



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

Call to Order

Chairperson Sia called the meeting to order at 8:32 a.m.

Adoption of the Minutes

The minutes of the December 14, 2017 meeting were adopted as circulated.

Adoption of the Agenda

The agenda was amended to add Westsyde shop classes to New Business.

Old Business

Noon Hour Supervision: (School Playground and Outdoor Supervision Guideline). A Management rep sent the document for review by Safety Committees. Feedback was received from the Assistant Superintendent, Elementary. When the Management Rep receives comments the suggestions will be taken into consideration and the document will be updated and sent. When on the playground all staff are responsible for supervision and student safety. Updated that there are no issues with hi-vis vests at secondary schools. The hi-vis vests will identify the person as a key person in any situation.

ACTION: The Management Rep will resend the document once any changes are made.

New Business

Standing Agenda Items:
Monthly Reports:
Members requested that email continues to be sent to remind schools to send their 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. Question about the September inci-

NEXT MEETING:

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

dent, have we seen this already, no all new. Recommendations for the 1st incident – seems serious. The Management Rep will double check the September date and incident progress. Questions why some incidents have no recommendations. Response that the investigations are ongoing or not completed. The Management Rep reviews once per month to ensure completion and will go back through them again. Concern and questions about the piano incident and should there be larger casters wheels on them – or do we buy smaller digital piano that is easier to move.

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*New Business***Con't from page 1:**

Automotive Hoist Checklist—Reviewed. The Management Rep sent an email requesting schools send in their new make and model for any changes to their Automotive Hoist and confirming which ones are locked out.

Custodial Safety Inspection Checklist—Reviewed.

Elementary School Safety Committee Checklist—Reviewed.

Secondary School Safety Committee Minutes—Reviewed. Questions about why Kamloops School of the Arts has not sent their minutes for two months.

Secondary Schools and Support Buildings—Reviewed. The Management Rep will check with KSA and Transportation.

Safety Recognition and Safety Moments

New agenda item to suggest that as a District Safety Committee we can recognize Safety moments that are observed and shared in minutes to recognize the safety practices we saw. Questions about Safety Week (unsure of dates). Safety is a part of the new career Ed curriculum. We could give a heads up to teachers and contact RCMP (bike safety) to get them involved. Could we set up a separate committee to request money, communicate to everyone, go to PVP meeting to inform them. The Management Rep will create a document about what this could look like, ideas, costs, NAOSH – simple, complex, videos, tag safety week – it's coming, get sponsorship activities going with businesses etc., that already have a safety week presentation – New

Gold, City of Kamloops, Domtar. Start small and grow over time. Suggested that KTTA and CUPE may contribute an equal share.

Review Terms of Reference:

District – no feedback received. Committee from September to June so in June we should annually review our safety committee. ACTION: Add a Calendar section on the bottom of agenda and the minutes – so we know what is coming up.

Review Safe Work Procedure

Template: Sent out last meeting for review, requesting feedback. ACTION: Send to Member McVitte and KTTA Rep Hafeli

WorkSafeBC orders: We received 2 WorkSafeBC at VSS on December 22 which are posted at the school. Regulation states they must be posted for 7 days or until compliance is complete.

WorkSafeBC, 1st work order:

Air quality investigation for Metal workshop and multi-purpose room section 4.79 of regulations. Brought HVAC in to answer questions. ACTION: The Management Rep will send out to Safety committee the air quality guidelines as a group for next meeting.

WorkSafeBC, 2nd work order:

Two pieces of equipment did not reach compliance for ventilation. An audit will be done on each piece of equipment in the metal shop.

Safety Committee Training:

Discussed dates – Feb 8 – Henry Grube, Feb 15, Feb 23, and March 1, 8, 14. Fundamentals of Safety Committee membership, our process of reporting, Investi-

gation process, teamwork sessions. ACTION: The Management Rep will send out details. Suggestions could we do these sessions in earlier in the year. Check with dispatch for a good day for TOCs, etc.

Westside Shop Classes:

Came up last year in Woodshop classes, particulate matter is being blown back in to the classrooms. Over the next 5 years these systems would need to be re-honed. Teacher off for a long period of time and still has concerns about the system and he brought it to his school safety committee. Is this a capital project and would it still be on the list. Recirculating air in the shop no longer happens. The Director of Facilities/Transportation is responsible for this item.

ADJOURNMENT at 9:42 a.m.

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Monthly Safety Tip

Workplace incident occurs

Worker reports any work-related injury, act of violence, near miss, disabling occupational disease or allegations of an occupational disease as soon as possible.

Employee fills out the "Workers Report of Injury".

provides a copy to their Principal/Manager AND healthandsafety@sd73.bc.ca
Supervisor and Worker start discussion regarding Return to Work.

Complete the Investigation Report.

Within 48 hours, Principal/Manager and a Safety Committee member conducts preliminary investigation and report.
The report can be found in MYS073 Zimlet - Health and Safety Folders.

Principal/Manager implement interim corrective actions report and provides to the site Joint Health and Safety Committee.

Principal/Manager and a member of the Safety Committee undertake a full investigation

Note: If the preliminary investigation provides all needed corrective actions within 48 hours the full report can be completed at this time. Don't forget to provide it to the Joint Health and Safety Committee at your site.

A full investigation report is completed and distributed to:

- 1) healthandsafety@sd73.bc.ca within 7 days of the incident
- 2) site Health and Safety Committee

Principal/Manager undertakes any further corrective actions identified in the investigation.

WORK SAFE BC

You need to contact WorkSafeBC when:

Medical aid was sought through your physician, emergency physician or walk in clinic. Please advise them that the injury occurred at work and **complete the following 5 steps.**

1. Report your workplace injury to your employer.
2. Seek first aid or medical attention if necessary.
3. Report your injury (**medical aid and lost time**) to WorkSafeBC
Phone toll-free (Canada):
1.888.967.5377
(1.888.WORKERS) Monday to Friday 8 a.m. to 6 p.m.
4. Keep your employer and WorkSafeBC Informed of your progress.
5. Discuss "return to work" with your employer - create a plan.

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Incident Reports | September 2017 (Public Version)

Incident Date	Incident Type	Violent Incident	Incident Details	Recommendations
18-Sep-17	Violent Incident	yes	Student lunged at Worker to take radio away when worker called for help. It took the worker 5 times to get a hold of additional support.	
11-Oct-17	Medical Aid	no	Worker was demonstrating a push up to his human performance class and his shoulder popped resulting in sharp pain, tingling down his arm and pain on the movement there after.	
16-Oct-17	First Aid	no	Worker using plasma a cutter, welder, grinders foundry from 8:30 -3:00 pm. All vents in the shop were on. By the end of the day worker felt ill and had a headache.	HVAC system checked by maintenance, and carbon monoxide detectors requested. Air quality survey completed. Plasma and oxy act will not be used until direct ventilation has been established.
2-Nov-17	Lost Time	no	Playing hockey with students, and as I fell to the ice a student ended up falling on my head and neck.	None it was an accident.
9-Nov-17	Violent Incident	yes	Worker was working with a student trying to de-escalate a situation. Student was kicking, screaming, punching and crying. At one point other workers were trying to get the student out of the bathroom because other student's safety was in question. Tweaked back while working with an escalated physically aggressive student.	
10-Nov-17	Violent Incident	yes	Student brought Mr. Noodles soup for lunch. Worker boiled water and told student to wait a bit. Student launched out of his chair, across the table to grab and scratch my hand trying to bite.	
11-Nov-17	First Aid	no	Worker was walking at back of school and slipped on ice. Worker caught balance on rail to prevent falling but twisted back in the process. Soreness/stiffness on the left side.	Keep de-icer nearby and keep snow removed (assigned to custodian).
14-Nov-17	First Aid	no	Worker was taking student for education trip, student slipped on ice and snow. Worker attempted to break students fall and injured right knee and left shoulder.	Ensure students have proper footwear - Avoid field trips where slippery conditions.
14-Nov-17	Violent incident	Yes	Student was watching iPad, closed it and made threatening motion to workers face with hands. Student then walked around table with hands out making biting motions with mouth. Student grabbed workers hands and then continued to struggle trying to bite any part of worker. Another worker came into room and we were able to get student in a hold.	
14-Nov-17	Violent Incident	Yes	Student was escalated and out of control. Hit, kicked and threw things.	Reminder to staff to continue following employee safety plan.
14-Nov-17	Violent Incident	yes	Student was having difficulties with a classmate when completing a task. Student became frustrated. Both teacher and CEA attempted to talk to student. Student then picked up sticks and threw them, this was followed by other objects.	Sent home and kept home until parent meeting. Parent and social worker contacted. ICM Meeting.
16-Nov-17	Violent Incident	Yes	Worker came into classroom to check on student and other worker was standing by the door where student was doing puzzle. Student started towards worker, worker deflected student. Student had mouth open. Two workers grabbed one arm and put student in hold.	
29-Nov-17	First Aid	no	Worker had headache and hot face. It was Science week were utilizing Bunsen burners for 3 of 4 blocks. This is not a normal day in the lab. All burners were running and burners had yellow flame (not blue).	Maintenance Dept. called, HVAC mechanic inspected unit and monitor for carbon monoxide. Gas turned off. Gas testing in space for approx. 20 minutes with burners running. Follow-up air quality monitoring with Q Trak.
29-Nov-18	First Aid	No	Bunsen burners were being used on both sides of classroom. One classroom used them from 8:35-12:53 and the other classroom used them for part of the morning.	Maintenance Dept. called, HVAC mechanic inspected unit and monitor for carbon monoxide. Gas turned off. Gas testing in space for approx. 20 minutes with burners running. Follow-up air quality monitoring with Q Trak.
5-Dec-17	First Aid	No	Worker was walking into work and tripped and fell in the parking lot on uneven pavement located near the school.	
6-Dec-17	Report Only	yes	Worker was in the parking lot and was approached by a gentleman hoping to get into the building for coffee. As I unlocked the door he asked me for money to buy a coffee. I offered him mine and then he came to follow me inside. I pulled the door closed behind me and let him know it is a closed building.	

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Incident Reports | December 2017 (Public Version)

Incident Date	Incident Type	Violent Incident	Incident Details	Recommendations
6-Dec-17	First Aid	No	Worker has been smelling gaseous odor in the multipurpose room. Worker opened the doors, and asked Admin to come down and smell. Admin did not smell anything. After 10 minutes I started to develop a bad headache. After another 10 minutes I asked the class if anyone else was experiencing any symptoms. Twelve hands went up and we evacu-	Maintenance called, HVAC system checked. Called SBO and Manager of Health and Safety
7-Dec-17	First Aid	No	Worker felt unwell after working. Equipment being used included oxy-fuel, plasma cutter, welders, grinders, foundry. Worker said all vents in the shop were opened	Removed plasma cutter and oxy act from use in shop. Air quality sampling using Q-Trak 7565
7-Dec-17	Violent Incident	no	Student was unregulated and I had my hand on a cupboard to keep it closed. Student lean in and bit my right thumb. Skin was not broken	
8-Dec-17	First Aid	Yes	Student who often self stimulates by banging his fists on objects and people, hit CEA worker with a pencil. The tip of the pencil hit worker in the right knee	Principal to monitor any future instances to see if the safety plan needs to be updated. No
11-Dec-17	Violent Incident	yes	Student grabbed workers jacket and vest. Punched employee several times and ran down the hall, turned and grabbed me again, tried shak-	
12-Dec-17	Near Miss	No	Worker was moving piano away from the wall where it is stored. The wheels caught on the carpet as the worker was pulling on the back of the piano. Then it fell over just missing the employee	
14-Dec-17	Violent Incident	yes	Worker was sitting on stool, student grabbed my glove and ripped it off. Worker states "If I didn't have gloves on student would have took off	
14-Dec-17	Violent incident	yes	Worker walked up to student and said "Hello", student immediately grabbed neckline of workers shirt pulling down and back hard. Other workers had to pry fingers and hands away. Student immediately went to grab again. Students nails scratched staff's chest.	
14-Dec-17	Violent Incident	yes	Worker went to check on student who was asked to go the washroom. Student was standing at the mirror. Worker directed him to the toilet as student needs lots of verbal support to give him instructions to poo. Student tried slapping workers multiply times and grabbing workers hands. Two times student squeezed hands. Staff directed student to stand up and go for a walk. 20 minutes later student appeared to be	
14-Dec-17	Violent Incident	yes	Worker was speaking to student at his level and he punched me in the face - nose, upper lip, teeth area.	
15-Dec-17	Violent Incident	No	Student grabbed worker around head and tried to scratch and head-butt. With assistance from another worker student was sent to quiet	Send to quiet room sooner, limit alone time with student.
15-Dec-17	First Aid	no	Worker was trying to put a lift into a rental truck. Lift flipped in, jerking worker sideways. Worker felt pain in left lower back	
19-Dec-17	First Aid	no	Worker was at concert practice and was called to take class out and turned and tripped over a bench, falling over it and landing on my hip and flat on the floor	Use dimmer switch to provide more light during rehearsals. Staff to carry little flashlights
20-Dec-17	First Aid	no	Worker was cleaning up Gym from Christmas luncheon. Folding and stacking tables. Then worker was throwing basketballs with PE class. When he went home he felt his back tightening up. Experiencing back	Talked to Worker about asking for help to move tables as they are heavy and awkward
20-Dec-17	First Aid	No	Worker slipped on ice while opening hood of bus during pre trip	Undo hooks and pry hood from bottom by grabbing corner. Mirror and handle pull forward. Wear Snow grips on boots
21-Dec-17	Violent Incident	yes	Student was already out of control in room. We had instructed him to go into the tent, which he had listened to but then stood up quickly and lunged at worker. Two workers left and ran into the office. The principal went into the hallway. We held the door closed so the student could not get us. Student seemed impossible to self-regulate and stay calm.	
21-Dec-17	Violent Incident	yes	Student tried to hit another student and was swearing. Worker asked him to stop and student kicked worker and tried to push worker down the stairs. Worker asked student to go inside to quiet room. Student pushed another student who was walking down the stairs, swearing and	Reminder to staff to continue following employee safety plan
1-Dec-17	Violent Incident	yes	Student entered the school agitated and angry. He escalated rapidly. When other worker (admin) entered the room to talk to the student to prevent further self injury. Student attacked Worker (admin). Two other workers ran out of the room, so did the other worker (admin). Workers	

