

DOHS Meeting Minutes

SECTION 1: Meeting Information		
Meeting Date/Time:	September 12 , 2016	
Duration:	8:45 am - 11:10 am	
Attendees		
	Present	Regrets
Manager	Christine Merner, Colin Roberts, Richard Renault	
CUPE 947	Michael Strong, Kerrie Proudlove	
CUPE 382	Rob Klassen, Anthony McGuire	Darren Reed
GVTA	David Futter, Darren Companion, Darinka Popovic	
ASA		Dana Marchant
VPVPA	TBD	
Note Taker	Lisa Sharratt	

SECTION 2: Review of Violent Incident(s)	
Issue/Concern	Follow-up Needed
The 2015-16 Violent Incidents Tally was reviewed.	<ul style="list-style-type: none"> Committee to discuss options on how they can support EA's.

SECTION 3: Review of Workplace Incident(s)/Accident(s)		
Incident	Corrective Action(s)	Follow-up Needed
June, July & Aug '16 Workplace Incidents and the Yearly Workplace Analysis for 2015 were reviewed.		<ul style="list-style-type: none"> CM to remind schools to submit the First Aid Record with the WorkSafeBC forms.

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
March 2, 2015	Slips/Trips/Falls - Trends	<ul style="list-style-type: none"> CLOSED
December 14, 2015	School Emergency Protocols re: Power Outage	<ul style="list-style-type: none"> A draft protocol has been created CM to bring document to DOHS Committee for review, when completed.
May 9, 2016	Flour ECP Order	<ul style="list-style-type: none"> SD61 requires a Flour Exposure Control Plan Worksafe BC is drafting an EPP

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		<ul style="list-style-type: none"> CM to test Esquimalt & Spectrum schools and will continue to keep the DOHS Committee up-to-date.
SECTION 5: Review of Inspection, if any		
Issue/Concern	Person Accountable	Follow-up Needed
DOHS Inspections	<p>Amended Motion by CR</p> <p><i>“Beginning September ’16, where no member of DOHS Committee is present, a member of the DOHS Committee shall attend one monthly high/middle shop and school inspection to assist/educate the JOHS Committees during the school inspection.”</i></p>	<ul style="list-style-type: none"> As GVSD will not provide funding for leave time for DOHS Committee members, CR will bring the amended motion to Senior Management and report back at the next meeting. GVSD may hire an external source to perform risk assessment in shops.

SECTION 6: New Business		
<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
Co-Chair Selection	Christine Merner	<ul style="list-style-type: none"> Deferred until Oct. 17, '16
Key dates for 2016-17	Christine Merner	<ul style="list-style-type: none"> Key dates will be added to the agenda two months prior to the event.
Oak Bay Shop Issues	Christine Merner	<ul style="list-style-type: none"> Discussed in Section 5: Review of Inspection
Shop Inspections	Christine Merner	<ul style="list-style-type: none"> CM will contact IT so DOHS Committee will have access to all shop inspection reports on the X drive. CLOSED
Lead Inspection Report - Remediation	Christine Merner	<ul style="list-style-type: none"> A spreadsheet of the results of the lead report, as well as a map and “Do Not Drink” signs were sent to all locations. CLOSED
ISP and Worker Safety Plans	Michael Strong	<ul style="list-style-type: none"> There is concern worker safety plans are not available at all schools a student attends

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		<ul style="list-style-type: none"> • It was agreed the safety plan must be at all locations the student attends. • Committee to discuss how to address, at next DOHS meeting.
JOHS Training	Christine Merner	<ul style="list-style-type: none"> • CM will offer JOHS training at the Oct '16 & Feb. '17 Pro Ds • New JOHS Committee members can view the videos • JOHS Training for teachers will be discussed by CM & CR and brought back to the DOHS Committee, at the next meeting.
TTOC Keys	David Futter	<ul style="list-style-type: none"> • TTOCs will be issued classroom keys, and are required to return them to the office. • CLOSED
Machine Lockout Procedures for Outstanding Work Orders	Rob Klassen	<ul style="list-style-type: none"> • CM to discuss process with Ross Walker and Colleen Westnedge.

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
TOR Review		<ul style="list-style-type: none"> • The TOR was reviewed by the DOHS Committee. • CM to send revised TOR to all JOHS Committees notifying the members of the changes to Section 13. • CLOSED

Meeting Adjourned: 11:10 am
Next meeting: October 17, 2016