

# DOHS Meeting Minutes

SECTION 1: Meeting Information		
Meeting Date/Time:	December 12 <sup>th</sup> , 2016	
Duration:	8:45 am - 11:45 am	
Attendees		
	Present	Regrets
Manager	Christine Merner, Richard Renault, Colin Roberts	
CUPE 947	Michael Strong	Kerrie Proudlove
CUPE 382		Rob Klassen, Anthony McGuire
GVTA	David Futter, Darren Companion, Jennifer Small	
ASA		Dana Marchant, Melanie Houston
VPVPA	Paul Stevenson	
Note Taker	Christine Merner	

SECTION 2: Review of Violent Incident(s)	
Issue/Concern	Follow-up Needed
The November Violent Incidents Tally was reviewed.	<ul style="list-style-type: none"> <li>DF concerned staff should use words or ask for assistance, instead of intervening.</li> <li>CM to speak to Dana Marchant and Kyla Cleator regarding offering more NVCI courses.</li> </ul>

SECTION 3: Review of Workplace Incident(s)/Accident(s)		
Incident	Corrective Action(s)	Follow-up Needed
Review of Nov. WPI		<ul style="list-style-type: none"> <li>None</li> </ul>

SECTION 4: Previous Items		
Note: Keep items on this section each month until marked as CLOSED or COMPLETE.		
Original Meeting Date	Issue/Concern	Follow-up Needed
December 14, 2015	School Emergency Protocols re: Power Outage	<ul style="list-style-type: none"> <li>School Emergency Protocol re: Power Outage was reviewed.</li> <li>CLOSED</li> </ul>
September 12, 2016	Oak Bay Shop Issues	<ul style="list-style-type: none"> <li>Metal bars are currently beside the door in the metal shop, and will be moved.</li> </ul>
October 17, 2016	JOHS Inspections: Time off work, when to be?	<ul style="list-style-type: none"> <li>CR to bring motion to Senior Management and will report back.</li> </ul>

# DOHS Meeting Minutes

	<p>Motion by DC</p> <p>“The DOHS Committee recommend that all worksites have a line item dedicated to the JOHS Committee duties in their annual budget, and that schools are funded accordingly”</p> <p style="text-align: right;">Carried.</p>	
November 14, 2016	<p>Earthquake Protocol</p> <p style="text-align: right;">Tabled</p>	<ul style="list-style-type: none"> <li>Voluntary form is with medical condition info.</li> </ul>
November 14, 2016	<p>Scent Free Policy</p>	<ul style="list-style-type: none"> <li>CM to follow up with Mark Walsh and report back.</li> </ul>
November 14, 2016	<p>Violent Incidents</p>	<ul style="list-style-type: none"> <li>See Working Topic</li> </ul>

## SECTION 5: Review of Inspection, if any

Issue/Concern	Person Accountable	Follow-up Needed
None		

## SECTION 6: New Business

Note: If an item is not marked as CLOSED move to Section 4 next month to ensure follow up.

Issue/Concern	Person Accountable	Follow-up Needed
Construction Memo	Darren Companion	<ul style="list-style-type: none"> <li>DC questioned if it was in line with the GVTA ‘Major Construction Protocol’.</li> <li>CM stated document was created due issues arising out of previous construction projects.</li> </ul>
Bullying & Harassment Training	Christine Merner	<ul style="list-style-type: none"> <li>A mandatory Bullying &amp; Harassment Webinar will be provided by Homewood Health.</li> </ul>
Snow and Ice	David Futter	<ul style="list-style-type: none"> <li>There was concern the school parking lots are not cleared of snow.</li> <li>C2s are responsible for some walkways; grounds and external contractors are responsible for parking lots.</li> </ul>

# DOHS Meeting Minutes

---

		<ul style="list-style-type: none"> <li>• CLOSED</li> </ul>
VPP order - Training	<p>Motion by JS</p> <p>“The DOHS Committee recommends that an employee representative and the OHS Manager be the lead trainers for the VPP.”</p> <p style="text-align: right;">Tabled.</p>	<ul style="list-style-type: none"> <li>• CM and CR to talk about how they will address the WorkSafeBC order.</li> <li>• All VPP training will be tracked.</li> </ul>

<b>SECTION 7: Working Topics</b>		
<small>Note: If an item is not marked as CLOSED move to Section 4 next month to ensure follow up.</small>		
Issue/Concern	Person Accountable	Follow-up Needed
Violent Incidents		<ul style="list-style-type: none"> <li>• Tabled until January 9<sup>th</sup>, '17 meeting.</li> </ul>

**Meeting Adjourned: 11:20 am**  
**Next meeting: January 9<sup>th</sup>, 2017**