

DOHS Meeting Minutes

SECTION 1: Meeting Information		
Meeting Date/Time:	December 11, 2017	
Duration:	8:45 am - 9:40 am	
Attendees		
	Present	Regrets
Manager	Christine Merner, Colin Roberts, Richard Renault	
CUPE 947	Michael Strong, Kerrie Proudlove	
CUPE 382		Rob Klassen, Anthony McGuire
GVTA	Darren Companion, Carolyn Howe, Darinka Popovic	
ASA	Jeanette Alexander	Dana Marchant
VPVPA	Paul Stevenson	
Note Taker	Lisa Sharratt	

Business Arising from Nov. 20, '17 Minutes
<ul style="list-style-type: none"> None.

SECTION 2: Review of Violent Incident(s)	
Issue/Concern	Follow-up Needed
The November Violent Incidents Tally was reviewed. DC questioned the percentage of IBI students allowed per district.	<ul style="list-style-type: none"> CR to confirm Ministry of Education's percentage of IBI students per district.

SECTION 3: Review of Workplace Incident(s)/Accident(s)		
Incident	Corrective Action(s)	Follow-up Needed
Review of November WPI		<ul style="list-style-type: none"> There was concern regarding the lack of workers attending First Aid. CM to email JOHS committees in the new year to remind workers to attend First Aid when injured.

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 25, 2016	Bullying & Harassment Webinar - Next Steps	<ul style="list-style-type: none"> The B&H Webinar will be postponed until a later date, as the Health & Safety Manual is a priority at this time.

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November 14, 2016	Earthquake Kiosk Lists	<ul style="list-style-type: none"> • CM is still receiving Earthquake Kiosk lists. • It was agreed item will be removed from agenda until further information is received.
December 12, 2016	VPP order	<ul style="list-style-type: none"> • The VPP video is online and has been added to the 'New Hire' videos. • CM will attend various schools in the New Year to provide 'in-person' training. • CLOSED
April 10, 2017	Chemical Inventory - Update	<ul style="list-style-type: none"> • There are still items that need to be removed from various schools. • Schools have been notified the collection of 'Not to Be Used' Chemicals will occur in the New Year.
May 15, 2017	NEW JOHS members and continuing member training.	<ul style="list-style-type: none"> • Final JOHS Committee training for New Committee members was held on November 29th. • JOHS Training for continuing members will be done on Feb. 23rd. • CM to discuss with CH re: possible training dates for GVTA continuing members.
June 12, 2017	Exercises for workers who sit most of the day.	<ul style="list-style-type: none"> • TABLED until the New Year.

SECTION 5: Review of Inspection, if any

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

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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
New TOC Sign-Ins	Paul Stevenson	<ul style="list-style-type: none">• PS inquired whether TOCs are required to sign in if they are in the school for a period of days in a row.• CM confirmed TOCs are required to sign in if their working days are sporadic.• CM to send a reminder to School Admin to have TOCs sign in.• CLOSED

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
VPP Annual Review	Christine Merner	<ul style="list-style-type: none">• The Violence Prevention Protocol was reviewed.• CM to make revisions and send out to all schools.

Meeting Adjourned: 9:40 am
Next meeting: January 15, 2018