



School District No. 73
(Kamloops/Thompson)

Published by the Occupational Health & Safety Committee of School District No. 73

HEALTH & SAFETY NEWS

David Komljenovic
KTTA

FEBRUARY 16, 2017

PRESENT:

MANAGEMENT: SHAYNE OLSEN, MICHELLE MARGINET.
KTTA: DAVID KOMLJENOVIC, AMANDA JENSEN, GREGG HAFELI
CUPE: MARILYN THOMPSON, CARLO SIA
PRINCIPALS: SHERYL LINDQUIST, MARK MCVITTIE

Call to Order

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

Adoption of the Minutes

The minutes of the January 19, 2017 meeting were adopted as circulated. A KTTA representative asked for clarification on the terms of reference from the last meeting minutes. Management confirmed that individual worksites should have their own terms of reference and that a template will be sent to worksites for their use.

Adoption of the Agenda

The agenda was amended to show Keys for TTOCs added to Old Business and CUPE Relief Staff added to New Business.

Old Business

Worksite Violence Risk Assessment Update

Management reported that site risk assessments are due by March 15 and should be submitted to their immediate supervisors. Release time is available, as required. Management confirmed that the far right column on the assessment document needs to indicate whether it is a low or very low risk. Anything higher than a "low" rating needs to have further controls. Forms are to be sent to the appropriate Assistant Superintendent and from there, they will be reviewed by Manager Marginet.

Drinking Water Testing Update

Management advised that four school sites remain to be tested for lead in the water (RLC, Hal-dane, Chase, and Savona). A KTTA representative queried whether individuals should get tested for lead levels if lead was found in the water at their

worksite. Management advised if anyone is concerned should they consult with their doctor. Management also noted that lead can be found in many other forms besides in water (air, soil, etc.).

Fentanyl Update

Management advised that a report has gone to the Board of Education advising them that two Naloxone kits will be provided to each secondary school, and training sessions will be provided. At this time, only first aid attendants will be trained to use the kits and administer Naloxone. Management reported that the first aid attendants are the most experienced, trained persons at worksites to do this. Employees will not be forced to take the training if they do not want to be involved. Management confirmed that if the first aid attendant(s) do not want training, then there will be no one trained to administer Naloxone at that

location. In this case, the worksite would call 911 if an incident occurs. *Note:* 911 must be called whether or not Naloxone is administered. A Principal representative indicated that the training is provided according to the Ministry's standards provincially.

Keys for TTOCs

In follow-up to a previous meeting discussion regarding keys for TTOCs, a KTTA representative reported that his staff member at his school has been advising TTOCs that a \$200 fine will be imposed should they lose or misplace their keys. The staff member advised the KTTA representative that this information was provided directly from management and that this is now the policy. The KTTA representative asked for clarification on this so that TTOCs are not getting false information if this is not true.

NEXT MEETING:

March 16, 2017 in the Boardroom at the School Board Office.

HEALTH & SAFETY NEWSLETTER

New Business

Monthly Reports:

The following reports were reviewed:

- Custodial Safety Inspection Checklist
- Incident Report Summary
- Worksite Safety Committee Minutes
- Automotive Hoist Checklist
- Secondary Science Safety Checklist

A KTTA representative indicated that numerous incident reports are being submitted from the autism room at his school. He questioned whether there is a process for these types of high risk rooms in order to mitigate the number of reports being submitted. Management reported that injuries and near misses are to be reported on the incident report forms. Sometimes employees fill out two separate forms per incident (one for employee to employee and another for employee to student) when in fact it may only be one incident. In the autism rooms,

the worker/injury report could be lumped together which would then appear as a single incident. Management indicated that each individual needs to look at whether each incident warrants a separate report. They should speak to their administrator for clarification.

CUPE Relief Staff

A KTTA representative reported that phone calls are coming in around shortage of CUPE relief staff. Some of the concerns included:

- Janitors not being replaced;
- CEAs not being replaced, therefore in-school CEAs were being re-assigned;
- Some Category A students were asked to go home because there was no support for them.

Management confirmed there are shortages even though there is a long list of relief workers. The District is experiencing a large number of people absent as well as a large number of

relief staff who choose not to take assignments. There are also some issues finding qualified people for the custodial positions. A KTTA representative reported that teachers are concerned when CEAs are not there – for safety reasons. It was also noted that custodial work is also important to the safety of everyone and when custodians are away, walkways and hallways need to be cared for to keep everyone safe. A Principal representative recommended that other employees in the schools should take note of and do whatever it takes to ensure the safety of all. A CUPE representative cautioned allowing anybody to do another employee's job. Management reminded the committee that safety is everyone's responsibility.

Adjourned 9:02 a.m.

Monthly Safety Tip

Each worksite must have Terms of Reference for their safety committee. Principals/managers can access the Terms of Reference in the MySD73 Zimlet under Principals-Managers/Health and Safety/JOINT OCCUPATIONAL HEALTH—TERMS OF REFERENCE.

HEALTH & SAFETY NEWSLETTER

Monthly Safety Tip

JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE TERMS OF REFERENCE

1. The name of this Committee shall be: ~~Worksite Name~~ JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE.
2. **Constituency**
The Committee shall represent all workers employed by (Company Name).
3. **Purpose of the Committee**
It is a joint committee made up of employee and employer representatives consulting in a cooperative spirit to identify and resolve safety and health problems in support of a planned occupational safety and health program in the place of employment.
4. **Functions of the Committee**
 - a) Make recommendations for the establishment and enforcement of safety and health policies and practices.
 - b) Participate in the identification of hazards to safety and health in place of employment, and recommend means of controlling any hazards.
 - c) Obtain information from the employer and from such other sources as necessary regarding the identification of existing or potential dangers to safety and health at the place of employment.
 - d) Advise on and promote safety and health programs for the education and information of the employer and employees.
 - e) Receive, consider and – where necessary – investigate complaints respecting safety and health of employees at the place of employment and make necessary recommendations to the employer.
 - f) Maintain records regarding complaints received and the resolution of those complaints.
 - g) Where applicable review the information resulting from monitoring and measuring procedures, and where necessary make recommendations to the employer.
 - h) Participate in inspections at places of employment concerning the safety and health of workers.
5. **Records**
The committee will keep accurate records of all matters that come before it.
6. **Meetings**
 - a) The committee will preferably meet monthly on the last Thursday of each month or other day as agreed upon by the committee.
 - b) Special meetings, if required, will be held at the call of the chairperson.
 - c) A quorum shall consist of 4 members.
 - d) The committee will add procedures it considers necessary for the meetings.
7. **Agendas and Minutes**
 - a) An agenda will be prepared by the secretary under the direction of the chairperson and distributed to members prior to the meeting.
 - b) Minutes will be prepared as soon as possible after the meeting and will be made available to the Joint OS&H Committee, employer, workers and the Workers Compensation Board.
8. **Composition of the Committee**
 - a) The committee shall consist of at least 4 members, employed at the operation and experienced in the types of work carried on at the operation.
 - b) Membership chosen by and representing the workers and the employer, but in no case may the employer's representatives outnumber those of the workers.
9. **Committee Officers**
The committee shall elect a chairperson and secretary from its membership. If the chair of the committee is an employer member the secretary must be a worker member and vice versa.
The chairperson shall
 - a) control the meetings
 - b) ensure the maintenance of an unbiased viewpoint
 - c) arrange the agendas
 - d) review previous minutes and material prior to the meetings.Secretary's duties will include
 - a) arrangements for the meeting place
 - b) notification of meetings to members
 - c) agenda preparation
 - d) minutes preparation
 - e) forwarding a copy of the minutes to the employer for distribution
 - f) all correspondence
 - g) acting as chairperson when necessary.
10. **Amendments:**
These terms of reference may be amended by vote of the committee members.

Reviewed: Annual date

HEALTH & SAFETY NEWSLETTER

Incident Reports | February 2017 (Public Version)

Incident Description	Injury Type	Recommendations
The worker was shovelling snow on two separate dates. Felt pain in her left shoulder.	Sprain/strain	1) Worker was directed to take micro breaks. 2) Worker advised to focus on most critical areas first (handicap access) and then as time permits other paths near the end of the shift in order to break up
Student became deregulated and threw a book. The IW moved out of the way and then used CPI escort to removed the student from the class. Student attempted to bite and scratch (unsuccessfully)	Scratch to hand-skin not broken	1) staff must wear Kevlar sleeves 2) review of the child's day in the morning
A worker was walking up the hill toward the school. Slipped and fell down the hill.	Arm	1) workers should access approved pathways that are kept sanded and cleared.
Slipped and fell on parking area. Icy conditions. Staff parking was taken up by a grad prank.	ankle	Check with admin. Regarding where to park on school property that is safe .
Leading a student by the hand , with another worker, to the bathroom. Student bit worker's hand		Review of safety plan.
Student was asked to not take a cupcake our of the container. Student hit the worker .		Review and reminder of safety plan with worker
worker was shovelling snow. Worker had hurt is back a couple of days prior. Shovelling aggravated sore back	Back	1) Take micro breaks 2) call Maintenance
the worker was performing a two person lift of student to toilet	Neck	1) a new lift has been installed. Training on the lift is scheduled
A worker was hit in the head with a basketball!	Head	
Worker was with a student in the LART room. Student was de-escalating from a classroom incident. Student struck worker on the and said negative comments to the worker and ran back to class		1) WRA done 2) Revised the safety plan 3) WO for a window put into LART room
Worker was refuelling vehicle in maintenance yard. Slipped and fell on ice.	Back/shoulder/Elbow	Plow and sand work area in maintenance at the start of the workday
Worker was walking through a classroom. Slipped and fell on food left on the floor	Knee and Leg	1) reminder put out to staff and students to pick up litter 2) reminder to staff to observe surroundings
Worker was taking garbage out to the dumpster. Slipped and fell in parking lot.	Hip/Shoulder//Wrist/Elbow	Ensure that parking lot has extra sand.
The worker was walking down a slight grade (in the school). Students had squirted baby oil over the floor, stairwell and many entrances. The worker slipped and tried to recover balance. Felt pain in knee	Strain/Twist	Clean affected areas of the school. Address student actions.
The worker was in the library for a presentation. Post presentation a student ran up to the worker and struck her on her bottom while chanting nonsense words. The student had not received their medication and/or meds were late		Safety plan was updated. Student received their medication.
Worker was drilling a hole through a piece of plywood clad wall. The bit caught and twisted the drill. This caused the worker's hand to rotate and strike wall	Finger	1) Brace tool and ensure proper grip on tool. 2) use of a larger drill with removable side handle to get into awkward space
A student was escalated and started to hit. The student did make contact with the worker, threw a book and scraped left arm.		1) update safety plan. Have staff review and acknowledge new safety plan
The IW was on his/her knees shelving books. The shelf's right front corner gave way and the books and the shelf fell on her causing her to fall.	Bruising/Contusion/Cuts	A new clip was put in place to support the shelf

HEALTH & SAFETY NEWSLETTER

Incident Reports | February 2017 (Public Version)

Incident Description	Injury Type	Recommendations
The IW was on her way outside to bus supervision. She exited the doors and walked down the stairs. When she stepped on the landing on the bottom step, she slipped and fell, striking the back of her head on the stairs and twisting her knee.	Unknown injuries	Landing at stair bottom was salted. It had been sanded earlier but with freeze / thaw cycle sand had been covered.
The IW was passing through a swinging door. Her attention was drawn to a person behind her. She was supervising a class at the time of injury. The door closed	Bruising/Laceration	1) Focus on surrounding. There was an issue with how the door fits into the frame. A work order has been submitted.
Student reacted aggressively towards other students and worker when required to line up and wash hands.		Development of safety plan and behaviour plan in progress.
The IW was lifting a bucket of water about 3 ft., into a sink.	Sprain/Strain	Reduce the weight of the pail by using a smaller pail. Do not fill pail
Stepped out of vehicle in the parking lot. Slid onto the ground. Parking lot very icy.	Knee and arm	1) Wear appropriate footwear 2) Sanding and salting of the parking lot when icy.
Worker stepped out of her truck and slipped on ice in the parking lot. She fell against the truck and then to the ground in the parking lot.	Bruising/Contusion; Cuts/Laceration/ Inflammation	1) reminder to worker to wear appropriate footwear. 2) reminder to appropriate staff to continue sanding and salting parking lot when slippery
Student that has regular outbursts was yelling and having an Student has a safety plan		Discussion with student by principal and another worker about expectations
Following the repair of the door jam, the landing on the portable had dropped about 2 cm causing a tripping hazard into the classroom. The worker tripped and fell	Sprain/strain; Bruising/Contusion	Work order has been put in to correct the problem
Walked down the snow covered hill at the school. Right leg slipped on a muddy patch	Sprain/strain	Walk around on approved and cleared walkway; do not take the shortest route
The worker was accompanying the student back to the classroom. The student was agitated so the worker offered her hand to walk the student outside the class. The student started hitting scratching kicking and biting.	R. Arm Bruise; Right shin	A new safety plan was developed and shared with all staff that work with the child
Worker was speaking to students during a basketball game when another student threw a ball, accidentally hitting the worker on the top of her head	Dizzy feeling	Remind staff to speak with students away from the game play area.
Worker was playing tag with the class. The IW and a student reached for each others flag and while both were bending over they hit their heads together.	no injury reported	Awareness of others in game play
Numerous incidents involving autistic student. Child non-communicative		Continue monitoring and updating of safety plan. District personnel involved through out the process.
Student reacting to worker's direction		Review of child's trigger with the worker 2) review of safety plan
Student denied items being requested; lashed out at workers. Student did not have appropriate amount of food available for the school day		Review of safety plan. Advise to evacuate the class when the student is acting out if the other students/staff are in dan-

