



HEALTH & SAFETY NEWSLETTER

JUNE 15 2017

PRESENT:

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

Call to Order

Chairperson Bowers called the meeting to order at 8:36a.m.

Adoption of the Minutes

The minutes of the May 18, 2017 meeting were adopted as circulated.

Adoption of the Agenda

The agenda was adopted as circulated.

Old Business

OHS Report

A management representative advised the orders that were discussed last month have all been complied with. Interim measures for the dust extraction have been accepted. These measures will be applied to all woodshops in the district. If enough fresh air intake is not possible in the winter hardwoods will be eliminated and the schools and teachers have been notified.

There was an order issued at Aberdeen Elementary relating to the size of the safety committee. This has now been corrected. WorkSafe determined the employer is not responsible for providing drinking water for employees unless it's high heat and high humidity.

The water flushing program is in day 2. In virtually every school, except for Pacific Way where it is not required, fountains are being flushed for 1 minute in the morning and cold water taps that student and staff would drink from are also being flushed prior to use. This protocol has been developed by the District and IHA, and has been used in other districts throughout the province. TREC is being looked at for piping replacement this summer so they are continuing on with bottled water. Vavenby is continuing with bottled

water because of the aesthetics of that community. Westwold has had a new well dug and will also continue with bottled water. Each school year at least 1/3 of the facilities will be retested.

The Emergency Procedures Manual (flipchart) has been updated and will be sent to the printer to be distributed to worksites for September 2017.

Reporting Violent incidents and Near Misses

Management advised that with the new procedures there have been a great deal of violent near misses (students towards staff) reported. Those were not captured on the Incident Summary due to volume. A summary of workers report of violence – near miss was provided to committee members. Three forms are now submitted as part of the worker's report of violence: Worker's report of injury, Employers Investigation Report, and if it was violence from a student there is a specific Worker's Risk Assessment. There were approximately 120 incidents reported since January. Management anticipates this will die down to some degree as staff figure out the process. The change in process has resulted in a large increase in the volume of work for the Health and Safety Department. Management

suggested perhaps each school would track their own, and submit to the health and safety office as part of a quarterly audit. A principal representative suggested there may be a way of electronically tracking, similar to the IT work order system, that could send out weekly reminders. The committee felt the format of the report was helpful.

Review of OHS Program

Management advised the program was shared with the committee late Wednesday afternoon. It was agreed to table the discussion until the September meeting to allow the committee and the new Manager of Health and Safety to review.

NEXT MEETING:

September 21, 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
- Incident Report Summary
- Worksite Safety Committee Minutes
- Automotive Hoist Checklist
- Secondary Science Safety Checklist

Management will follow up with the staff at Westwold regarding the submission of the Custodial Safety Inspection Checklists.

Meeting adjourned at 9:04 a.m.

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Monthly Safety Tip

National Aeronautics and
Space Administration



BEAT *THE* HEAT

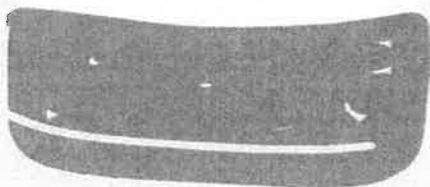
Did you know?

• In a normal year **371**
Americans die from heat
related illnesses

• **MEN**
sweat more than
WOMEN
and are more susceptible
to heat related illness

Remember!

- Drink plenty of water
- Wear sunscreen
- Eat lightly
- Rest often indoors
or in shady areas



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Incident Reports | June 2017 (Public Version)

Incident Description	Injury Type	Recommendations
Worker advises he/she had been working in workshop where dust control equipment was "underrated" and not maintained. Employer has determined that the dust from the enclosed cyclone area was recirculating back into the wood shop based on its original design. Interim measures have been put in place to address issue.	Unknown	Proper maintenance, upgrade system, proper training
Escalated student walked to a workroom and tried the handle, which was locked. Worker reached out to take student's elbow and student struck worker. Worker attempted to get student to sit on couch and both worker and student fell on to the couch. Student pulled worker's hair. Student punched worker in left ear.	Sprain/Strain	An employee safety plan needs to be developed for this worker by school and district team and parents.
Worker advises he/she was explaining a drill while coaching rugby and a player accidentally fell on his/her ankle.	Possible rupture	Ensure awareness of surroundings when speaking to individual players.
Worker advises he/she was carrying an empty bin and lid out to car. Worker went through doorway and turned bin to get it through. Worker felt sharp pain in wrist. Worker was carrying bin by handle. Lid was inside bin and worker was holding it to keep it from falling out.	Sprain/Strain	Utilize "handicapped doors" by band room adjacent to office. Secure lid to bin.
Students were waiting at a bake sale in the hallway. Student was behind worker without supervision. Student elbowed worker in right kidney 4-5 times consecutively.	Bruising/Contusion	Ensure student is fully supervised.
Worker was participating in intramural student vs teacher floor hockey game. Worker states student suddenly bumped him/her from behind causing worker to lose balance while stepping forward with his/her right foot, twisting right ankle.	Sprain, Fracture	Be careful of positioning on the gym floor during game play.
Worker advised he/she was putting chairs around the classroom and "moved wrong". Weight of chair is less than 5 lbs.	Sprain/Strain	Be careful when lifting and twisting.
Worker was on field trip. Worker was walking down stairs and missed the bottom stair.	Sprain/Strain	Reminder to proceed down stairs carefully.
Worker was distracted by student and walked into a sprinkler, which cut worker's foot.	Laceration	Walk on shoulder of road.
Worker advises he/she was walking down stairs from front office when he/she caught shoe on edge of stair. Right knee twisted as worker stepped onto next stair. Grabbed rail to keep from falling.	Sprain/Strain	No recommendations provided.
Worker advises he/she was mopping classroom floor and bent over and twisted to mop under desk. Worker felt sharp pain in lower rt back.	Sprain/Strain	No recommendations provided.