

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

Meeting Date: September 10, 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: 4:28 PM	Curt Levens (BCPVPA Rep)	Y	Next Inspection: N/A
	Sue Sim (IUOE, Rep)	Y	
Previous Meeting: April 15, 2020	Nicole Pittman– Recorder	Y	Next Documentation Review: December 9, 2020
Previous Minutes Approved: Yes	Dean Coder (EMngmat, Alt)	N	
	Murray Helmer (CCTA, Alt)	N	
Next Meeting: December 9, 2020	Dora Lee Petruk (IUOE Alt)	N	

	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 – no incidents since last meeting due to Covid. Near Miss – No new near misses reported.
	Inspections	<ul style="list-style-type: none">
	Other OHS Reports	<ul style="list-style-type: none">
	Training & Education	<ul style="list-style-type: none"> Forklift Training scheduled for September 24th & October 8th School JOHS Training scheduled for October 6, 21, November 25, December 1 & 2 JOHS Training - Waiting for the schools to submit their Health and Safety Start of Year Checklist to see who is on their committee and what training is needed (Part 1 or Part 2 or other). Level 1 First Aid – 8 people per class. We are hoping to have two classes on the October 23rd Pro D. We are waiting to hear back from TRU. Level 2 First Aid – Waiting for the Health and Safety Start of Year Checklist from the high school to see if we need to run another course.

	Item #	Description	Who	Action due date
Old Business	2019-02-20(7)	<p>Homework: 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). • Fall Protection – only maintenance employees are allowed on roofs. They have all been trained. New roofs have red lines identifying 	Alex	Next Meeting

		<p>the area where fall protection is required if the staff is required to go pass the red lines.</p> <ul style="list-style-type: none"> • 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> 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 style="text-align: right;">Status: On-going</p>	Alex	Next Meeting

2020-01-08(3)		<p>Anna suggested the committee to put in a recommendation for a Health and Safety officer.</p> <p><u>Update:</u> Should be done soon for the next school year. It would be a non-union position as they would have to perform investigations etc. WorksafeBC has a recommendation template on their website that can be used. Anna to work on this and have something to the committee this Thursday or Friday.</p> <p><u>Update:</u> Anna received a letter from the Superintendent denying the request. Attached.</p> <p style="text-align: right;">Status: Completed</p>	Anna	April 2020
2020-04-16(1)		<p>Covid-19 – Cleaning Protocols</p> <ul style="list-style-type: none"> • Most staff have been moved to day shift. • Rotational plan in place that would travel through the whole school starting at one end and go to the other end and when completed, start all over again. • There has been product left at each site for cleaning the phones and photocopiers. • There is limited access to the sites for staff members. • No groups after houses • The district was rekeyed during spring break. • We are working on keyless entry at every site. • Right now, Staff has access to the site from 7 AM – 6 PM. Only the principal has keys. • Principals have been asked to limit the use of the building, so areas don't need to be cleaned. • Over spring break, we used a new product that sprays disinfectant. The entire district was sprayed, and we will continue to do this every two weeks, as well as daily cleaning. • Bus drivers are helping to clean the high touch areas. • Hand sanitizer is on order. Was supposed to be here last week, still have not received it. • Masks – we have ordered some. This is more of a comfort thing for people. The district doesn't want staff to wear them; they want children to feel welcome in the schools. • Gloves – can't get large quantities. • Reusable gloves are available but expensive. • For food prep – loose-fitting disposal glove would be best. • Food/meal program – Are there gloves available? Alex to look into this. • Sensitive to cleaning products – every product is the same as we have been using for years. The 		

		<p>product for spraying the playground equipment, we have been using for years to clean bus seats. It takes 20 minutes to disinfect. All of the products are control by WHMIS. There have been issues with school staff cleaning without gloves on. Staff needs to use the proper PPE.</p> <ul style="list-style-type: none"> • Bleach is not to be used in schools. It is very dangerous when used with other products. <p style="text-align: right;">Status: Completed</p>		
	2020-04-15 (2)	<p>Covid-19 – Special need students returning to school.</p> <ul style="list-style-type: none"> • What will this look like? <ul style="list-style-type: none"> ○ Superintendent is working with the Ministry on this. • Will PPE be available for those EAs? EAs are concern about this. <ul style="list-style-type: none"> ○ This is a work in progress, too early to say, need to wait for direction from the Ministry and the District. Protocol from Ministry should include what PPE will be required for staff. PPE will have to be based on each individual student. ○ There are experts in the district that have the training to deal with this. It is not up to the District JOHS committee; we're more of a watchdog. The same questions the committee is asking, the Superintendent is asking the Ministry. <p style="text-align: right;">Status: Completed</p>		

	Item #		Who	Action due date
New Business	2020-09-10(1)	<p>Covid-19 Plans</p> <ul style="list-style-type: none"> • Cleaning protocol comes from the Ministry of Health. • Cleaning staff starts at 9:30AM for elementary schools. • Cleaning protocols will be discussed at the SLT meeting on Monday. • The requirements for custodial staff to clean frequency touch areas and perform their regular jobs needs to be reviewed. Provincial and Federal government has funding in place to hire people to help. 		

		<ul style="list-style-type: none"> We have some questions that need to be answered. We need to find out if the schools have a 6-hour custodian, do we increase their hours, or do we hire a casual, do we offer the hours to the noon hour supervisor. We need to find out what is the need and what we can do to help our staff. Summer start up crew did a wonderful job and it helped put school staff at ease. 		
	2020-09-10(2)	<p>Health and Safety Dashboard</p> <ul style="list-style-type: none"> Site for all the Health and Safety information that the schools need to submit to Maintenance. It shows overdue items, upcoming items and completed items. A few schools have signed up for pilot program to test the dashboard for issues. Principals are excited about it. 		
	2020-09-10(3)	<p>Questions from School JOHS Committees</p> <ul style="list-style-type: none"> Committees were supposed to meet on September 8th and submit any questions to Alex. Alex didn't receive any questions. <p>Questions from IUOE</p> <ul style="list-style-type: none"> Will there be more face shields available? <ul style="list-style-type: none"> Yes. Transportation has 100 extras ordered. Robert to order more face masks and face shields for stock. We have wipes and 10,000 disposal masks in stock. Gloves are on back order. We have given out about half of the gloves that we have in stock. Anyone that needs a face shield, can have one. We are not questioning who gets one. Have other IUOE members besides members working at schools, received any? <ul style="list-style-type: none"> Support Services, Board office and Maintenance staff, all have had deliveries of wipes, hand sanitizers and masks. The supplies that were delivered to the school is for all staff working at that school. Plexiglass barriers <ul style="list-style-type: none"> Maintenance staff has most of the plexiglass barriers installed. 		

- Librarians have been added to the list of people needing plexiglass barriers.
- Site Base Covid Plans
 - Are they review by anyone?
 - Superintendent reviewed all of the plans. There are requirements from the Ministry of Education, Interior Health and Bonnie Henry that must be in the plans. If changes are needed, the plan will be returned to the site with the revisions needed.
 - Principals were directed to bring their plans to their JOHS committees and then to their staff. Last year's committees' members are fine.
 - IUOE – in the plans there is reference to first nation workers and youth engagement workers driving home sick students from school. Are they supposed to use their personal vehicles? What are the cleaning protocols for their personal vehicles? There is no protocol for being in a small vehicle with a sick student.
 - Portable units for one on one for Teacher/EA and students are available.
- What is the disposal method to be used when you find disposable and reusable mask on the ground?
 - Put gloves on, put the mask in a zipped lock bag and put in the garbage. Treat it like medical material.
- HR to send out a procedure for when staff calls in sick.
- Fresh Air – We are bringing in 100% outside air to heat the schools instead of using recycled air, we will continue doing this until such time when it is too cold outside. All HVAC units are now using Merv13 filters.

Meeting Schedule:

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

September 10, 2020 Minutes Approved by Co Chairs:

Worker Co-Chair – Signature:  _____

Management Co-Chair – Signature:  _____



May 29, 2020

Health and Safety Committee

RE: RECOMMENDATION #1

Thank you for letter outlining the request for a Health and Safety Supervisor position dated April 20, 2020.

Health and Safety is an important aspect of district operations, and one we take seriously.

Your letter indicates that onsite inspections are not happening to adequate standards and that there are struggles with site based OH & S committees. These are expected functions that are reviewed with administration regularly and it is a concern that the District Health and Safety Committee feels sites are not performing this function.

It should not be necessary to hire more staff to ensure schools sites are performing this function. As you note, the District has a very low risk assessment and shall continue to work to ensure we maintain it as such.

We will (and have) follow up with administration to ensure site based OH&S committees are operating to the required standard.

Sincerely,

A handwritten signature in black ink, appearing to read 'Chris van der Mark'.

Chris van der Mark
Superintendent of School District 27

cc. Sue Sims, IUEO President
Alex Telford, Manager, Facilities & Transportation
Curt Levens, Principal, GROW/Skyline Alternate School