



# HEALTH & SAFETY NEWSLETTER

MARCH 16, 2017

## PRESENT:

MANAGEMENT: SHAYNE OLSEN, SHARLENE BOWERS, MICHELLE MARGINET  
KTTA: DAVID KOMLJENOVIC, AMANDA JENSEN, GREGG HAFELI  
CUPE: CARLO SIA, KATHLEEN COCHRANE-HUNT  
PRINCIPALS: SHERYL LINDQUIST, MARK MCVITTIE

## *Call to Order*

Chairperson Bowers called the meeting to order at 8:28 a.m.

## *Adoption of the Minutes*

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

## *Adoption of the Agenda*

The agenda was amended to show Staff Sign-In at Schools added to New Business.

## *Old Business*

### **Violent Incidents**

A KTTA representative raised the issue of violent incidents happening at schools and advised the concern is that teachers, and perhaps all staff, are unsure what forms need to be filled out. There is also question as to whether a risk assessment needs to be completed when an incident happens. Management advised that if a violent incident occurs, near miss or not, the process is that they would fill out a Worker's Report of Injury and provide the form to the site administrator and to the Manager of Health

and Safety. If it is a violent incident there would be a worksite risk assessment form completed to determine if a safety plan is required. There would also be an Employer's Incident Investigation Report completed, with recommendations put in place.

### **CEA/Janitor Coverage**

A representative advised this issue may not be appropriate for the District safety committee. Management advised this is a Labour Relations issue.

### **Keys for TTOCs**

The KTTA representative advised they will provide specific sites where this is an issue.

### **Water Testing**

Management advised testing is ongoing. A system of remediation is being developed with IHA for some sites. Where there was a positive result the sites are still being provided with drinking water.

## *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

### **Staff Sign-In at Schools**

A representative advised there has been some concern around grounds and maintenance staff not checking in at school offices. Management ad-

vised this issue was raised with the Director of Facilities. An administrative bulletin was issued in 2013/14 which provided a process. Workers are to sign in and then an announcement is to be made advising of the work being done. The administrative bulletin will be sent out to principals as a reminder. The issue of nametags was also raised. All itinerant staff should be wearing nametags and signing in at the office. With regards to the NorKam Trades Centre staff and students associated with TRU. This

issue will be referred back to the site safety committee.

Adjourned 8:55 a.m.

## NEXT MEETING:

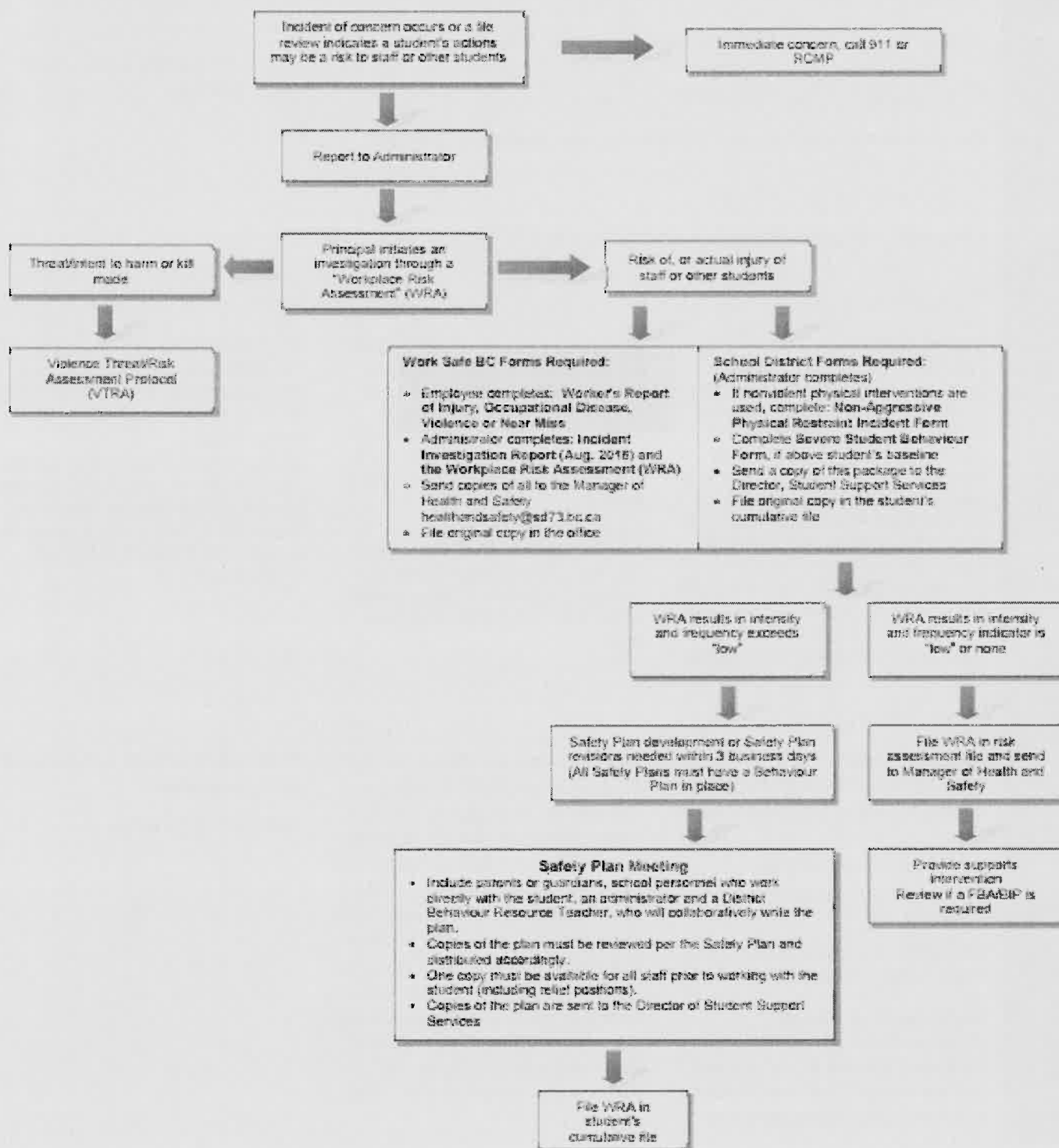
April 20, 2017 in the Boardroom at the School Board Office.

HEALTH & SAFETY NEWSLETTER

Monthly Safety Tip



School District No. 73  
**Workplace Risk Assessment (WRA) and Safety Plan Procedure**



## HEALTH & SAFETY NEWSLETTER

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### *Monthly Safety Tip*

## **Safety Procedures for Grass Mowing and Snow Removal at Schools November 2012**

Recently, there have been several incidents where equipment working on School District sites has come into unacceptably close contact with students. To minimize future occurrences, the following administrative procedures must be followed by all district staff and schools.

These administrative procedures are based on the fact that safety is a shared responsibility among all persons of the School District Community including equipment operators, school based staff, students and parents.

### **Procedures:**

#### Worker Responsibilities

When equipment operators arrive at a school to complete either grass mowing (via a ride-on mower) or to complete snow removal, the operator will report to the school office, sign in, and discuss their scope of work with the school Administrator or their designate.

The worker will describe the nature of the work they are performing, the estimated length of time they will be on site, and the location of the work.

#### School Responsibilities

The administrator or designate will make an announcement to their school regarding access to the playground, fields or other areas, based on the scope of work to be performed. The children must not be sent on to the grounds without supervision.

The announcements need to be made on case by case basis, and some examples are:

- "Fields closed for XXXX minutes due to grass mowing. No children allowed outside"
- "Parking lot, sidewalks closed for snow removal, no persons allowed in these areas until complete"
- "Classroom teachers: Do not allow children out the side doors of classrooms on to the field"
- "Children allowed to play on XXXX part of playground only"
- "Do not go near equipment"

### **Teaching the children to Respect Equipment on Site:**

Due to the fascination children have with heavy equipment, children have made unsafe choices such as jumping on bumpers, standing behind equipment, not respecting the location of the pylons, etc.

The school should educate the children and their families in the understanding of the danger of being around equipment. The equipment operators are trained to work safely; however, the equipment is often loud and has poor sight lines.

#### **Children must:**

- respect the equipment and understand that it could seriously injure or kill them;
- obey signage;
- not enter a pylosed area;
- stay away from any operating machinery.

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*Incident Reports | March 2017 (Public Version)*

Incident Description	Injury Type	Recommendations
Worker was playing basketball with the students in PE class. He/she collided with a student and his two front teeth took a blow as his jaw was hit from below. This caused a crown on his tooth to break and his other front tooth to chip off.	Broken crown on one front tooth and other front tooth chipped.	
The worker was routing a dado into 18 mm Baltic birch plywood. Router was described as "pulling" material through existing dado. In the process ring finger contacted router bit.	Cut/Laceration	Changing router. Changing procedures for routing Baltic Ply. Researching into specialized router bits.
The bus stop drop off and pick up zone is located where the school air intakes are situated. With buses, school district trucks idling, we are breathing carbon monoxide in the school. Some days it is unbearable.	Exposure	Air intake time has been changed. Bus drivers were told to turn engine off when they park. No idling signs were made and displayed. Carbon monoxide reader was put in several rooms to check IAQ.
The worker was in the outdoor parking area when he/she slipped on the ice and went down 'hard'. The worker stated that the warm bus engine melts the snow after they are parked. The water then freezes and leaves a small slick spot.	sprain/strain	Wear provided protection.
The IW was walking down a snow & ice covered path to the School. The IW advises that the path was covered with snow and ice and he slipped and fell on to his right arm.		Staff members to use stairs from xxxx Drive.
The worker was doing the required post trip of his/her bus when he/she slipped and fell on a patch of ice.	strain/sprain	Wear provided protection.
A student became agitated. The student was brought into the office to settle down. The principal and the worker tried to calm the student down. The student threw a shoe at the worker and continued by hitting the principal. The student went over to the couch and kicked the worker. The worker got up and took a seat on the chair and the student threw her headphones at the workers' head. The student started screaming and lashed out at the worker. The worker called for backup and had to hold his/her hands to avoid being punched so student tried to bite the worker. The worker and principal stood outside the office to give the student his/her space and he/she started throwing everything on the floor including binders, equipment and her glasses.		Review situation & create new safety plan. Have staff review and acknowledge new safety plan.
Worker was coming into the school at 7:30 am. As he/she came around the corner onto the sidewalk, he/she hit black ice. He/she did not fall, but twisted numerous times trying to regain his/her balance. He/she was carrying a lunch and book bag. Sidewalk had just been salted by the custodian, but had not yet fully melted the ice.	sprain/strain	Salt and Sand accordingly. Work order submitted to fix the leak.
The worker advises that he/she was walking down the hallway and slipped and fell twisting their knee and landing on knee.	twisted knee	Reminded to watch her footing.
The students were baking cookies. The students put parchment paper on a plastic tray and not the required metal baking tray. Put tray into the oven. The plastic on the tray melted and dropped onto the element of the stove. The worker opened the oven door with the smoke produced spilling out of the oven and getting into the eyes, mouth and nose of the worker.	Exposure	reinforce safety with students.

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*Incident Reports | March 2017 (Public Version)*

Worker was on a field trip. The bus stopped for a scheduled break at a restaurant and parked parallel to a cement island. The worker stepped off the bus onto a crusty patch of snow. He/she took a step with her left foot. His/her foot slipped on the ice on the island and her left leg twisted to the left, then right and he/she went down.		Ensure bus is parked where it is not icy. Be aware of medication taken before a trip. Always take identification and some form of money on a field trip for safety reasons.
Worker was in the process of unloading boxes in the box of his truck. The boxes were full of janitorial supplies. He picked up a 20-25 lb. box from about 3 feet high. Upon dropping the box down from the side door onto the ground, he felt a sharp pain in his lower back where his range of motion immediately became limited.	strain/sprain	Ensure proper lifting technique.
Worker was playing basketball. He/she stepped to his/her left, pushing off with right leg and he/she felt a pull on his/her calf.	sprain/strain	Reminder to teacher to stretch and warm up before engaging in physical activity.
Worker was going up playground hill at end of recess and slipped on ice beneath snow. Landed on right knee.		Use path walkway.
Worker was using a hotplate to make a saline solution. When he/she was done he/she reached to unplug the hotplate and his/her hand touched the side of the hotplate. Worker has small burn with broken skin on the top of left hand, just behind the thumb.	Burn	Do no reach over hotplate.
Worker slipped on a patch of ice and fell. The ice had accumulated from water run-off from the roof and had frozen when the temperature dropped. When worker fell, he/she landed on his/her buttocks and bruised the left side. In addition he/she bruised under his/her left thumb nail and pulled something in the upper part of his/her left arm	Slip, Fall	Salt and Sand accordingly. Work order submitted to fix the leak.
The worker was escorting student from classroom. The student became resistant and scratched the worker's right forearm, breaking the skin.	Broken skin on forearm	Safety plan in progress.
Worker advises that he/she was pushing two students on swings for 15-20 mins total over a 30 minute period. The worker felt a tweak in his/her right shoulder. As the day progressed the right shoulder became very sore and had reduced mobility. Pain spread through upper right arm and into his/her neck.		Not to push student so long and trade off with other staff - discussion with employee.
During gym class there was an argument between some students. It escalated quickly and the worker had to hold his/her arm out to the side in front of one of the students so they wouldn't hit or scratch another student. The student ended up scratching and grabbing my arm. His/her arm was grabbed and scratched. 3 scratches on his/her left forearm.		Review situation & revise safety plan. Have staff review and acknowledge new safety plan.
Worker was trying to move from one side of C Hall to the other side to open the C1 Lab door because the crowd of students waiting to get in were blocking the hall. A student was pushed by another student into the worker 'hard' and the impact twisted him/her around suddenly causing his/her left mid back to spasm.	Strain	Spoke to all staff by email and at staff meeting regarding navigating crowded hallways.
The worker was lifting garbage out of the wheeled garbage can. He/she was pulling the bag out when he/she slipped. His/her legs went out from under him/her.	dislocation	Ensure the area is properly cleared and sanded before attempting to dispose of garbage.

