



HEALTH & SAFETY NEWSLETTER

MARCH 15, 2018

PRESENT:

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

Call to Order

Chairperson Hafeli called the meeting to order at 8:33 a.m.

Adoption of the Minutes

The minutes of the February 15, 2018 meeting were adopted as circulated.

Adoption of the Agenda

The agenda of the March 15, 2018 meeting was adopted as circulated.

Old Business

Committee evaluations:

Question from a KTTA Rep regarding when the yearly JOHSC evaluations are a standard process and is it covered in training. If there is a standard form because the KTTA Rep has a couple of suggestions for a standard checklist type form. Question regarding whether the district is creating the form or should committee members make suggestions. The KTTA Rep will create a template and bring back to the April meeting for review. Aiming to send out in May. The Legislation came out April 2016 and KTTA Rep was under the impression that we had to complete our committee evaluations by

April 2018. WorkSafeBC instructs that committee evaluations had to be done but WorkSafeBC does not dictate which month we do our evaluation in.

New committee members training: The KTTA Rep asked if the "Fundamentals training" is an additional 8 hours of training for new committee members. When new committee members come on board they are supposed to get the fundamentals training for committee members. The Management Rep said the current Safety Committee training is a combination of fundamentals. It is a combination of refresher and new

regulations in our training. The Management Rep said that going forward our training will be closer to the beginning of the school year and have more options for existing JOHSC members.

NEXT MEETING:

April 19, 2018 in the Boardroom at the School Board Office.

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New Business

Monthly Reports:

The following reports were reviewed:

- **Incident Report Summary:** Reviewed by committee, a few errors were noted and will be corrected by the recording secretary.
- **Automotive Hoist Checklist:** Reviewed by committee. Update given that the Annual review of all Automotive Hoists is done by a Third Party contractor by the end of Spring Break this year.
- **Custodial Safety Inspection Checklist:** Reviewed by committee.
- **Elementary Safety Committee Checklist:** Reviewed by committee.
- **Secondary Science Safety Checklist:** Reviewed by committee.
- **Secondary Schools and Support Buildings:** Reviewed by committee.
- **Safety Recognition and Safety Moments:** See below
- **Worksite Safety Committee Minutes:** See below

Safety Recognition and Safety Moments: The Management Rep stated that the Safety Committee training has gone well with excellent conversation by each group. A comment from another Management Rep is that there is a buzz about safety around the district because of the training. Question about whether all members were able to participate, there have not been substantial absences.

Worksite Inspection Reports:

A KTTA Rep reported a unscheduled meeting by a WorkSafeBC Officer who did a walk through at a secondary school. Do mem-

bers of the committee need to be included – yes, the WorkSafeBC Officer will/should ask for a safety committee member to attend the walk through.

Westside: Two orders received at Westside following an inspection from WorkSafeBC. Currently interim measures are being used to control dust in the wood shop. Required upgrades to the dust collection system are on the school districts capital project list
Norkam: Two orders received.
#1: Guarding deficiencies were found in the Millwright shop.
#2: Proof of yearly inspection for automotive lift.

Lloyd George – diesel smell in primary wing of school:

Steps taken to mitigate smell:

- Intake louvers are closed twice per day and are on a computerized timer.
- Purple air monitor installed and link provided to teacher for access to review data.
- Signs have been ordered and will be installed aiming to remove any private buses. Only SD73 buses will be allowed to park and will continue to follow the no idling policy.

Meeting adjourned 9:30 a.m.

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Monthly Safety Tip

Acceptable Indoor Air Quality Levels

WorkSafeBC publishes occupational exposure limits for various air quality contaminants, including carbon dioxide, carbon monoxide and dust. In addition, standards for acceptable indoor air quality have been developed by American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) to establish minimum requirements for optimal health and comfort in buildings, and in particular, office environments. The following should be used as a guide for assessing indoor air quality.

Carbon Dioxide (CO₂): WCB Exposure Limit: 5000 ppm (TWA) ASHRAE: levels below 1000 ppm indicate that there is adequate air circulation for indoor environments.

Carbon Monoxide (CO): WCB Exposure Limit: 25 ppm (TWA); 100 ppm (STEL) ASHRAE: levels for indoor environments should generally not exceed 5 ppm

Relative Humidity: ASHRAE: Acceptable relative humidity range for indoor environment is 30-60%.

Temperature: ASHRAE: Acceptable temperature range for indoor environment is 20-27°C.

Particulates (Dust): - Total Particulate Matter (TPM): 10 mg/m³ (TWA) - Respirable Particulates (PM₁₀): 3 mg/m³ (TWA).

Endnotes:

- ASHRAE - American Society of Heating, Refrigerating, and Air-Conditioning Engineers.
- WCB - Workers Compensation Board.
- PPM - parts per million
- TWA - 8-hour time weighted average concentration of substance that must not be exceeded.
- STEL - short term exposure limit; means the time weighted average (TWA) concentration of a substance in air which may not be exceeded over any 15 minute period, limited to no more than 4 such periods in an 8 hour work shift with at least one hour between any 2 successive 15 minute excursion periods.
- Ceiling - means the concentration of a substance in air which may not be exceeded at any time during the work period.
- Total Particulate Matter (TPM) - any particulate matter with a diameter less than 100 microns.
- Particulate (PM₁₀) - any particulate matter with a diameter less than or equal to 10 microns (10 µm or smaller); these are also known as Respirable Particulates, as they are capable of reaching the lower regions of the respiratory tract and are responsible for most of the adverse health effects related to particulate exposure.

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Incident Reports | March 2018 (Public Version)

Incident Date	Investigation Date	Incident Type	Violent Incident	Incident Details	Recommendations
22-Dec-17	07-Mar-18	Report Only	no	Worker was using scrubbing machine to clean floors, he felt he had inhaled something and his throat started to burn. Worker sought medical aid on Dec 24, 2017 and was diagnosed with Bronchitis. During the investigation the employee stated he did not feel like it was the chemical used in the machine and maybe he inhaled some germs while working.	NA
15-Jan-18	Not required	First Aid	no	Worker was clearing snow from sidewalk in front of Reilbe Elementary. Worker ran Skid Steer into something under snow which worker could not see. This caused the skid steer to spin, jamming worker into the rollover bar and bruising right side of ribs.	
17-Jan-18	Required	Violent Incident	Yes	A student was running around the class, pushing and stacking chairs in an unsafe manner and blocking an important pathway in the class. Teacher asked student to put chairs away (student sat on the teacher and tried to punch her in the face. Teacher saw Teacher "B" next door and asked to just keep an eye on the class while she sought support from Admin. Teacher arranged for student to take hot card down, then returned to attempt to diffuse the student. Student yelling, I hate you, bad left teacher. Student was observed spitting on teacher and trying to punch teacher. Admin arrived to remove student.	Complete WRA, refer to District Behaviour Response Teacher for possible employee safety plan
18-Jan-18	Not required	First Aid	no	Student was escalated and ran outside the back door. As Worker tried to redirect her inside she kicked and scratched until we had to let her go for our safety and hers.	
18-Jan-18	Not required	First Aid	no	Worker was guiding student into sensory room. The student resisted and while kicking worker kicked on and the door bounced back and hit me	
18-Jan-18	22-Jan-18	First Aid	yes	Worker was holding mat between girl and escalated student. Student attempted to open outside door to leave. Worker reached to hold door closed and student started kicking mat and student kicked directly on worker's right knee cap with force.	Review safety plan and allow student to run attempt to restrain outside
18-Jan-18	19-Jan-18	Violent Incident	yes	Student threw backpack in hallway. Worker was assisting student back to room. When Worker reached for the door Student scratched the top of her hand.	parents contacted by Teacher
18-Jan-18	Required	Violent Incident	YES	Student was in an escalated emotional state and Worker directed student to sit on the floor. Student struck worker with an open hand to the solar plexus.	
18-Jan-18	23-Jan-18	First Aid	yes	Student was escalated and ran outside the back door. As worker tried to redirect her inside student kicked and scratched until we had to let her go for our safety and hers.	Weekly review of safety plan changes as necessary
22-Jan-18	Not required	First Aid	no	Worker was asked to assist with holding student in order to keep him safe. Kicked both legs, head bumped, scratched, and attempted to bite Worker numerous times.	
24-Jan-18	28-Jan-18	Violent Incident	yes	Student was cutting shapes using student's adaptive scissors, she made a couple of cuts and then pushed the scissors to the floor. Worker placed them on the table, she once again stepped at them and threw them to the floor. They then stopped the cutting activity.	adapt activities when needed
30-Jan-18	Not required	First Aid	no	Getting into vehicle to avoid slipping on the ice Worker banged the side of her head on the car door jam because she did not lean down far enough to clear door jam.	
01-Feb-18	07-Feb-18	First Aid	Yes	There is an escalating pattern of violence by a student towards other students and staff. Teacher resisted CEA with a CPI hold. On Feb 12th I put student in the child's control position. Student had thrown chairs and other items at Teacher and CEA. Tried to ram glass door with 6ft metal pole. On Feb 20th he was escalating. I used deep pressure to help calm him. He then asked if I was pulling him in a hold and started kicking and elbowing me. He later punched my arm and threw a chair at me, glass door between us.	Safety Plan Update, More CEA Support, IOM Scheduled, District Case Conference Scheduled
05-Feb-18	07-Feb-18	First Aid	Yes	Sitting by student listening to story, student reaches out & hits worker hand on the shoulder. Worker stopped the other CEA from reading and told her what happened. Both her and teacher witnessed the sound of the hit, a student saw it happen.	Worker did not to have back to student and 1 meter distance - review with all CEAs and TTCOs
05-Feb-18	05-Feb-18	Violent Incident	yes	Student was getting ready to go home for the day. Student went to back room and hid under computer station. When asked to come out and get ready to go, student tried to pull the keyboard down onto the floor. Student came out and came into the classroom and started pulling books and other classroom items off the shelf and knocking over stacks of chairs. Many items were thrown. Worker stepped in to help with CPI hold and was kicked in the shin.	Give student more space if possible
05-Feb-18	06-Feb-18	Violent Incident	yes	Student was getting ready to go home for the day. Student went to back room and hid under computer station. When asked to come out and get ready to go, student tried to pull the keyboard down onto the floor. Student came out and came into the classroom and started pulling books and other classroom items off the shelf and knocking over stacks of chairs. Many items were thrown. As worker went to pick up items the student punched me in the arm. I told him I didn't like that, student became further agitated, and punched me again. Student was placed in a one person CPI hold. Student kicked workers shins several times.	Give student more space if possible
06-Feb-18	06-Feb-18	First Aid	no	Worker descending the hill towards injured student. Student was kicked in the face. Worker stepped on an exposed root and fell to the intermediate field. Worker fell to the ground and landed on right knee and right hand. Wrist was over-extended.	YakTraxx purchased. Encourage staff to use sand/walkway to travel to field and playground.
06-Feb-18	Not required	First Aid	no	Worker was picking up a pair of student shoes in the hall, a very heavy lunch kit fell from lower shelf scuffing back of head while crouched over.	
07-Feb-18	Feb 14, preliminary Feb 23, Full Investigation	First Aid	no	A student knocked down a computer monitor on herself and it fell into a corner of the room. I reached down to pick up the monitor and twisted my back.	Monitor was removed by VP - work order for station to be relocated

Incident Date	Investigation Date	Incident Type	Violent Incident	Incident Details	Recommendations
06-Feb-18	06-Feb-18	First Aid	yes	Student is believed to be pre-seizure. Her behaviour was escalating in the morning. Student was swinging her head, grabbing at CEA's and Teachers. CEA's were struggling with student in the washroom. Student grabbed workers glasses.	Called respite and student went home for the day
16-Feb-18	08-Feb-18	First Aid	yes	Student is believed to be pre-seizure. Her behaviour was escalating in the morning. Student was swinging her head, grabbing at CEA's and Teachers. CEA's were struggling with student in the washroom. Student grabbed workers glasses.	Called respite and student went home for the day
08-Feb-18	06-Feb-18	Violent Incident	yes	Worker was walking with student back to class from washroom and swatted glasses off face, glasses landed on floor. Student almost stepped on glasses. Glasses will have to be adjusted	Student was sent home for the day
08-Feb-18	08-Feb-18	First Aid	no	Employee was skating on the ice with the class and fell on right knee. Knee hurts when walking, knee and calf both hurt to bend and twist.	don't go on the ice
10-Feb-18	14-Jun-17	First Aid	no	Worker was skating with class and was speaking to someone when a student ran into worker knocking me off my feet. Worker was knocked to the ground landing directly on buttocks and then onto back. Helmet barely touched the ice.	
14-Feb-18	15-Feb-18	Last Time	yes	Worker was holding student to help him calm as he was dysregulated and wanted to go into his classroom. I felt he was unsafe to return there. Was going to get support from two other support workers when the student head-butted me three times in the forehead with the back of his head	Debriefed with absconding CEA's, reviewed safety plan. Work Order for master key for CEA's in order to enter school
15-Feb-18	15-Feb-18	First Aid	yes	Worker was with another worker CEA, worker left the office to make a call. Student became physically dysregulated and started saying inappropriate language. Student stomped on worker (CEA) feet and kicked legs and knee right side, leaving a mark.	Discussion with Parent (parent is taking student to medical) Meeting with Support Team
18-Feb-18	19-Feb-18	Report Only	yes	Staff asked student to wipe tables. Student made noises of avoidance. Staff reminded student that it was his job, encouraged student to stand up and go with staff. As the student walked toward the side, staff was standing between the stove and island and was about to walk away. Student turned to his right toward staff and went to slap me open handed with some force. I stepped back and directed student to sit down.	Safety plan is being created. Billing cognitivist of student's unpredictability when he refuses to complete tasks.
19-Feb-18	19-Feb-18	First Aid	yes	Worker was standing outside principals office, student came out quietly and stood across from me. Student indicated, he wanted me to come to him. He did not verbalize anything and was becoming inquisitive so I redirected him to principal's office. Closed the door over and tried to get him to communicate about needs at the moment. He would not, so I told student that I would give him some space. He had his back to me at this time and proceeded to pull back his closed fist and swing it around toward me hitting me on the left side of the neck. I was able to make enough of a physical adjustment when I saw him swinging in order to reduce the force that his fist had on me. I crouched down to his eye level and held his hands and told him he does not get to hit me. That's not ok.	Sent student home, meeting with care team
19-Feb-18	01-Mar-18	First Aid	no	Worker was walking through heavy snow when snow under foot gave way, twisted by knee as foot moved in an awkward position twisting knee.	sand and plow yard
21-Feb-18	23-Feb-18	First Aid	no	Worker was walking outside with a student beside the school. I stepped on a patch of ice. I grabbed onto the school rail as I fell onto my left knee.	salt to area
21-Feb-18	26-Feb-18	Violent Incident	yes	Worker went to workout area, and another CEA said that the mezzanine was closed. Student wanted the bike but needed to leave. Student got upset and grabbed CEA's jacket from the front and then dropped and student landed on his butt and pulled CEA on her right hip.	Create a sign stating "closed" to avoid reactions from students
26-Feb-18	27-Feb-18	First Aid	No	Worker was walking into school and slipped. Area was cleared on Friday, warm temperatures over the weekend caused melting and long conditions on Monday. Custodian was salting at the time of the incident.	salting area at time of incident. Remove more snow, salt area and carry smaller load (teacher)
27-Feb-18	Required	Medical Aid	no	Worker was walking to vehicle with a student from the food bank and slipped on ice/snow on the road. I braced myself as my right foot slipped out from under me so I would not fall.	
27-Feb-18	Required	first Aid	yes	Worker was with student who was in an escalated emotional state, pulling keyboards of a table onto the floor from computer desk, when cornered by teacher and CEA he reached out with his left hand and struck other worker.	
27-Feb-18	Required	Violent Incident	yes	Worker was with a student who was in an escalated emotional state and trying to climb onto the computer table in the classroom. I directed him to sit on a beanbag chair and the student struck me in the face, hitting me on the cheek.	
01-Mar-18	08-Mar-18	Medical Aid	No	Student injured his foot in gymnasium and worker carried him from bus drop off into the school. The bus drop off is located at other side of the field. I also carried the student from the gymnasium building to the bus.	Do not to carry students, seek help.
05-Mar-18	Not required	Report Only	no	Walking down hallway of school and slipped on small spot of water, fell to ground blood up and kept walking.	
05-Mar-18	06-Mar-18	First Aid	no	Worker was walking pulling cart and bumped into foot, top of toe. Bent toe nail over backwards.	NO recommendations provided
08-Mar-18	Not required	First Aid	no	Worker was standing in the work room talking to co-workers when a bin slid off the top shelf and landed on the right shoulder.	
05-Feb-18	08-Feb-18	Violent Incident	yes	Student hit worker and head butted me on the bridge of the nose. Student was getting agitated in the classroom. It was center time and student was playing cards. The whole class was getting loud.	Keep safe reasonable distance consider CPI with other CEA if needed

