

# DOHS Meeting Minutes

SECTION 1: Meeting Information		
Meeting Date/Time:	October 16, 2017	
Duration:	8:45 am - 10:35 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		Dana Marchant, Jeanette Alexander
VPVPA		Paul Stevenson
Note Taker	Lisa Sharratt	

Business Arising from Sept. 25, '17 Minutes
<ul style="list-style-type: none"> <li>'Meeting attendance did not meet the required 7 members in attendance as per the TOR' to be added to the Sept. 25, '17 minutes.</li> </ul>

SECTION 2: Review of Violent Incident(s)	
Issue/Concern	Follow-up Needed
The September Violent Incidents Tally was reviewed.	<ul style="list-style-type: none"> <li>It was agreed members will review details of Violent Incidents and bring up any issues to CM.</li> </ul>

SECTION 3: Review of Workplace Incident(s)/Accident(s)		
Incident	Corrective Action(s)	Follow-up Needed
Review of September 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
September 25, 2016	Bullying & Harassment Webinar - Feedback	<ul style="list-style-type: none"> <li>Feedback regarding the Bullying &amp; Harassment Webinar was provided.</li> <li>CM &amp; CR to discuss when B&amp;H Webinar will occur.</li> </ul>
November 14, 2016	Earthquake Kiosk Lists	<ul style="list-style-type: none"> <li>CM is still receiving Earthquake Kiosk lists.</li> <li>CM to send reminder to JOHS Comm.re: deadline of Oct. 31<sup>st</sup>.</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> <li>Closed</li> </ul>
December 12, 2016	VPP order	<ul style="list-style-type: none"> <li>The VPP video will be added to the 'New Hire' videos.</li> <li>VPP training will ideally be online in November.</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 for new CUPE 947 JOHS members will occur at the Oct. 20<sup>th</sup> CUPE Pro D.</li> <li>Training for other groups - To be determined.</li> <li>JOHS Training for continuing members will be done in Feb. &amp; May.</li> <li>CM confirmed members must ensure training is relevant to the JOHS Committees.</li> <li>GVTA NEW JOHS training date November 29, 2017</li> </ul>
June 12, 2017	Exercises for workers who sit most of the day.	<ul style="list-style-type: none"> <li>CARRIED until the New Year</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
TOR Review and Sign Off	Christine Merner	<ul style="list-style-type: none"> <li>The Terms of Reference were signed off.</li> <li>CLOSED</li> </ul>
Co-Chair Selection	Christine Merner	<ul style="list-style-type: none"> <li>Kerrie Proudlove is the DOHS Committee Co-Chair.</li> </ul>

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		<ul style="list-style-type: none"><li>• CLOSED</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: 10:35 am**  
**Next meeting: November 20, 2017**