



HEALTH & SAFETY NEWSLETTER

FEBRUARY 15, 2018

PRESENT:

MANAGEMENT: SHARLENE BOWERS, MELISSA MCGARRY (ABSENT), SHAYNE OLSEN (ABSENT)
PRINCIPAL: SHERYL LINDQUIST, MARK MCVITTIE (ABSENT)
KTTA: AMANDA JENSEN, LAUREL MACPHERSON, GREGG HAFELI
CUPE: CARLO SIA, JEANNE MARR (ABSENT)

Call to Order

Chairperson Bowers called the meeting to order at 8:35 a.m.

Adoption of the Minutes

The minutes of the January 18, 2018 meeting were adopted as circulated.

Adoption of the Agenda

The agenda of the February 15, 2018 meeting was adopted as circulated.

Old Business

Noon Hour Supervision (School Playground and Outdoor Supervision Guideline):

Guideline is currently being worked on. Will be provided to the group when completed.

Westmount Elementary:

Safety Department visited school over two days in a.m. and p.m. School District has hired an external traffic consultant to make recommendation pertaining to traffic flow in and around the school. Additional resources from the City of Kamloops traffic engineers and our maintenance department have met on site to discuss the situation.

Review Terms of Reference (TOR) District: The Management Rep sent the

TOR to committee and received no new responses. Previous responses were received by Gregg Hafeli, Sheryl Lindquist, and Carlo Sia.

Review Safe Work Procedure Template:

The Management Rep sent the template to committee members and not received comments. Regarding Bunsen burners, the Management Rep informed the committee members to please send an email stating "I have no comments" so that Melissa McGarry knows you have no issue. ACTION: Amanda Jensen didn't receive the document, could Melissa McGarry please resend.

WorkSafeBC orders: The Management Rep updated the committee with infor-

mation on the corrective action plan. Audits/inspections are completed except Clearwater and the report is being worked on. The schools passed the audit except for Sa-Hali who needed a snorkel for their equipment.

Safety Committee Training:

The committee discussed the upcoming safety committee training dates. There were dates listed in the January minutes. There is training currently taking place.

NEXT MEETING:

March 15, 2018 in the Boardroom at the School Board Office.

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New Business

Monthly Reports:

The following reports were reviewed:

- Custodial Safety Inspection Checklist
- Elementary Safety Committee Checklist
- Secondary Schools and Support Buildings
- Automotive Hoist Checklist
- Secondary Science Safety Checklist
- Worksite Safety Committee Minutes

Custodial Safety Inspection Checklist—reviewed.

Elementary School Safety Committee Checklist—reviewed.

ACTION: Reminders to Principals to submit forms.

Secondary Schools and Support Buildings—reviewed.

ACTION: Reminders to Principals to submit forms.

Secondary School Safety Committee Minutes—Reviewed.

ACTION: Reminders to Principals to submit forms.

Automotive Hoist Checklist—reviewed. ACTION: Reminders to Principals to submit forms.

Incident Report Summary:

Question regarding Snow removal equipment at each school. Each school has a snow removal plan including snow removal including salt or sand at the doorways.

Safety Recognition and

Safety Moments: Gregg Hafeli reported that at a recent Committee meeting at Nor-Kam he asked if they could have small step ladders bought to put items up on bulletin boards. VP, Tonya Perry said yes, positive response to buying the step ladders with no discussion. Another positive item is that there is safety committee members training happening for the safety committee members.

New Business

Committee evaluations:

Question about the committee evaluations being completed by the end of April. NorKam committee wondered because they hadn't heard about this, and their district one is done by end of June. The committee understand they were supposed to self-evaluate by April. Gregg Hafeli brought this topic up in November/December and then in January, and asked if this had been given to Administrators at schools. The Management Rep informed the group that every site committee has to do an evaluation and we have to have them done by April. Gregg Hafeli informed the committee he has WorkSafeBC and BC Federation of Labour forms to do this evaluation and he would be happy to help Melissa with a form to give to all schools – which is a made in SD73 look, the schools would just need a fill in the blanks. Self-

awareness type of activity for each District Safety Committee.

New Committee members training:

Question about the training being done for new members. Member understood that new first year members are supposed to get 8 hours of training plus an additional 8 hours of training, which is annual training for committee members and/plus training for new committee members. Greg will send another email to Melissa.

Meeting adjourned 9:11 a.m.

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Monthly Safety Tip



JANUARY
SAFETY TALK
www.bcmsa.ca

Topic: WHMIS 1988
to WHMIS 2015

In 2015, the Globally Harmonized System (GHS) was adopted for classifying and labelling hazardous products in the workplace.

The program is still known as WHMIS, but to differentiate between the "old" WHMIS and the "new" WHMIS, they are now called WHMIS 1988 and WHMIS 2015.

There is a long transition period for compliance, ending December 1, 2018. Suppliers have already started using the new formats for labels and Safety Data Sheets, and if your organization is receiving the new information, then workers need to be trained in both systems. (Hint: Check a supplier label. If it has a black solid border instead of a cross-hatched border, it's in the new format.)

Here's a brief run down on the key changes:

WHMIS 1988 had 6 classes of controlled substances (one of those was divided into three divisions). Under WHMIS 2015, there are 21 classes of hazardous products, divided between physical hazards and health hazards. Some of these are further divided into categories or types.

The technical product document under WHMIS 1988 was known as a Material Safety Data Sheet. In WHMIS 2015, that is shortened to just Safety Data Sheet, and there are 16 required headings, all of which must be in the same order. Under the old version, there only had to be 9 headings, and there was no consistency to their placement.

With the improvements in classification and in information provided on the Safety Data Sheet, WHMIS 2015 will provide even more information to workers to help them understand how to work safely with hazardous products in the workplace.

1988 2015



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Incident Reports | February 2018 (Public Version)

Incident Date	Investigation Date	Incident Type	Violent Incident	Incident Details	Recommendations
22-Dec-17		Lost time	no	Employee tripped over a lunch baggie zip lock on the way into work	
08-Jan-18	10-Jan-18	Medical Aid	no	Employee entered into the rear parking lot from the alley off of Fraser Street. She walked over to the garbage can on her way into the building to throw out a paper coffee cup and slipped on the ice.	1.) Timely snow removal and salting 2.) Last person to salt at night 3.) first person to salt in morning
08-Jan-18	10-Jan-18	Medical Aid	no	Worker was standing on bobcat tire, cleaning back window stepped down and slipped on trailer, falling backwards off of the trailer. Worker landed on back and hit head on the ground	Unload machine off trailer prior to cleaning windows. Sand trailer deck for traction. Crew Talk to discuss
09-Jan-18	10-Jan-18	Lost Time	no	Worker was doing general work duties around school. He had been doing some basic ice/snow removal on side walks around school. This aggravated a shoulder he had earlier injured.	Be mindful of heavy lifting equipment and sudden movements
09-Jan-18	January 15, 2018	First Aid	no	Worker was walking down the hallway and slipped on snow/water in the hallway and fell on back	kids and staff to remove footwear
10-Jan-18	Not required	First Aid	no	Worker was hit by a colleague while pulling out of a parking stall at Valleyview Secondary School. The Colleague was parked illegally in front of the school in the middle of the bus loading area. It was a slow speed collision with damage to my vehicle only	Email Sent out to all Staff Reminding No Parking in No Parking Zones
10-Jan-18	16-Jan-18	Near Miss	No	Student was upset and intentionally stepped on teacher's foot. Teacher was sitting down on a chair at the time and the student was beside her.	Follow procedure and determine if a safety plan is required
10-Jan-18	15-Jan-18	Near Miss	no	Student grabbed and twisted fingers on right hand	Teacher and CEA to follow process & Develop BIP
12-Jan-18	12-Jan-18	First Aid	yes	Student came up behind me and hit me in the back of the head. He ran away laughing and yelling at me saying he wanted to kill all	Review Employee Safety Plan
15-Jan-18	17-Jan-18	Violent Incident	Yes	Student became upset at learning at 9:20 but teacher was able to de-escalate at the time. Child spit at teacher, tried to punch workers face. Child repeated spit and attempted to punch again.	Complete WRA, refer to District Behaviour Resource Teacher for possible em-
16-Jan-18		First Aid	yes	Worker was working with student who was elevated. Worker and teacher were redirecting her to the sensory room to calm. Student persistently kicked hit, head butted and attempted to bite. When trying to open the sensory room door while holding onto student with the other hand, student escalated more and bit.	
16-Jan-18	Not required	First Aid	No	Worker was walking through parking lot which was very icy. Slipped and fell. Bent knee and foot in an awkward way that caused pain. I impacted on the ground, but this did not create any lasting pain	
16-Jan-18	16-Jan-18	First Aid	no	Worker was walking from car to building slipped on ice and over compensated so as to not fall - hands were full and twisted left hip.	Custodian Informed right away
16-Jan-18	16-Jan-18	Violent Incident	Yes	Student was returning to class after spending time with VP. The class was playing dodgeball and the CEA saw the student was again starting to get frustrated by the game so the worker suggested that he take a break to help him calm down. He refused and walked away, pushing another student as he walked by him. The worker stepped between them and told the student that he had a choice at this time, either a break from the gym or back to the of-	Conversation with CEA - staying a safe distance. WRA completed no employee safety plan at this time
17-Jan-18	NEEDED	Medical Aid	no	Worker pushed off cross country skis to catch up to the student I work with and fell on my bum on the hard snow	
17-Jan-18	January 17 & 22, 2018	Medical Aid	no	January 17, 2018, 7:03 Worker was in the classroom working and suddenly smelled a strong smell. Gas smell became overwhelming. I went outside and texted my principal. Taught in library for rest of day. Jan 17th, 7:30am working in classroom when gas smell returned. I instantly felt dizzy and nauseous. Left the room.	Maintenance HVAC called, It was determined that the ignition switch as misfiring. This occurred on the 17th and the 18th. Fortis BC Came to site on January 22, 2018 - no leak found - Air Quality monitor - results

Incident Date	Investigation Date	Incident Type	Violent Incident	Incident Details	Recommendations
17-Jan-18	17-Jan-18	First Aid	yes	Worker was helping student get dressed for outside. Student threw her boots across the room as she couldn't put them on. Worker asked student to get her boots so worker could help put them on. As worker was bent down at eye level student got 1st boot on and then struggled with 2nd boot. Worker asked her to take a deep breath. Student looked at me and growled. Without warning student opened handed hit worker on the forehead knocking toque off. Worker stumbled backward	Student was sent to the office. Conversation with CEA. WRA form completed
17-Jan-18	23-Jan-18			Student was asked to wipe up some liquid he spilled. Staff modeled what he need to do, student immediately became oppositional trying to grab stuff. Another worker came to assist directing the student to stop. The student turned and moved toward male staff as if he was going to hit myself and other worker both directed him in a loud voice to stop and sit down. For a few seconds he continued to be oppositional then with verbal prompt and modelling the student completed the task	Review need for safety plan risk assessment is still low at this time however we feel safety plan should be considered in near future
19-Jan-18	19-Jan-18	Lost time	no	Worker was supervising students in the morning. At 8:20 all students outside come into the building. Some students were not listening or making their way to the doors. Worker went to expedite their efforts, when worker took a step onto the field she slipped on some ice and fell backwards landing on her back.	N/A
19-Jan-18	19-Jan-18	Medical Aid	no	Electrical staff were running wire in the T-bar ceiling space in the facility. Worker was coming into building talking to custodian as worker walked and misjudged the location of the wire on the floor. Worker missed stepped and stepped on the wire and lost traction on the floor and fell on his right side making contact with the floor on his right elbow and hip/buttocks	Worker needs to be fully aware of surroundings review with all staff
19-Jan-18	23-Jan-18	Violent Incident	yes	I was supporting my prep teacher while the 2 staff went for lunch. We took the student for a walk. Student grabbed by right arm hand and yanked causing my neck to crack and I had to take a step to prevent from falling over. Student also hit staff with force 4 times	CEA's cannot take lunch at same time when we are short of CEA's. Review FBA. Seek First aid attention when body is strained
19-Jan-18	23-Jan-18	Violent Incident	yes	Calling students to get their snacks. Student went to take snack suddenly moved head into staff with force putting his hands with some force on staff's cheeks. Staff had to physically move his hands off her face	CEA Coverage is important, especially when CEA's have booked off in advance. Review with Worker if student requires a student plan
19-Jan-18	22-Jan-18	Violent Incident	yes	student has good and bad days. Some days wishing to return home upon arrival. Student was anxious biting hands asking to go home and tearful. Staff wanted student to shower which often creates anxiety. Student pushed worker with some force causing worker to fall into the classroom couch. Classroom was short to CEA's	review with staff if a safety plan is needed. A FBA has been completed and review ways to reduce anxiety in student
22-Jan-18		First Aid	yes	Worker witnessed student kicking another worker. Worker went over and asked if she need help. Worker called over more workers to help. We put student into a CPI transfer and directed student to the office. On the way to the office the student kicked, head butted pushed on the way. Kicked both legs Head butted on shoulder multiply times	Student was sent to the office. Conversation with CEA. WRA form completed
22-Jan-18		First Aid	yes	Worker was called to assist with CIP transfer of student to office.	Student was sent to the office. Conversation with CEA. WRA form completed
23-Jan-18	23-Jan-18	Violent Incident	Yes	During read to self student was sitting at desk playing and talking to his learning tool small stuffed animal which is used to teach expectations. Worker knelt down to student level to ask him if he could show Zuma what read to self looks like. The student with the learning tool lunged at me and struck me directly in the face with the object.	Complete WRA, refer to District Behaviour Resource Teacher for possible employee safety plan
24-Jan-18	25-Jan-18	Lost time	No	Student was eating lunch - he started putting forkfuls of food in his mouth. Reminded him to empty his mouth swallow before next bite. He did it again I said no grabbed food, gently took fork away and slid plate back. He stood up grabbed at me. I stepped back attempting to keep a distance. Grabbed again caught my left wrist, and pulled me towards him trying to head butt me. I got my arm released tried to get more distance, he kept coming at me. I put him in a CPI hold and tried to push him to quiet room. He resisted and struggled all the way.	Change feeding protocol and change staffing level
24-Jan-18	24-Jan-18	Lost Time	no	Worker was mopping floors and came out of room 114 and saw bar wrapper on the floor and bent down to pick it up and felt a sharp pain in back of my leg. Within half hour was getting worse so I went home at 9:15	Reminder to bend from knees
24-Jan-18	24-Jan-18	First Aid	no	Worker was stepping out of vehicle and slipped falling backwards on the plastic running board of vehicle and onto ground. It was icy. Hit back on vehicle	continue to sand parking lot asap
29-Jan-18	30-Jan-18	Lost Time	no	Worker was walking across parking lot with tool bag. Slipped on compact snow and ice. Strained muscles on lower back and back right side of middle of back	try to be more aware of surroundings
12-Jan-18	16-Jan-18	First Aid	no	Worker slipped on ice when exiting vehicle, hit front of face on passenger door when falling down	Proper footwear required reminder to all staff
23-Jan-18	24-Jan-18	First Aid	no	Worker was walking in parking lot to vehicle stepped in between the barricade and slipped on ice. Fell forward and landed on knees and right hand	Ensure parking lot is adequate salted and sanded

