



# HEALTH & SAFETY NEWSLETTER

DECEMBER 14, 2017

## PRESENT:

MANAGEMENT: SHARLENE BOWERS, MELISSA MCGARRY, SHAYNE OLSEN  
PRINCIPAL: SHERYL LINDQUIST (ABSENT), MARK MCVITTIE (ABSENT)  
KTTA: AMANDA JENSEN, LAUREL MACPHERSON, GREGG HAFELI  
CUPE: CARLO SIA, GINA SAUNDERSON, KATHLEEN COCHRANE-HUNT (ABSENT)

## *Call to Order*

Chairperson Hafeli called the meeting to order at 8:30 a.m.

## *Adoption of the Minutes*

The minutes of the November 16, 2017 meeting were adopted as circulated.

## *Adoption of the Agenda*

The agenda was amended to add Noon Hour Supervision and Special Checklists for BC Winter Games to New Business.

## *Old Business*

### **Check-ins at Schools:**

A Management Rep spoke to a document created by the retired Manager of Health and Safety. The document refers to safety and security of all buildings, action plans, cameras, alarms, lighting, access, check-ins. Regarding HGEC it was suggested a visitor orientation should be in place with emergency prep in a laminated format for visitors. It could be an agenda item at PVP to discuss having an attendance list, muster station, bathroom locations, signs in, and integrate into current orientation and visitor orientation. ACTION: Will bring this document to the next meeting. Suggested that HGEC start reporting what is happening at the building – panhandling, etc. Two Management reps will re-

view document to determine if the 8 recommendations had been done and the status of the 5 classroom specific items.

### **Policy on Hi-Vis Vests:**

The Management Rep is reviewing this item for Secondary Schools. In discussions regarding secondary vs elementary and kids per supervisor(s) which are defined in supervision plans. Supervision plans done every year, school, staffing, map, and supervisors by breaks, before school, breaks, lunch. Substantive plans for Elementary are done but don't know for Secondary. The Management Rep has written a School Playground and Outdoor Supervision guideline and has sent it for review by the committee members.

### **Snow Removal procedures and protocol:**

A Management Rep spoke to PVP regarding snow removal by grounds crews, and custodians. They are aware.

### **Occupational Health & Safety Program review:**

The Management Rep was providing the group with a reminder. There was a reminder in September. ACTION: Please review these documents and send them in.

## NEXT MEETING:

January 18, 2018 in the Boardroom at the School Board Office.

## HEALTH & SAFETY NEWSLETTER

### *New Business*

#### **Monthly Reports:**

The following reports were reviewed:

- Incident Report Summary
- Automotive Hoist Checklist
- Custodial Safety Inspection Checklist
- Elementary Safety Committee Checklist
- Secondary Science Safety Minutes
- Secondary Schools and Support Buildings
- Worksite Safety Committee Minutes
- New Safety Regulations

Incident Report Summary—Reviewed. List was reviewed and a suggestion was made to remove a name from one incident.

Automotive Hoist Checklist—Reviewed.

Custodial Safety Inspection Checklist—Reviewed.

Elementary School Safety Committee Checklist—Reviewed.

Secondary School Safety Committee Minutes—Reviewed.

Secondary Schools and Support Buildings—Reviewed.

#### **Terms of Reference (District Safety Committee):**

The Management Rep passed out 3 copies of the updated document and requested that committee members please review the document and provide feedback. The document will be sent via email to group after the meeting. Document was updated because of new regulations from April 2016. In a meeting during the New Year we will develop safety goals.  
ACTION: Terms of Reference

(TOR) to be sent to the committee members for their review. Add TOR to the agenda for a meeting in the new year to develop safety goals.

#### **Safe work procedures template:**

The Management Rep has created Safe Work Procedures template.  
ACTION: Will send out document for review and feedback and will provide the update by PowerPoint at the next meeting.

#### **Safety committee training:**

The Management Rep informed the group there will be safety committee training sessions in January and on the Pro D in February which are specific to our organization for safety responsibility e.g. How to do a proper investigation and will have in house facilitators.

#### **New Safety Regulations:**

Group discussed adding a New Safety Regulations section to our District Safety Committee newsletter.

ACTION: We will add a New Safety Regulations section to the newsletter.

#### **KTTA H&S training:**

A KTTA Rep updated the group on recent KTTA H&S training by a Work Safe Officer. It was asked if the Management Rep could attend future training? A KTTA Rep suggested it might be good to have SD perspective.

#### **Admin training for new regulations:**

Answered in Safety Committee training above.

#### **Noon Hour Supervision:**

A Management rep notified the group that Elementary schools create a plan at beginning of each

year, including budgeting, where all supervisors are to be on the playgrounds, etc. and the plans are given to the SBO. The Management Rep has been inquiring about Secondary plans. A comment was made that one CEA for large number of kids is a lot. The CEAs have supervision built into their day and principals have supervision plans in place. A question was asked about who CEAs contact if they require assistance on the playground? This is part of the supervision plan.

#### **Special Checklists for BC Winter Games:**

A KTTA Rep asked if there are any special checklists for the BC Winter Games? An update was given by a Management Rep that no special checklists are made for the event.

**Meeting adjourned 9:44 a.m.**



*Monthly Safety Tip*

## Safety Tip December 2017

### **Stress, depression and the holidays:**

*Stress and depression can ruin your holidays and hurt your health. Being realistic, planning ahead and seeking support can help ward off stress and depression.*

With some practical tips, you can minimize the stress that accompanies the holidays.

### **Tips to prevent holiday stress and depression:**

When stress is at its peak, it's hard to stop and regroup. Try to prevent stress and depression in the first place, especially if the holidays have taken an emotional toll on you in the past.

1. **Acknowledge your feelings.** If someone close to you has recently died or you can't be with loved ones, realize that it's normal to feel sadness and grief. It's OK to take time to cry or express your feelings. You can't force yourself to be happy just because it's the holiday season.
2. **Reach out.** If you feel lonely or isolated, seek out community, religious or other social events. They can offer support and companionship. Volunteering your time to help others also is a good way to lift your spirits and broaden your friendships.
3. **Be realistic.** The holidays don't have to be perfect or just like last year. As families change and grow, traditions and rituals often change as well.
4. **Set aside differences.** Try to accept family members and friends as they are, even if they don't live up to all of your expectations. Set aside grievances until a more appropriate time for discussion.
5. **Stick to a budget.**
6. **Learn to say no.** Saying yes when you should say no can leave you feeling resentful and overwhelmed. Friends and colleagues will understand if you can't participate in every project or activity.
7. **Don't abandon healthy habits.** Don't let the holidays become a free-for-all. Overindulgence only adds to your stress and guilt.
8. **Seek professional help if you need it.** Despite your best efforts, you may find yourself feeling persistently sad or anxious, plagued by physical complaints, unable to sleep, irritable and hopeless, and unable to face routine chores. If these feelings last for a while, talk to your doctor or a mental health professional.



## HEALTH &amp; SAFETY NEWSLETTER

## Incident Reports | September 2017 (Public Version)

13-Oct-17	Employee was boiling water for tea, when employee went to pick up the cup it sloshed over the sides and spilled on arm.		First Aid	When working with hot water go slow
24-Oct-17	Student grabbed and pinched employee right wrist Student struck employee with a chair	neck and upper thigh. Sore wrist	Medical Aid	
25-Oct-17	Student in class was kicking and slapping when employee put hand down to deflect kick the student's foot. Hit employee thumb and bent it backwards.	bottom knuckle of thumb	First Aid	Met with team to discuss incident - Follow Safety Plan
25-Oct-17	Employee was walking in the hall holding a student's hand and student bit right arm	bruise from bite right arm	First Aid	Met with team and discussed safety plan of student
25-Oct-17	Two students were having a heated discussion which continued to escalate despite employee directive to disengage and employee proximity Student threw chair which hit employee on student's way out of classroom	Left arm and Shoulder sore	First Aid	Contact Parents, Develop re-entry plan, Develop Safety Plan prior to return.
25-Oct-17	Employee was asked to escort student to the office, when employee asked student to come with employee, student turned yelled at employee and kicked employee on the left shin. Then student tried to pull the heater off the wall. Employee asked student to stop but student continued to yell and swear.	Student came at employee punching Student hit employee 8-10 times and kicked me on my legs	First Aid	Review and update employee safety plan
25-Oct-17	Three students were sitting on a swing, student did not like noise or maybe hitting student, unsure. Asked student to get off swing and sent student to go stand away from the noise. Student walked towards employee and karate chopped arm. Employee sent student away from employee and other students to calm down	Right arm	First Aid	Discussion regarding on using a private iPad as a communication device
30-Oct-17	Student was escalated in the sensory room - escalated on arrival to school and in bathrooms. Employee was passing student the weighted blanket when student leaned forward and bit through arm guards	Left arm below on inside bruised and raised skin	First Aid	meet and discuss issue with teacher
31-Oct-17	Employee was fixing a swing that had been tangled over top of the swing set. Employee grabbed the swing to a couple of steps back and ran forward to throw the swing up and try to untangle it	Achy feeling throughout my upper back area. Headache, and top of shoulders	Lost Time	be aware of surroundings - if swing is to high get maintenance
31-Oct-17	Employee was using left hand to tighten a coupler for piping bag and during this attempt felt something pop, release, tear in left elbow, forearm region.	Left elbow forearm	Medical Aid	none provided
31-Oct-17	Employee was participating in a baking contest in Grade 10. One of the students may have added dish soap. Employee started getting light headed and sore stomach and ached for the rest of the day.	Sore stomach, headache and soft stool	Medical Aid	Removal of food which may be contaminated
31-Oct-17	Employee was participating in a baking contest in Grade 10. One of the students may have added dish soap. Employee started getting light headed and sore stomach and ached for the rest of the day.	Sore stomach, headache and soft stool	Medical Aid	Removal of food which may be contaminated
01-Nov-17	Employee was taking down student art work and tripped over chair and fell onto carpet onto left arm	fracture left wrist	Lost Time	Step Stool will be used to reach high items
02-Nov-17	Employee was exiting vehicle at work site. When employee put foot down to exit slipped on the ice and employee fell down to the ground landing on left elbow and left hip	Soreness and Stiffness in left wrist, elbow, shoulder, hip and lower back	Lost Time	
02-Nov-17	Employee was moving table in cafeteria. No previous injury to shoulder. When employee was lifting a long table and felt something pull in left shoulder.	Sore Left Shoulder	Lost Time	Request assistance of others when moving heavy objects
09-Nov-17	Employee was working with a student who was going into the female wash-room to try and look under the stalls. After the student was removed student tried to run back to the washrooms. Employee grabbed student shirt and tweaked left arm/shoulder and neck. Later that day the same student tried to run off grounds and onto the road way with traffic. Employee put left arm out to stop/block the student and further injured left arm shoulder and neck.	pain, soreness in shoulder, arm, neck and upper back. Left	Lost Time	Safety Plan, CPI review,
09-Nov-17	Employee was supervising student and was standing in a doorway. Student wanted the door to be closed but because there is no window the door was to remain open. Student ran over and kicked employee in shin.	Kick to middle shin right leg	Violent Incident	Phone maintenance to follow up regarding a window request
16-Nov-17	During a CPI hold with other employees the student kicked	Neck and upper back very sore	Violent Incident	
16-Nov-17	During a CPI hold with other employees the student kicked and punched employees face	Face, shoulder, left cheekbone	Violent Incident	
16-Nov-17	During a CPI hold with other employees the student kicked	sore left shoulder & mid back	Violent Incident	
16-Nov-17	Employee was walking to classroom through cafeteria twisted right ankle and fell in front of students and employees	Sore Right Ankle and both wrists	First Aid	Try to avoid rushing if ankle is prone to twisting
16-Nov-17	Employee was sitting on a stool and stood to reach for bag of cans and went to sit back down. The stool was moved and employee caught the edge of it the stool tipped over and employee fell on it. Employees left hip landed on the cement floor	Hip and back upper shoulders	Lost Time	no recommendation freak accident
16-Nov-17	Student was trying to bit and grab Employee. Employee tried to grab both of students arms to deflect but failed. Two other employees were in the room and were able to get a hold of student.		Violent Incident	
16-Nov-17	Employee tripped over wheelchair he down and employee fell down landing on elbow, knee and hit thumb	left knee swollen and bruised. Right Elbow bruised and grazed left thumb sore at joint land when bent	First Aid	

## HEALTH &amp; SAFETY NEWSLETTER

## Incident Reports | December 2017 (Public Version)

17-Nov-17	Student was non-compliant and disruptive, was asked to go the LART room. Student was swearing and employee asked student to go sit in the class across the hall or go sit in the office. Employee opened the door for student to cross the hall and student shoulder pushed employee and knocked employee off balance.			Violent Incident	WRA Completed
17-Nov-17	Employee was walking into the student bathroom. There was leftover water on the floor from wet vac. Employee slipped and fell. Right side of head, hitting door. Completely fell whole body on floor	Head, arm, elbow right and left elbow		Lost Time	Ensure water is not left from auto scrubber
20-Nov-17	Student punched employee in the chest with a closed fist. Student tried to push and kick their way into a crowd of students while swearing and swinging. Employee tried to block students, however the acting out student swung at employee instead.			First Aid	Review safety plan and student behaviour plan
20-Nov-17	Student smacked employee on the arm, pushed employee backwards with arms	arm hurt left		Violent Incident	
21-Nov-17	Student ran from employee on the way to the washroom. Employee caught up to student before student was able to leave the school. Employee took student hand to redirect student to the washroom. Student then dropped to the floor and in that time employee twisted and strained back	upper back, shoulder strain		Lost Time	To be aware of possible unexpected movement for this particular student
21-Nov-17	Student was in the hall because student was not behaving in class. Student came into the office. When employee told student to leave and sit in the area where told to wait by employee, student refused and pretended to shoot employee with finger. An employee came and took student into the hall. Employee locked the office door so student couldn't come back in. Student left the hallway area and proceeded around to another entrance to the office. Student started playing with telephone and computer, when employee told the student to leave student ran out into the hallway. Employee locked the office doors so student couldn't get in, and proceeded to go find the administrator. As employee was walking down the hall, the student came running at employee with a sign from the hallway, intending to hit employee with it. Employee removed it from student and got the administrator. If employee hadn't been aware that student was coming after employee and removed the sign from the student, the student would have hit employee with it.			Violent incident	
23-Nov-17	Student was in the classroom and was angry, student was throwing other objects in the classroom. Student picked up chair and threw it at employee. Tried to block the chair and contacted with employee wrist.	Sore left wrist		Violent Incident	
24-Nov-17	Student made death threats towards employee through the another employee in the class. This happened after employee asked student to turn off Chromebook and get down to work on classroom assignments.	none		Violent Incident	VITRA conducted, student removed, staff reminded of safety protocol & workplace risk assessment
27-Nov-17	Student took food into the sensory room. Employee told student this was not allowed, student threw food on the floor. Employee bent down to pick it up and student hit employee on the back. As employee was standing up student leaned in and bit employee thumb. Employee yelled ow and student let go.	Deep bite mark on my right thumb		Violent Incident	
27-Nov-17	An out of control student was hitting another employee with two recycle bin lids. When one recycle bin flew out of the students hand employee picked it up to remove it from students reach. Student then came at employee hitting and bouncing. Employee kept the lid between self and student punching, hitting and backed away until student attention went to something else.	Neck and upper back very sore		Violent Incident	
28-Nov-17	Employee was moving a bag of concrete from one part of the floor to another. Reached down to grab bag, as employee lifted it employee felt a pop in left elbow followed by immediate pain.	Sore Left Elbow		First Aid	ask for a second person to help move the bag
29-Nov-17	Employee was walking alone the hallway adjacent to the computer lab when employee stepped on water spot. Employee fell on knees, twisted ankle and landed on wrist.	sore ankle, wrist, knees swollen and scrapped		First Aid	
30-Nov-17	Employee was on supervision and a student who was about 6 feet away kicked a soccer ball and it struck the side of employee's head. It hit the left cheek and temple	sore neck right side		First Aid	
02-Nov-17	Student was cutting lines (sewing class) suddenly student swooped in close to employee with arm elevated and thrust the scissors at employee forehead as employee leaned over the table. Student made three snipping motions.	no injury occurred		First Aid	Risk Assessment, Review of communication to office, reiterate importance of communication between staff
02-Nov-17	Employee is a bus driver. While driving an approaching car lost control in a corner on Hwy 97 and back road during snowstorm. Hit left front corner of bus and pushed it off hwy.	sore left ribs		Lost Time	
02-Nov-17	Employee was reaching for papers on the left hand side of the dash. Employee stood up and hit head on passenger mirror	Bump on head jammed and sprained neck		First Aid	Be aware of surroundings
16-Nov-17	When student was dropped off, seemed happy and started recycling. Student then tried to grab employee with both arms extended, mouth open to bite. Employee jumped back told student to sit on the couch. Student came at employee again, trying to grab and bite. Employee sent student into the backroom as jumping back again. Student seemed calm again. Came out of room to do puzzle. All 3 employees were in the room at that point. Student put down puzzle to try and attack employee again. Employee deflected student. Student went after the other two employees trying to grab scratch and bite. Two employee put student in a hold to get student away from other employees.			Violent Incident	
17-Nov-17	Class was cleared to playground which was loud and crowded. Student became escalated and approached volunteer in an aggressive manner. Employee intervened to redirect student using guiding technique from side behind shoulder. Student quickly turned head and bit employee through winter coat and long sleeve shirt.	bit upper arm close to elbow left side. Loonie size bruise with swelling and red mark where teeth broke through the skin.		Violent Incident	Determine alternate indoor space prepare room clear bag - Review Safety Plan

