



# HEALTH & SAFETY NEWSLETTER

OCTOBER 26, 2017

## PRESENT:

MANAGEMENT: SHARLENE BOWERS, MELISSA MCGARRY, SHAYNE OLSEN, MARK MCVITTIE, SHERYL LINDQUIST  
KTTA: AMANDA JENSEN, LAUREL MACPHERSON, GREGG HAFELI  
CUPE: CARLO SIA

## *Call to Order*

Chairperson Sia called the meeting to order at 8:31 a.m.

## *Adoption of the Minutes*

The minutes of the September 21, 2017 meeting were adopted as circulated.

## *Adoption of the Agenda*

The agenda was amended to show Safety at Raft River Elementary, Site Based Committee meetings and sick kids at the workplace added to New Business.

## *Old Business*

### **Protocol for Blankets and Pillows with Bodily Fluids:**

The CUPE Rep asked for an update as to what schools are going to do and whether there has been any direction from the Board. A Management Rep said it is a School by School decision to purchase their own disposable supplies. Each Administrator should manage their First Aid room as they choice to. The direction to the Principals is they can purchase their own disposable supplies or clean their blankets or pillows.

### **Check-ins at Schools:**

The CUPE Rep asked for an update regarding check-ins at schools and whether this requires further discussion. A Management Rep suggested that the current policy on school check-ins be shared with the new hires. It was suggested that because the Henry Grube building is rented to members of the public that there may be an obligation for people to have School Board identification. A Management Rep sug-

gested that School Check-ins could be a Newsletter Safety Tip. Discussion took place on the Environmental Risk Assessments (ERA) done for each school because the Henry Grube and Pine Ridge are unique. The Director of Facilities/Transportation is still working on the ERAs. Questions around what is happening at locations with multiple portables? Are the safety plans for Lockdown and Hold and Place sufficient. Review of the Lockdown and Hold and Place for the next meeting? Suggested that the Henry Grube safety committee may need to come up with their own plan as they are in a unique situation. Maybe every safety committee should do this.

**ACTION:** Request an update of the ERAs for the next District Safety meeting.

### **Buses on 9th Avenue:**

The Management Rep reported that for seven minutes it was very busy but because of hi-vis vests and photos being taken people behaved very differently.

KSA Principal put out "synervoice" message, posted on facebook, placed a notice on the school website and published a reminder in the school newsletter. A KTTA Rep reported that teachers are seeing an improvement during their supervision.

A CUPE Rep asked if the supervisors could get hi-vis vests for supervision on 9th and Munro, by the door of the SBO and up to the door of John Peterson. KSA handles the traffic on Fraser.

**ACTION:** The District Safety Committee will draft a recommendation that all supervisors should wear hi-vis vests.

## NEXT MEETING:

November 16, 2017 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

The committee reviewed the above checklists. The CUPE Rep asked if the above reports could be provided digitally? An email has been sent to all principals and secretaries asking for the September and October reports.

Regarding the Secondary Science Safety Checklist a Management Rep reported that Science Aids are doing this check which is very important after summer because of ventilation, etc., which could cause an explosion. A KTTA Rep asked about Art waste supplies not being picked up at their school. Suggested they check their WHIMIS sheets for the instructions for chemical pick up at schools. Schools are responsible for the containers and pick up arrangements.

**ACTION:** The Management Rep will find out about Chase and SKSS new hoist details. Reported that Brock has hoists but they maybe locked out.

**Incident Report Summary**

The Management Rep reminded staff to continue following safety plans. The KTTA Rep asked if there are investigations to determine if staff are following or not following plans, relief person or is it plan from last year and needs updating. IAP goes along with Safety Plan – if these kids are under special services – does Director of Special Services see these incident reports? Yes, this information is shared. A Management Rep says a New Safety Plan takes 3 weeks to complete. Reported that the “Recommendation” column is very general, and every incident triggers a review of safety plan. Relief staff, principals, staff, CEAs should start their day by reviewing child safety plans. The change of relief person can cause a disruption. SD used to post into a student now we post

into a school and a level. Now the relief staff doesn't work with most challenging students. A KTTA rep reported that Non-enrolling teachers in the schools are not being informed about student safety plans. Teachers may not know that child may have triggers or safety plans. A Management Rep stated that the onus is on schools to include everyone who may interact with student. Teachers should know who has safety plans.

**ACTION:** Invite the Director of Student Support Services to a meeting to respond to inquiries. A Management Rep asked that concerns are given prior to the meeting to ensure they are answered.

**Facilities Inspection Checklists**

A Management Rep is auditing the schools – what we review vs. what is out there, including flushing logs, auditing safety committee minutes. When schools use these forms please add revisions dates on the bottom. Are schools tailoring their lists too much – we need a standardized template and schools can use N/A if it doesn't apply. Please add as an agenda item on school committees. The Management Rep will update the group once the audits are completed.

**Review of EFAP Provider**

A KTTA Rep received negative anecdotal feedback from teachers using EFAP providers. Suggested having a review of the EFAP services because of lack of personal feedback received by up to 10 teachers using EFAP providers in Kamloops that are dissatisfied with services. Suggested an audit or survey of employees be done. When the EFAP was contracted the committee put out RFP and 3 companies responded, two were not viable. Home-wood has the most councillors, provided 8 or more sessions if needed, meet with us 5 times a year, but may not always be face-to-face. A KTTA rep suggested doing a post-mortem and KTTA President will be involved in the feedback.

**Safety at Raft River Elementary**

School is dealing with two situations. First is animals on the playground – cougar and bear sightings. Looking for guidance when kids are already outside and there is an animal sighting. A Management Rep suggested they contact the Con-

servation Officer Service. If the animals come every day or every week this should be reported. They will want to know what is attracting them including food, the area, or neighbourhood.

School also looking for feedback or direction regarding locking their school gym and/or change room doors during a lock down procedure. Safety committee looking for guidance. Suggested they submit a work order with Maintenance for locks. The school should check to find out what the procedures are. Suggested the reason for no locks is because firemen would need access.

**Site based committee meeting**

It was reported there may be a misunderstanding about how school based committees are supposed to run. Are the minutes supposed to be forwarded with 2 signatures re: Terms of Reference. Is there training for this in April? Could the schools use the District TOR until theirs are complete? They can use the District TOR for details on completing their TOR such as guiding bodies, how many people on committee, and school TOR. A KTTA Rep suggested an audit and wondered who the committee members were in on each school safety committee. A Management Rep suggested the following: 1. It is our obligation for an evaluation of school based committee every year. 2. District committees should have a plan for an annual review each year. 3. Training is needed for committees.

**ACTION:** Place on agenda for next meeting.

**Sick kids in the workplace**

A KTTA Rep reported that a student threw up in classroom, teacher took student to office covered with vomit. The student was in the sick room until after they were “well”. Did not want to keep the student in the sick room, administration backed up the FA attendant. What should happen in this case? A Management Rep asked to please bring this to our attention immediately when this happens.

**Meeting adjourned 9:34 a.m.**

## HEALTH & SAFETY NEWSLETTER

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### *Monthly Safety Tip*

**Utility Knife**—We all have one, they are extremely useful and versatile, but did you now they also demand our respect.

This year there has been two incidents causing injuries using a non-self retracting utility knife.

There is a newer style of utility knife, it is self-retracting and spring loaded which increases safety for the user and reduces the risk of injuries.

Non-Retracting Utility Knife



Self-Retracting Utility Knife



### Tips for using Utility Knives

- Wear your PPE
- Always use a sharp blade
- Use the right tool for the job
- Keep extremities out of the cutting path
- Draw the knife away from your body
- Inspect the tool before use
- Properly dispose of used blades
- Stay Focused, ensure you are not distracted
- Don't apply too much pressure on the blade
- Don't cut more than the knife can handle

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*Incident Reports | September 2017 (Public Version)*

Incident Description	Injury Type	Recommendations
Student became upset when another student went to back room. He left his desk, threw a chair, slammed the door on a student's fingers then punched another student.	none - witnessed violence in the workplace Fear for safety of students	Phoned parent to pick up student, door removed from class, safety plan to be updated - still working from last years.
Student was throwing sand in children's faces. When asked to stop, hit adult. While walking to the office student kicked myself and CEA and bit both of us on our hands.	Kick to the legs, bite on the right hand, bruise	Reminder to staff to continue following employee safety plan
Student was throwing sand in a child's face, when asked to stop, hit adult. As walking to the office, student kicked myself and CEA in the legs, and bit both of us on the hand.	Kick to the legs, bite on the left hand	Reminder to staff to continue following employee safety plan
Primary playground - emptying sandbox, when a gust of wind flipped the lid & sandwiched left forearm.	left arm	Replace hinges and hold lid open while removing supplies.
Student asked to take stuffed animal to carpet, said yes. Other student wanted to see but student did not like this. He touched another boy's genitals and was throwing the stuffed animal. I asked for the animal and reminded student that it should be still in his hands. He gave it to me and I said it would be waiting at his desk. Student began punching and kicking nearby students. I evacuated room, but kicking continued as line was leaving.	undue stress and anxiety resulting from violence in the workplace, sick to stomach, feeling of dread, exhaustion.	
Student threw binder in my direction, cursing at me. Slammed door in hallway student was throwing and kicking garbage cans.	near miss	Reminder to staff to continue following employee safety plan
Student suddenly bolted for emerg exit where I happened to be working. Student grabbed my left forearm and dug in her nails and broke the skin in three places.	Broke the skin in 3 places on left forearm	Reminder to staff to continue following employee safety plan
Student was outside on bench. Bell rang and I told him it was time to go. He said no. He got up and scratched me. Took 2 people to walk him in.	Scratch on right arm	Reminder to staff to continue following employee safety plan
CEA was working with student at the table using his talker. Two students had been escalating in the classroom. Student was not focussing on work. CEA turned to other student on other side to give him some help, and the student bit CEA on the upper arm. CEA turned back to the student and said stop, student went to hit CEA in the face. CEA blocked the hit.	Right upper arm just above elbow. Left a red mark and feels like a bruise.	Reminder to staff to continue following employee safety plan
Trying to stand between angry student and other students. Student lashed out, striking me on my left forearm. He made other contact with me, however I managed to move out of the way receiving only minor brushes from his hands and feet.	Forearm stung for about 10 minutes	Reminder to staff to continue following employee safety plan
Student has been really tired. We were trying to do some work using his talker. Student was not focussing. CEA was sitting between 2 students. CEA turned to other student to help him and the student went for the upper right arm and bit. A red mark was left on the skin, not quite piercing the skin. When saying "no", student went to hit the face and CEA stopped the motion.	Red mark left on upper right arm from a bite.	Reminder to staff to continue following employee safety plan
Student was upset, attempted to hit CEA but I moved out of the way. Student was screaming his loudest, and began throwing furniture and objects at random. The classroom was cleared for over an hour.	near miss	The student has a history of hitting when they are frustrated. A safety plan is in place for employees working with this student.
Student kicked CEO while in gymnasium, unprovoked while CEA was at a distance following safety plan.	kick Right Leg	Student Kicked CEA in right leg when he was unhappy with choices.
Student was upset, attempted to hit CEA but I moved out of the way. Student was screaming his loudest, and began throwing furniture and objects at random. The classroom was cleared for over an hour.	near miss	The student has a history of hitting when they are frustrated. A safety plan is in place for employees working with this student.
Walking on the field beside him, he punched out to the side and hit me in the arm. I was about an arm reach (3') away.	No injury, may end up with a bruise.	Reminder to staff to continue following employee safety plan
Student was putting away snack in hallway. CEA was waiting in doorway for student to return to class. Student hit CEA in left thigh as he walked past CEA back to class.	hit to left thigh	A review of safety plan will occur with the employee, the LART teacher and the District Behaviour teacher to adjust it to ensure the safety of the employee.
Student was experiencing unregulated behaviour in set room when I asked if he wanted to share snack, he tried to bolt out of room. He was demonstrating unsafe behaviour previously so I attempted to block the doorway. He slid under me and tried to bolt down the hallway. I placed a supportive stance to his side to allow received support - he grabbed by arm and bit on the wrist.	minor abrasion from bite - Right wrist	Debrief with student and meet with parents
Had violent student in 2 person child control position. Child kicked my legs, stomped both of my feet hard. Attempted to bite my hand.	Bruised top of right foot, both feet are sore.	

## HEALTH &amp; SAFETY NEWSLETTER

## Incident Reports | September 2017 (Public Version)

Incident Description	Injury Type	Recommendations
CEA was directing student to make a choice between two visuals on the board. Student grabbed CEA's left wrist, brought it to his mouth and bit it.	red marks on left wrist	
Attending to a student during a violent episode. Student punched, kicked and bit my leg, as well as took his shoes off and threw them at me.	Tender shin	Reminder to staff to continue following employee safety plan
Had violent student in 2 person child control position, student kicked legs, stomped both feet, hard. Attempted to bite.	Bruised right foot, both feet sore.	
Class was cleaning up centres student did not want to clean up. Student ran and wrapped arms around another student squeezing tightly. The student then flipped his desk and threw a chair across the room. He later threw his chair a second time nearly striking me.	mental health, ongoing stress from violence. Panic attacks nausea, canker sores, heart palpitations	Bring student up at ISBTM meeting
Student did not want to clean up his centres. Put his arms firmly around another student. The other student asked him to stop and he did not immediately. Student threw pencil at teacher, removing pulling folders off the shelves. Throwing blocks at students. CEA and another CEA were able to have him leave out the back door.	continuous stress	review safety plan
Student became upset and threw handfuls of rocks at my face and body, hitting me. He also threw and hit me with a shoe.	Face, body and arm	
Student became upset, threw handfuls of rocks at staff's face and body, hitting me. Shoe was thrown, hitting staff on right arm.	Face, body and arm	
I asked student to come and join the class on the carpet for "show and tell". I turned and walked back to the group. The student then ran at me and punched me in the back.	The student punched me in the lower middle portion of my back.	Reminder to staff to continue following employee safety plan
The student was at the gate asking to go home. Staff was talking to him. Student started to bite hand, typical response and hugged staff with left arm around neck. As he bit down on his hand he squeezed around my neck which cracked. Staff said "too tight" let go in a soft tone. Student released then squeezed again for a second incident, lasted 10 - 12 seconds. Shortly afterward staff had a headache, neck sore when moving to the right. Headache over right eye and temple. By 9:50 pain moved to shoulder blade and down right shoulder.	Sore neck and headache	ICM to follow up if future plan is required. Will try to organize ICM in next 4 weeks.
Student was refusing work and became agitated. He left the room, but returned moments later. Student stood at carpet near others, saying I'm not going to listen. I told him to choose between sitting at his spot or taking a break. He yelled no. I stood up to add a tally beside his name - he kicked me, causing me to trip, and then punched my arm.	kick to right leg. Punch to left bicep.	No longer use tally, parent called but N/A, ISBTM planned for same day. ESBTM13 meeting.
Student refused to join class at carpet. I offered choices as per safety plan, student began slamming chair into the floor near students. When I ignored this behaviour and continued to teach he removed his sweater and began whipping it at classmates. I went between the student and classmates to block his hits. His sweater zipper hit my hand multiple times as I have raised welts on right index finger and scratches on right hand.	kick to right leg. Punch to left bicep.	No longer use tally, parent called but N/A, ISBTM planned for same day. ESBTM13 meeting.
I was walking at a medium pace on the second floor of SKSS outside of room 209. I was looking ahead and slipped and fell on something on the floor. I put out my right hand to break the fall, but fell quick and hard. When I stood up it was apparent I had slipped on a banana which was now smeared all over my left leg and some on my right. (I informed the custodian about it as well)	Headache, sore right wrist and left arm	Reminder to staff to continue following employee safety plan.

