



HEALTH & SAFETY NEWSLETTER

NOVEMBER 16, 2017

PRESENT:

MANAGEMENT: SHARLENE BOWERS, MELISSA MCGARRY (ABSENT), SHAYNE OLSEN
PRINCIPAL: SHERYL LINDQUIST, MARK MCVITTIE
KTTA: AMANDA JENSEN, LAUREL MACPHERSON, GREGG HAFELI
CUPE: CARLO SIA, JEANNE MARR

Call to Order

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

Adoption of the Minutes

The minutes of the October 26, 2017 meeting were adopted as circulated.

Adoption of the Agenda

The agenda was amended to show Snow Removal Plan for Schools added to New Business.

Old Business

Check-ins at Schools:

A recommendation made by a Management Rep that this item be postponed until December 14, 2017. The Manager of Health and Safety will review a document created by the retired Manager of Health and Safety.

Policy on Hi-Vis Vests:

A recommendation made by a Management Rep that this item be postponed until December 14, 2017. The Manager of Health and Safety is looking into this item for Secondary Schools.

Student Safety Plans for Non Enrolling Teachers:

Incident Report Summary from October 26, 2017. A Management Rep spoke to Director of Student Support Services and was provided with a portion of the Health

and Safety Committee manual on Page 7 of 24:

Consistent implementation and documentation is critical for effective safety planning. It is also important to have procedures in place that ensure:

All personnel on staff are aware of when a safety plan is needed

- All principals need to bring procedures to a staff meeting.
- Personnel working directly with the student have an opportunity to read the safety plan before working with the student.
- Keep a special file at the front desk.
- That appropriate support and follow-up is provided in any situation of violence toward staff members.

A CUPE Rep suggested we need to ensure clear instructions happen at each school and for Bus Drivers, so everyone is aware of the each Safety Plan.

ACTION: The Management Rep will follow up with the Director of Student Support Services to ensure that all people working with students are made aware of student safety plans.

NEXT MEETING:

December 14, 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

Custodial Safety Inspection Checklist—reviewed.

Elementary School Safety Committee Checklist—reviewed.

ACTION: Reminders to Principals to submit forms.

Secondary Schools and Support Buildings—reviewed.

ACTION: Reminders to Principals to submit forms.

Secondary School Safety Committee Minutes—Reviewed.

ACTION: Reminders to Principals to submit forms.

Automotive Hoist Checklist—reviewed. ACTION: Reminders to Principals to submit forms.

Incident Report Summary:

List was reviewed and a suggestion was made that the item regarding student pulling on lanyard that all lanyards should be breakaway lanyards.

ACTION: Suggestion that next

safety tip could be on breakaway lanyards, or arm guards—any possible safety items for Schools.

Snow Removal Plans for Schools:

There was a letter circulated regarding snow removal and safety. Questions were asked about what is the official procedure for snow removal if there is snow early in the morning before the Custodian arrives. Who is in charge of snow removal? Calls are received early in the morning and snow plows are dispatched to remove snow in parking lots. Then Custodians and/or Principals shovel pathways when they arrive. Everyone at schools are responsible for safety during snowfalls. The basic premise is that Safety is everyone's responsibility. A Management Rep reported that there is salt by each door at the SBO and people can put down salt if it is slippery. Don't wait for the next person.

A CUPE Rep asked if at the schools there will be sand/salt at the doors so that people can help. The schools require some guidance. A Management Rep suggested that schools follow the current plan. A CUPE Rep suggested that for new staff there be some guidance for the schools to follow.

ACTION: All Safety Committees should review their snow safety plan and help new people to learn the details. Sug-

gestion to cross train CEA/Custodian to do shovelling.

ACTION: Reminder that at next PVP meeting to review snow safety plans.

ACTION: All new staff should be made aware of snow safety plan and wearing appropriate footwear.

Minutes from Meetings:

Request made that the past District Safety Committee minutes be sent electronically, sent by paper copy and posted to the Zimlet. A Management Rep notified the group that a new platform for posting information is coming in the future.

ACTION: Recording secretary will do this task.

Meeting adjourned 9:08 a.m.

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Monthly Safety Tip

Personal Space Heaters in the Workplace

As cold weather approaches, employees may tend to utilize portable electric heaters. Electric heat is the most efficient heat available. If the space heater is near a thermostat, the space heater is actually changing the building temperature. The air around the thermostat is warmer and as a result will shut down the zone or building heating system prematurely. This affects the overall temperature of the building and therefore affects the comfort of everyone.

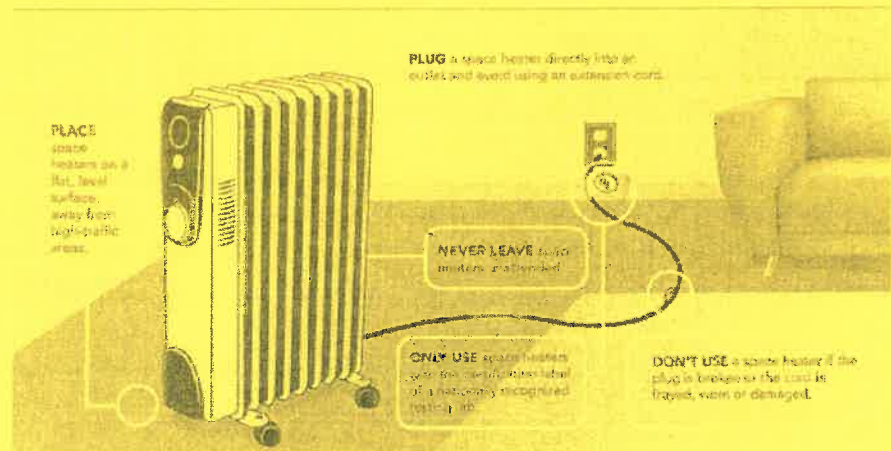
It is important for staff to be comfortable. Therefore, a tolerance for personal space heaters has evolved. Because the best interests of the staff are paramount today, the negative aspects of space heaters, some dangerous, are often overlooked, or simply not considered. Here is some insight into space heaters in the workplace that should be considered.

We are asking that if you have any complaints, comments and concerns to please forward to your supervisor so the HVAC team can investigate.

Portable heaters are a last resort and are only to be used after the building system is not able to keep an employee or group comfortable. Heaters are to be approved by the HVAC team or the Purchasing Group. NO personal home heaters are allowed.

Things to Consider:

- Portable electric heaters should be the fail safe type, which are equipped with automatic tip over safety shut off switch.
- Heaters will be placed 3 feet away from paper, garbage and recycling containers, furniture, clothing or anything else that can burn.
- Portable electric heaters shall be listed and approved by Underwriter's Laboratories Inc. or Factory Mutual.
- Never leave your electric heater running when you leave your work area, they are designed to be used only while in attendance.
- Heaters will be plugged directed into a wall outlet. Do not plug heaters into surge protector, multi-outlet box or extension cord.
- Do not extend the electric cord of the heater through wall opening, under doors or floor covering. Do not cause a tripping hazard with your cord.
- Inspect your cord, heater and outlet periodically.



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Incident Reports | September 2017 (Public Version)

Incident Description	Injury Type	Recommendations
Student was avoiding game in gym, lying on floor. Staff walked over and asked if student needed a break. Student yelled "I don't know what I want," and kicked staff in the shin with foot.	Nothing apparent at this time.	Change Activity and contact parents
Student kicked outside of staff left knee—punched staff in stomach - grabbed staff left arm and tried to pull staff down to the ground.	kicked knee, punched stomach, tried to pull to the ground.	Parent meeting scheduled
After student handed ball to staff, student then slapped staff on face mouth and cheek.	face	
Student was tossing chairs and blocking the classroom door, staff was called to the room. Staff informed student that student could not be in the hallway because of hold and secure that was on at the school. Staff paged on the radio for assistance as student was escalating quickly. Breaks were offered but student refused and threw a chair. Other staff took other students to the library to avoid escalating situation. Student bit staff on the thigh and scratched other staff. They moved away and student hid under the desk.	bit thigh	Student brought of office. Parent contacted. Safety plan being developed
Student bit staff outer left thigh and used body weight to pull staff down with staff key lanyard that was around staff neck.	bit outer thigh	Breakaway lanyard?
Student was escalated in the sensory room - escalated on arrival to school and in bathrooms. Staff was passing student the weighted blanket when student leaned forward and bit through arm guards.	Left arm below on inside bruised and raised skin	Meet and discuss issue with staff.
Student punched staff in the eye. Student was agitated. Staff followed safety plan.	Pain swelling in left eye	Student sent home and revise safety plan