



School District No. 73
(Kamloops/Thompson)

HEALTH & SAFETY NEWSLETTER

MAY 18, 2017

PRESENT:

MANAGEMENT: SHAYNE OLSEN, SHARLENE BOWERS, MICHELLE MARGINET
 KTTA: DAVID KOMLJENOVIC, AMANDA JENSEN, GREGG HAFELI
 CUPE: JEANNE MARR
 PRINCIPALS: MARK MCVITTIE

Call to Order

Chairperson Marr called the meeting to order at 8:27a.m.

Adoption of the Minutes

The minutes of the April 20, 2017 meeting were adopted as circulated.

Adoption of the Agenda

The agenda was amended to show new WorkSafe New Worksite Regulations, New Worker Orientation and Safety Training, and Grounds Crew Check-In added to New Business.

Old Business

Update on Keys

A Management representative advised this issue was raised a couple of months ago. It was reported there were a few schools where keys were not available to TTOCs. The Assistant Superintendents followed up with those sites specifically and at all three schools the schools advised there were difficulties early on after the re-keying as keys weren't available. However, since then they feel the problem had been rectified. At all three schools there hadn't been an issue raised by a TTOC. If there is an issue TTOCs are advised to raise it at the specific worksite.

Workplace Violence Risk Assessment Summaries

A management representative provided a sample of the summary that has been prepared for each worksite. Each site was provided with a survey for their site and conducted an environmental risk assessment. This assessment looked at the overall building and the safety program in the building. The site safety committee was to review any incidents that occurred in the past two years to determine if there were any violent incidents reported and whether or not the issue had been addressed. A statistical summary was also provided for

each worksite. A determination of potential for risk has to be made for each location. This review is required annually.

WorkSafeBC Orders

Management advised that in the last month orders have been received in two high school shops. The first order related to concerns about the cleanliness of an eye wash station, a mezzanine with guard rails, and a shop-built ladder. A mezzanine was used for storage and there was no guardrail around the perimeter. Guardrails have now been built around the mezzanine area. The shop-built ladder was removed from the site and the eye wash station was cleaned and eye caps were installed. Schools and site safety committees are reminded they should be looking at these things as part of their inspections.

A second set of orders was received for a carpentry shop in regards to the dust extraction system and shop-built ladders. Regulations were introduced as part of the response to the sawmill incidents. A survey was conducted by an external agency of all carpentry shops in the district and determined that due to the age they no longer meet requirements. Adjustments have been made to the work-

space as an interim measure, but long-term the system will be replaced. The cost is between \$350,000-500,000 per shop.

Water Testing Update

A management representative advised that an update was provided in the last month's minutes on schools where water has tested higher than the MAC. Water samples have been taken at incremental stages to determine the cut-off point at which there is no longer lead in the water because it has been sufficiently flushed through. If water is allowed to stand in pipes there is a greater potential to have lead in the water at the O second mark. Further testing has been done and samples have been sent for analysis to determine at what point is there sufficient flushing. The flushing is the interim solution for the majority of districts. Maintenance has also ordered a couple of water filtration systems to determine how well this would address the problem. A KTTA representative inquired about the provision of water for those sites who do not have access to fountains. Management advised that each school has been advised how to provide the water and asked for specifics on where water provision is an issue.

NEXT MEETING:

June 15, 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

Review of OHS Program

A management representative advised the program will be sent out to Committee members for review prior to the June meeting. Since last year's program there have been changes to regulations and reporting requirements and updates will be made.

Violent Incident Reports

A management representative advised that each month, because of the enhanced reporting procedures, there are dozens of reports that are received. Other reports are captured in the Incident Report Summary. The committee was asked how they would like to see the information, and suggested a statistical summary by location/type of incident as often it's the same child with a similar incident and recommendations. A summary of the incidents from January to June will be provided at the next meeting.

WorkSafe New Worksite Regulations

A KTTA representative advised regulatory amendments came into place April 2017. The first is the evaluation of the Joint Committees (3.26) which requires the Joint Health and Safety Committees

at each site be evaluated each year. The District will be looking at implementing this evaluation. As part of the mandatory requirements (3.26.3.a.vii&viii) each member of the committee must receive time off from work for training. Management advised annual training is provided for Joint Health and Safety Committees. Participation in investigations (3.28) requires that employees on the site safety committee members have the right to participate in investigations. Management advised that with the new format for investigation reports management does confirm that a safety committee member took part. For the most part it would seem this requirement is being fulfilled. Management clarified this should be someone on the site safety committee who is reasonably familiar with the work being done. This issue should be discussed at the site safety committees.

New Worker Orientation and Safety Training

A KTTA representative advised that in other districts programs have been established where orientations are done with the union and district together. Management advised that new employees must complete Health and Safety training before starting work. The online program covers all aspects of the new employee orientation. When the employee reports to the site there must be a site specific orientation for each worksite. The KTTA representative suggested in-person training be provided annually to any employees

who have been hired within the last year. Management suggested an overview of the existing training be provided for committee members prior to changes being made. The importance of site specific orientations has been reinforced as part of the WorkSafe orders relating to site supervision for safety.

Grounds Crew Check-In

A CUPE representative advised this issue was raised by administrators, and asked that the grounds crew be reminded to check in. Management advised this has been enforced and if this is still an issue to please let management know.

Adjourned 9:39 a.m.

HEALTH & SAFETY NEWSLETTER

Monthly Safety Tip

**OUR BELOVED MANAGER OF HEALTH AND SAFETY IS
RETIRING AS OF JUNE 16, 2017!**

**PLEASE JOIN US IN WISHING MICHELLE ALL THE BEST ON HER
NEW ADVENTURE!**



HEALTH & SAFETY NEWSLETTER

Incident Reports | May 2017 (Public Version)

| Incident Description | Injury Type | Recommendations |
|--|------------------------------|---|
| Worker advises that a student was angry in classroom. Worker called for help. Student did not respond to verbal de-escalation and began to throw toys. Worker followed safety plan. Student scratched and punched worker. Injured worker and another worker attempted to do CPI. Worker was struck in face by toy car. | Bruising/Contusion, Swelling | Review and create new safety plan. Have staff review and acknowledge new safety plan. |
| Student was refusing to do activity. Worker escorted student to calming room with another worker. Student bit injured worker. | Bruising/Contusion | Child has been removed |
| Worker was playing kayak polo with adventure tourism class at TCC. Worker was struck on inner elbow by a student's paddle. | Pain | Kayak polo should not be played, or only played without paddles. |
| Worker was leaving his truck and slipped. | Sprain/Strain | Recommend earlier arrival of district sand trucks. |
| Worker tripped on bookcase in classroom. Worker was carrying books, bookcase is small and divides area. | Bruising/Contusion | Take care when walking with books, use cart. |
| During supervision worker slipped on ice in playground area. | Bruising/Contusion | Take care walking in playground. Address icy conditions in lot/school. |
| Worker was walking across paved parking lot covered with ice and fresh snow. Wearing winter boots and issued cleats. Worker fell. | Sprain/Strain | Spoke with Grounds re: sanding lot earlier. Memo to all drivers re: snow grips |
| Worker was lifting ladder off van when he/she felt something "pop" in shoulder. | Sprain/Strain | Be aware of any awkward position when lifting overhead. |
| Worker was demonstrating high jump technique and sustained cut on right temple when he/she grazed pole. | Laceration | Part of game play. Care taken in demonstrating. |
| Worker was sanding tall cabinet on a 4-wheel dolly. Drawer and doors were open and unit tipped over on worker. Worker was able to hold and level the unit. | N/A | Review required when next unit is built. Use larger dollies. Fasten cabinet to dolly while still in shop. |
| Student began to escalate while worker was trying to motivate him to complete his work. Student used pencil to hit worker's hands off his worker. Student shoved worker's hand away and off paper. | N/A | Give the student space when agitated. |
| Worker was playing California kickball and accidentally stepped in hole in the field (where sprinkler head had previously been) | Sprain/Strain | Reminder to worker to watch footing around sprinkler heads. |
| Worker was bent down talking to distressed student. Student threw back his/her head and stood, striking worker's mouth. | | Develop safety plan. |
| Worker advises student was bent over behind him/her and got up at the same time the injured worker was moving forward. Worker tripped over student's foot. | Fracture, Sprain/Strain | Awareness of surroundings. |