

DOHS Meeting Minutes

SECTION 1: Meeting Information		
Meeting Date/Time:	May 14, 2018	
Duration:	8:45 am - 10:45 am	
Attendees		
	Present	Regrets
Manager	Christine Merner, Colin Roberts, Karli Reeve	Richard Renault
CUPE 947	Michael Strong, Kerrie Proudlove	
CUPE 382		Rob Klassen, Anthony McGuire
GVTA	Darren Companion, Darinka Popovic, Carolyn Howe	
ASA		Jeanette Alexander
VPVPA		Paul Stevenson
Note Taker	Lisa Sharratt	

Business Arising from April 9, '18 Minutes
<ul style="list-style-type: none"> None.

SECTION 2: Review of Violent Incident(s)	
Issue/Concern	Follow-up Needed
The April Violent Incidents Tally was reviewed.	<ul style="list-style-type: none"> DC to review Protocol regarding Threat Synopsis, and report back at next meeting.

SECTION 3: Review of Workplace Incident(s)/Accident(s)		
Incident	Corrective Action(s)	Follow-up Needed
Review of March WPI		<ul style="list-style-type: none"> None.

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
April 10, 2017	Chemical Inventory Update	<ul style="list-style-type: none"> All chemicals requiring removal have been picked up. CLOSED
June 12, 2017	Exercises for workers who sit most of the day.	<ul style="list-style-type: none"> PS & KR to work on during the summer. TABLED
January 15, 2018	Fume Hoods	<ul style="list-style-type: none"> All Fume Hoods in the schools have been tested, and schools notified of results. Those Fume Hoods that are not working correctly are not being

DOHS Meeting Minutes

		<p>used, and are being replaced/fixed.</p> <ul style="list-style-type: none"> • CM to provide summary of Fume Hood Inspections to DOHS. • CLOSED
March 12, 2018	Violent Incident Survey	<ul style="list-style-type: none"> • TABLED
April 9, 2018	First Aid Kits - Field Trips	<ul style="list-style-type: none"> • CM to follow-up with Marnice Jones, in the summer. • TABLED

SECTION 5: Review of Inspection, if any

Issue/Concern	Person Accountable	Follow-up Needed
School Inspections		<ul style="list-style-type: none"> • 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
Photo Lab at Mt. Doug	Christine Merner	<ul style="list-style-type: none"> • The dark room at Mt. Doug will be removed. • CM to send an email to all schools to inquire whether there is a dark room that needs to be checked for proper ventilation. • CLOSED
Bullying & Harassment - Electronic Communication	Carolyn Howe	<ul style="list-style-type: none"> • See Working Topic
Air Quality - HVAC Filter Maintenance & Potable Ventilation	Carolyn Howe	<ul style="list-style-type: none"> • CH requested all portables in the district be tested for air quality. • CM requested any issues be directed to her. • CM confirmed there are no plans to test all portables. • CLOSED
Communication to Schools re: JOHS training	Carolyn Howe	<ul style="list-style-type: none"> • CM to forward copy of JOHS email sent to Admin in Sept, to CH. • CLOSED
Threat Synopsis	Darren Companion	<ul style="list-style-type: none"> • DC queried whether Threat Synopsis was done regarding an

DOHS Meeting Minutes

		<p>issue at Shoreline.</p> <ul style="list-style-type: none"> • CM to follow up with Shoreline to ask they address at JOHS meeting.
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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
Vacuum Excavator	Christine Merner	<ul style="list-style-type: none"> • The 'Safe Work Procedure - Vacuum Excavator Operation' was reviewed. • CLOSED
Bullying & Harassment - Electronic Communication	Carolyn Howe	<ul style="list-style-type: none"> • CH has received concern from GVTA re: parent emailing/harassment. • CH to draft a letter to Senior Management and bring it to the next meeting to be discussed as a 'Working Topic'.

Meeting Adjourned: 10:45 am
Next meeting: June 11th, 2018