

# DOHS Meeting Minutes

SECTION 1: Meeting Information		
Meeting Date/Time:	March 9, 2020	
Duration:	8:45am - 11:48am	
Attendees		
	Present	Regrets
Manager	Brian Olohan, Melissa Pledger	
CUPE 947	Taily Wills, Kerrie Proudlove	Kerrie Absent
CUPE 382	Todd Conrod, Brian Whin-Yates	Todd arrived at 9:07, Brian away
GVTA	Robin Tosczak (Chair), Heidi Fowler, Leah Hassall	Heidi away
ASA		Jeanette Alexander
VPVPA	Nancy Archer	Nancy Archer
Note Taker		
Guest	Jason Gammon, GVTA	

## Business Arising from outstanding items from previous meetings

SECTION 2: Review of Outstanding Items		
Note: Keep items on this section each month until marked as CLOSED or COMPLETE.		
Original Meeting Date	Issue/Concern	Discussion / Follow-up Needed
June 24, 2019	<p>VPP – Update</p> <p>FEBRUARY MOTION: DOHS to write a letter requesting a firm date for the VPP Program rollout be provided immediately to OHS Advisors and DOHS Committee</p> <p>CARRIED</p>	<ul style="list-style-type: none"> <li>• Melissa – 7 schools given Environmental survey to do at JOHS meeting</li> <li>• must be completed by 14 April</li> <li>• submitted to IT to be prepared as an online survey</li> <li>• expect to catch employees in a contract at those schools</li> <li>• March 25-April 10 – Survey completed, sent back to Melissa for analysis, plan of action</li> <li>• April 15 Hazard Information sheets collected</li> <li>• April 20 Control Spreadsheet for each school</li> <li>• 15 June VPP will reflect changes informed by surveys. Risk Assessment with action for the schools will be prepared. From there, draft manual will be prepared in order to respond to incidents, plan from where we are to where we need to be</li> <li>• there are inconsistencies in how violence is responded to across the district, manual should address this. Training will have to</li> </ul>

		<p>be provided.</p> <ul style="list-style-type: none"> <li>• great deal of frustration expressed by members present</li> <li>• perhaps higher management needs to be present to respond to safety concerns</li> <li>• increase in unsafe work reports might be a reflection of lack of protocols being followed in schools or lack of effective implementation in schools. More training in prevention and response programs. Yearly training has been put on hold due to expected revisions. Admin and Health and Safety Reps</li> <li>• there has been an increase in the number of people reaching out in the district to talk about health and safety recently</li> <li>• Jason: size of classes and number of students in schools is a contributing factor to violence in specific schools. Training needed to provide supports.</li> <li>• Taily – we have students who are included but safety plans that are not accurate. Assessment of students not being done. Process of dealing with international students is not the same as dealing with Canadian students – clarity of process is needed. Members feel they are not good employees if they put forms in. Duress buttons could help, If historic violence has been observed, what assessments and psychological assessments and supported to be in place</li> <li>• members say they are being discouraged from submitting form 1s, or unsupported in declaring unsafe work. Is there a common understanding of procedures? More training required in order to increase effectiveness and accountability of site based JOHS committees.</li> </ul>
November 19, 2018	Secondary Science Labs/WHMIS	<ul style="list-style-type: none"> <li>• Secondary Science Labs/WHMIS – inappropriate storage, those in charge of labs claim lack of training. Manual needs to be in place and ongoing audit. Claim a lack of support from the education system.</li> <li>• Robyn - Ministry recommends a District</li> </ul>

		<p>Science Safety Committee.</p> <ul style="list-style-type: none"> <li>• Jason – Do job descriptions describe the responsibilities for safe storage properly?</li> </ul>
November 19, 2018	Furniture in Schools	<ul style="list-style-type: none"> <li>• Meetings ongoing</li> </ul>
February 25, 2019	Defibrillators in Schools	<ul style="list-style-type: none"> <li>• Ongoing</li> <li>• Information to come</li> </ul>
September 30, 2019	Terms of Reference	<ul style="list-style-type: none"> <li>• Terms of Reference - Melissa – it will look different in its final form</li> <li>• similar to WCB and what they ask for for compliance</li> <li>• format of meetings – must be very specific</li> <li>• order is changed but all parts kept</li> <li>• Question – Taily – why are there only two representatives – does this reflect the number of members</li> <li>• Jason – More teachers would also potentially be needed due to student population</li> <li>• Melissa – Based on population numbers and management needs</li> <li>• 21 days to respond – Melisa</li> <li>• if we can't come to a reasonable consensus</li> <li>• plan is to bring copy for signatures for next meeting</li> <li>• Robyn – signature page needs editing</li> </ul>
November 25, 2019	JOHS Training	<ul style="list-style-type: none"> <li>• Brian – prospective JOHS training – especially for CUPE - May 15<sup>th</sup> boardrooms booked, JOHS member training BC Fed training might be a good model, private consultants may be used. Include 2 hours to go over VPP. Conversations about funding has been started.</li> <li>• Robyn – BCTF Health and Safety training has been done on a regular basis.</li> </ul>
December 16, 2019	Safety Info in Amaresco	<ul style="list-style-type: none"> <li>• Not being used at this time</li> <li>• TABLED</li> </ul>
December 16, 2019	Health & Wellness Info – Staff Washrooms	<ul style="list-style-type: none"> <li>• Toolbox talk for facilities staff – reviewing safety concerns and incidents, corrective actions, being proactive</li> </ul>
December 16, 2019	Power Outage Protocol	<ul style="list-style-type: none"> <li>• Falls under VPP</li> <li>• tabled</li> </ul>

SECTION 3: Review of Violent Incident(s)	
Issue/Concern	Follow-up Needed
The February Violent Incidents Tally was reviewed.	<ul style="list-style-type: none"> <li>• A follow through with a team of specialists to respond to violent incidents, Do functional behavior assessments, provide support over a period of time (6 weeks) additional</li> </ul>

	counseling support or behavior support
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SECTION 4: Review of Workplace Incident(s)/Accident(s)	
Issue/Concern	Follow-up Needed
Review of Feb WPI	<p>Discussion</p> <ul style="list-style-type: none"> <li>Unsafe work is specific to an individual worker</li> </ul> <p>Three incidents where worksafe reports were submitted</p> <ul style="list-style-type: none"> <li>Fracture 16 Jan</li> <li>Electric shock 23 Jan</li> <li>Torn rotator cuff Jan</li> </ul> <p>Worksafe found our reporting process adequate</p>

SECTION 5: Review of Site JOHS minutes		
Issue/Concern	Person Accountable	Follow-up Needed
None	<p>FEBRUARY MOTION: That recommended members of DOHS offer to attend the next JOHS committee meeting at George Jay</p> <p>CARRIED</p>	<ul style="list-style-type: none"> <li>JOHS committee meeting minutes need to be accessible on shared drive. Follow up is difficult. Some schools not submitting them to the correct people</li> <li>How can we streamline the process of communicating with JOHS committees</li> <li>Inspection report needs to be shared on the drive</li> </ul>

SECTION 6: Review of Inspections, if any		
Issue/Concern	Person Accountable	Follow-up Needed
None	OHS	<ul style="list-style-type: none"> <li>Follow up needs to be done to ensure minutes need to be done and submitted, monthly inspection reposts</li> </ul>

SECTION 7: New Business		
Note: If an item is not marked as CLOSED move to Section 4 next month to ensure follow up.		
Issue/Concern	Raised Issue	Follow-up Needed

<p>Communication re: Coronavirus COVID-19</p>	<p>Robyn Toczak</p>	<ul style="list-style-type: none"> <li>• When the ministry of health changes their recommendations the school district will follow the guidelines of the ministry of health.</li> <li>• Some concerns raised about availability of hand sanitizer</li> <li>• We are following proper protocols and using correct cleaning compounds</li> <li>• Recommend all staff including TTOCs, spareboard get info saying this is the current advice and protocols, we are monitoring the situation to avoid speculation</li> <li>• We have limited resources to respond to different needs – if more time spent on highly touched areas, there is more issue with floors not being cleaned.</li> <li>• Antiviral moisturizers are available</li> </ul> <p>MOTION (Moved Leah, seconded Kerri):</p> <p>That in order to prevent and limit exposure to coronavirus, the District:</p> <ul style="list-style-type: none"> <li>• develop and implement an exposure control plan, and communicate this plan to all employees;</li> <li>• develop protocols to put in place should a member of any school community be diagnosed with COVID-19, and communicate these protocols to all employees;</li> <li>• continue to communicate updates and advice to families of all students, and all employees.</li> <li>• increase custodial staffing in order to disinfect all high-touch surfaces (door handles, water fountain knobs/buttons, desktops, computer keyboards and mice) at least once per day without cutting other cleaning.</li> </ul> <p>Motion passed</p>
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**Meeting Adjourned:11:55am**

**Next meeting: April 13, 2020**