

DOHS Meeting Minutes

SECTION 1: Meeting Information		
Meeting Date/Time:	January 9 th , 2017	
Duration:	8:45 am - 11:30 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 (10-11am)	Melanie Houston
VPVPA	Paul Stevenson	
Note Taker	Lisa Sharratt	

SECTION 2: Review of Violent Incident(s)	
Issue/Concern	Follow-up Needed
The December Violent Incidents Tally was reviewed.	<ul style="list-style-type: none"> DF concerned with number of Violent Incidents. DM indicated Violent Incidents involve a variety of students, and there could be an increase in forms as workers are more aware of the need to complete required forms.

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

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
September 12, 2016	Oak Bay Shop Issues	<ul style="list-style-type: none"> Steel is being stored in front of the fire extinguisher. Although there is access to it, the steel will be moved. All other Shop issues have been addressed. Closed

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October 17, 2016	Inspections: Motion	<ul style="list-style-type: none"> • Tabled
November 14, 2016	Earthquake Protocol	<ul style="list-style-type: none"> • Tabled
November 14, 2016	Scent Free Policy	<ul style="list-style-type: none"> • CM to meet with Senior Management, and report back to DOHS Committee.
December 12, 2016	Construction Memo	<ul style="list-style-type: none"> • Memo was sent out. • CM to review 'Major Construction Protocol'
December 12, 2016	Bullying & Harassment Training	<ul style="list-style-type: none"> • Several date options were sent to schools for two - 30 minute Webinars (Part 1 & Part 2) to occur at Staff Meetings • CUPE 947 staff to attend 1 hr Webinar at various CUPE Pro D days • CUPE 382 options are being looked into.
December 12, 2016	VPP order re: Training Delivery	<ul style="list-style-type: none"> • VPP training must be completed by April 14th, '17 • Will be completed online (camtasia) and in-class options on Feb 24 and March 9 which is for JOHS member but will be opened to all district staff.

SECTION 5: Review of Inspection, if any

Issue/Concern	Person Accountable	Follow-up Needed
School Inspections	<p>Motion #1 by DF:</p> <p>"The manager of OHS to send a reminder to Secondary Schools to have the first part of their School Inspection complete by the end of February; Middle and Elementary Schools to have their School Inspections completed by the end of February."</p> <p style="text-align: right;">Carried.</p>	<ul style="list-style-type: none"> • CM to send email reminder to schools to complete school inspections. • Complete
School Inspections	<p>Motion #2 by DF:</p> <p>"The manager of OHS to establish</p>	<ul style="list-style-type: none"> • CM to include timelines for the completion of school inspections in the OHS Manual.

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	timelines for the completion of school inspections to be included in the OHS Manual.” Carried	
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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
First Aid Email to Designates	Christine Merner	<ul style="list-style-type: none"> • CM sent an email to First Aid Designates to remind them WorkSafe requires they forward a copy of the First Aid Form to CM, if First Aid was sought. • Closed
Lockout Equipment	Rob Klassen	<ul style="list-style-type: none"> • RK asked why C2's and mechanic did not have lockout equipment • CM and RR to follow up

SECTION 7: Working Topics		
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
Violent Incident Protocol Review		<ul style="list-style-type: none"> • The VPP was reviewed. • CM to make revisions and bring back to the DOHS Committee.

Meeting Adjourned: 11:30 am
Next meeting: February 20, 2017