

DOHS Meeting Minutes

SECTION 1: Meeting Information		
Meeting Date/Time:	November 14 , 2016	
Duration:	8:45 am - 11:30 am	
Attendees		
	Present	Regrets
Manager	Christine Merner	Colin Roberts, Richard Renault
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	Lisa Sharratt	

SECTION 2: Review of Violent Incident(s)	
Issue/Concern	Follow-up Needed
The October Violent Incidents Tally was reviewed.	<ul style="list-style-type: none"> CM will review the process for completing Form 1's with the P/VP at some schools.

SECTION 3: Review of Workplace Incident(s)/Accident(s)		
Incident	Corrective Action(s)	Follow-up Needed
Review of Oct. WPI		<ul style="list-style-type: none"> None
Mt. Doug Incident Recap		<ul style="list-style-type: none"> Investigation is ongoing. CM to report back.

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"> CM to bring protocol to DOHS Committee for review, once draft complete.
May 9, 2016	Flour ECP Order	<ul style="list-style-type: none"> GVSD has complied with WorksafeBC's order. CLOSED
September 12, 2016	Oak Bay Shop Issues	<ul style="list-style-type: none"> All issues will be addressed by Nov. 18th. Chop saw kicked back again; to send to manufacturer.

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September 12, 2016	Review and Sign TOR for DOHS	<ul style="list-style-type: none"> The DOHS TOR was revised and signed off. CLOSED
October 17, 2016	JOHS Training Options For GVTA	<ul style="list-style-type: none"> CM & DF to discuss. CLOSED
October 17, 2016	Inspections: Time off work, when to be?	<ul style="list-style-type: none"> CM to speak with CR regarding outcome of meeting with senior management. CM to report at next meeting.

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
Earthquake Protocol	David Futter	<ul style="list-style-type: none"> The school is responsible for the items in the kiosk. CM will review the manual regarding who is responsible for those who require medication during an earthquake.
Scent Free Policy	David Futter	<ul style="list-style-type: none"> Many schools have their own 'Scent-Free Policy' however there is not a policy for the district. The 'Anaphylaxis Policy' could be updated to include staff.

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 Incidents		<ul style="list-style-type: none"> There is concern many people aren't aware of the importance for completing a Form 1. JS suggested a feedback form, regarding Form 1, to be given to staff.

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		<ul style="list-style-type: none">• DF to create a graph, once enough data is received.• Review of Violence Prevention Protocol document will be added as a working topic for the Dec. 12th meeting.
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Meeting Adjourned: 11:30 am
Next meeting: December 12th, 2016