

School District No. 85 Vancouver Island North
District Health and Safety Meeting
Wednesday May 17, 2023

Meeting was called to order at 10:07 am

Committee Attendees:

K. McGhee	-	V.I.N.T.A
J. Voth	-	V.I.N.T.A
J. Welch	-	C.U.P.E – via Zoom
J. Nicholson	-	C.U.P.E
A. Webber	-	Administration
D. Gildersleeve	-	Administration
J. Cattermole	-	Recording Secretary

Regrets: A. Cunningham

Meeting chaired by: D. Gildersleeve

MINUTES:

Minutes from March 14, 2023 meeting were circulated, no changes requested. Darby made motion to accept minutes of March 14th meeting as presented, Kevin seconded, all in favour. Minutes accepted.

ADDITIONS TO AGENDA:

Kevin requested that agenda items a, b and d be combined and moved to the end of the new business items as item D.

Jason asked that the NISS investigation report be added as new item A to discuss safety and security concerns.

OLD BUSINESS:

A. Training

A brief discussion was held to get feedback on recent JOHS training and those who attended felt that the course was informative and well received.

B. Lockdown Concerns

Jonathan looked into the lockdown concerns at Cheslakees and PHSS. At Cheslakees the easiest and fastest way to ensure the gym door is secure is to put a bar through the handles to prevent them from being able to be opened, there are other options as well but they will require modifying the hardware on the door. Jon will discuss options with the staff there to see what their preference is. At PHSS the main concern was in the Drama room and the lack of a

secondary exit. Jon looked at the room and there is an additional door but it is in a pass through area that is currently being used as a storage area, it needs to be marked as an exit. The other door in the room that was a concern has since had a deadbolt attached so it cannot be pulled open from the outside.

NEW BUSINESS:

A. NISS Investigation - Safety & Security Concerns

Jason and Jody attended a meeting at the board office yesterday where they were presented with the results of the external investigation that was recently completed at NISS. While the investigation has not been released yet there are some safety and security concerns that came out of the report that they felt the committee needed to be aware of and address. First was the need to have better communication between the JOHS committee and the maintenance staff regarding building repairs in order to ensure concerns are not overlooked. Jon asked if members could be asked to fill out any maintenance requests during their meetings in order to ensure that they are submitted and able to be dealt with in a timely manner. Second was a request to have some sort of panic button or communication device available for any rooms with only a single exit. This would give staff a tool to deal with safety concerns within their rooms especially where they feel it is unsafe to leave the room to get help. Different options were discussed such as panic buttons, walkie-talkies, cell phones, buzzer type systems as well as the possible positive and negatives of each. Jennifer will look into options and seek input from Don and Alex as well regarding what type of device might work for our district. Thirdly was a concern regarding the PA systems not being able to be heard in every location/room. Issues have been dealt with as maintenance requests come in but some of the task needs to be placed on site-based to committees to seek improvements.

B. Vaping

Kevin has had concerns brought to him from numerous staff members regarding the amount of vaping taking place in the high school washrooms. Some staff are not wanting to enter the washrooms to perform their work duties due to concerns for their health. This is a province wide issue that has come up in other districts as well but unfortunately there is not a one-step solution to solve the problem. Administrators have been looking at installing vape detectors in their buildings but the concern is that the students have found ways to "fool" the detector. General consensus was that the schools should still go ahead and try installing detectors, possibly sourcing multiple brands to find the one that works best, as well as offering education to try to deter students from vaping in the first place. The committee would also like to ask that the Board address the policies and repercussions for vaping at their P/VP meeting to ensure that all schools are applying the same rules to their students.

C. JOHS Training for New Administrators

Jody asked that the committee put forward a request that all new administrators who are part of their site-based JOHS committee be asked to complete an online JOHS Fundamentals training course in order to ensure that they are educated as to the WorkSafeBC requirements and timelines. Kevin seconded the request, all in favour.

D. Emergency Drills, Monthly Meetings, Investigation Timelines

Kevin put together a spreadsheet showing all of the JOHS information that has come in from worksites since the start of the school year and it shows that not all locations are holding monthly meetings, performing their bi-annual walkthroughs and completing investigations within WorkSafe prescribed time frames. These delays lead to safety concerns not being addressed immediately which is concerning. In order to remind the site based JOHS committees what the timelines and annual requirements are Kevin drafted a new template to be used for meeting minutes for the committee to review and provide input on which includes a list of reminders and checklists for the committees to complete during their meetings to ensure they are meeting their obligations each year. Kevin also asked that the committee put forth a proposal to the District to have a back-up administrator available when needed in order to provide release time for site administrators to be able to complete investigations within WorkSafe mandated timelines (48 hours). Jody seconded, all in favour. Discussion was held regarding the current site inspection checklists and how not all sections apply to all locations, suggestion was made to have a shorter generic sheet with appendixes where needed for site-specific areas such as shops, science labs or commercial grade kitchens.

REPORTS:

Copies of the following reports were attached to the agenda package for review.

WorkSafe claims update - verbal

Workplace Based Health & Safety Committee Reports:

AJES, PHSS x 4, SVEJS

Worksite Inspection Checklists:

SVEJS, SZ Maintenance

Indoor Air Quality Reports:

None

Incident Reports:

CES, EVES x 2

Joint Health & Safety Committee Evaluation:

None

NEXT MEETING:

Wednesday, September 20, 2023 10 am at PHSS (tentatively) – in person and with Zoom option

Meeting Adjourned at 11:34 am