<ul style="list-style-type: none"> <li>• OHS Workorders – Not reviewed.</li> </ul>



	Training & Education	<ul style="list-style-type: none"> <li>• <b>School JOHS Training</b> – 3 training days scheduled for October 26th, 27th and November 17th. Offering the JOHS training for new members and Accident Investigation training for returning members.</li> <li>• <b>Asbestos Abatement Training for Maintenance</b> – scheduled for December 8th &amp; 9th.</li> <li>• <b>Supervisor Training for Leadhands</b> – Scheduled for December.</li> <li>• <b>Level 1 First Aid</b> – 8 people took training on October 22nd.</li> <li>• <b>Level 2 First Aid</b> – We have one person at LCS-WL campus that requires training. Waiting to hear back from Melanie at Cariboo First aid to see if she has a spot available in the November 29 – December 10th course.</li> </ul>
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	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"> <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> 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><u>Update November 1, 2021:</u> Patrick to remind Principals and VPs on forwarding all violent incident reports to him.</p>	Patrick	Next Meeting



		<p>Patrick sent email to Cathy regarding the items below:</p> <ul style="list-style-type: none"> <li>• School staff needs to know the reporting procedure to follow if injured by a student.</li> <li>• Safety plans – taking too long to come up with plans.</li> <li>• Site based JOHS committees should be involved in creating the Safety plans.</li> <li>• Site based JOHS committees should be reviewing all violent incidents at their site.</li> <li>• New safety plans need to be shared with EAs working with the students.</li> <li>• Is there going to be a Violent Incident Committee created? If so, who is on it and what is the goal of the committee?</li> </ul> <p style="text-align: right;">Status: On-going</p>		
	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>	Anna	Dec 7, 2021
	2021-05-19(3)	<p>New procedure for updating schools when an OHS work order is completed.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• School Terms of Reference to be reviewed to include the Senior Leadership team in the escalation procedure.</li> </ul> <p style="text-align: right;">Status: Completed</p>	Nicole/Patrick	Monthly
	2021-05-19(4)	<p>Janitorial issues from schools</p> <ul style="list-style-type: none"> <li>• Janitorial coverage when a custodian is absent.</li> <li>• Several concerns with inconsistent cleaning.</li> <li>• General housekeeping at a consistent level. <ul style="list-style-type: none"> <li>○ Example: tabletops not cleaned at night.</li> </ul> </li> <li>• Covid-19 cleaning.</li> <li>• Communication between daytime and nighttime custodian.</li> <li>• No standard level of cleaning</li> </ul>	Anna/Patrick	Next meeting



		<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> <p><u>Update November 1, 2021:</u></p> <ul style="list-style-type: none"> <li>• New positions have been advertised.</li> <li>• Most two-hour postings have been eliminated and contract positions have been created to help keep staff. This will benefit both employees and employers.</li> <li>• Two new employees were hired in 100 Mile House. No one in Williams Lake yet.</li> </ul> <p>Patrick to find out if external postings are advertised on social media.</p> <p style="text-align: right;">Status: On-going</p>		



	Item #		Who	Action due date
New Business	2021-11-01(1)	Ventilation update Yes, the district has gone through the ministry documents on the collecting of MERV 13 ventilation data. The information is posting on the School District's website under Departments, Facilities and Transportation.  Status: Completed		
	2021-11-01(2)	Standard agenda need for site-based committees. Agenda to include a section for review Violent incidents.  Status: On-going	Nicole	Dec 7th

**Meeting Schedule:**

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

November 1, 2021 Minutes Approved by Co Chairs:

Worker Co-Chair – Signature:

Management Co-Chair – Signature:



