

# DOHS Meeting Minutes

## SECTION 1: Meeting Information

Meeting Date/Time:	September 25, 2017
Duration:	8:45 am - 11:00 am

### Attendees

	Present	Regrets
Manager	Christine Merner, Colin Roberts	Richard Renault
CUPE 947	Michael Strong, Shawna Abbott	Kerrie Proudlove
CUPE 382		Rob Klassen, Anthony McGuire
GVTA	Darren Companion, Carolyn Howe	
ASA		Dana Marchant, Jeanette Alexander
VPVPA		Paul Stevenson
Note Taker	Lisa Sharratt	

Please note: Meeting attendance did not meet the required 7 members in attendance as per the TOR.

### ***Bullying & Harassment Webinar - Presented by Homewood Health - 8:45 am - 9:45 am***

- Further feedback is needed at October meeting.

### ***Business Arising from June 12, '17 Minutes***

- DC questioned whether the report re: increase of Violent Incidents was sent to Senior Management.
- CR was unable to confirm at this time.

## SECTION 2: Review of Violent Incident(s)

Issue/Concern	Follow-up Needed
The June Violent Incidents Tally was reviewed.	<ul style="list-style-type: none"> <li>• DC requested details of Violent Incidents be shared with the Health &amp; Safety rep. for each employee group.</li> <li>• CR to speak to CM.</li> </ul>

## SECTION 3: Review of Workplace Incident(s)/Accident(s)

Incident	Corrective Action(s)	Follow-up Needed
Review of June 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
November 14, 2016	Earthquake Kiosk List	<ul style="list-style-type: none"> <li>• Schools have a deadline of Oct. 31, '17 to supply CM with their Kiosk inventory list.</li> </ul>

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November 14, 2016	Scent Free Admin Protocol/Anaphylaxis	<ul style="list-style-type: none"> <li>The Scent-Free Protocol was shared with the DOHS Committee.</li> <li>Protocol will be sent to P/VP &amp; JOHS Committees in October.</li> </ul>
December 12, 2016	VPP order	<ul style="list-style-type: none"> <li>The video is complete, and needs to be uploaded to the website.</li> </ul>
April 10, 2017	Chemical Inventory - Update	<ul style="list-style-type: none"> <li>There are still items that need to be removed from various schools.</li> </ul>
May 15, 2017	New training requirements for NEW JOHS members	<ul style="list-style-type: none"> <li>JOHS Committee Training will be offered to new CUPE 947 JOHS members at the Oct. 20<sup>th</sup> CUPE Pro D.</li> <li>Training for other groups - To be determined.</li> </ul>
June 12, 2017	2017-18 School Year Meeting Schedule	<ul style="list-style-type: none"> <li>The meeting dates for the 2017-18 school year were circulated.</li> <li>CLOSED</li> </ul>
June 12, 2017	Sharing of Draft Documents	<ul style="list-style-type: none"> <li>CM confirmed it is permitted to share 'Draft' documents with Executive Union members.</li> <li>CLOSED</li> </ul>
June 12, 2017	Exercises for workers who sit most of the day.	<ul style="list-style-type: none"> <li>CARRIED</li> </ul>
June 12, 2017	Keys on Lanyard	<ul style="list-style-type: none"> <li>Keys on a lanyard must be on a 'breakaway lanyard'.</li> <li>CM to send out reminder to JOHS Committees in October.</li> <li>CLOSED</li> </ul>

## SECTION 5: Review of Inspection, if any

Issue/Concern	Person Accountable	Follow-up Needed
School Inspections		<ul style="list-style-type: none"> <li>None</li> </ul>

## 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
JOHS Audit	Christine Merner	<ul style="list-style-type: none"> <li>JOHS Audit to be Working Topic at the October meeting.</li> <li>Audit must be completed by Dec.</li> </ul>

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TOR Review and Sign Off	Motion by CH “Due to the lack of group representatives, the signing of the Terms of Reference will be postponed until October.” CARRIED.	<ul style="list-style-type: none"><li>• The Terms of Reference will be signed off at the October meeting.</li></ul>
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## 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
Anaphylaxis	Christine Merner	<ul style="list-style-type: none"><li>• Deferred until November.</li></ul>

**Meeting Adjourned: 11:00 am**  
**Next meeting: October 16, 2017**