

Division Joint Worksite Health and Safety Committee Minutes

May 29, 2024

1 pm to 3 pm

Google Meet or GR Davis

Committee Members (12)

Co-Chair: Lane Koentges, Teacher, ISS	Co-Chair: Jeff Perry, Associate Superintendent
Sheona Bonertz - CUPE Rep, MHHS	Jason MacDonald, Principal, JT Foster
Kathryn Rhind, Teacher, WCCHS	Sarah Holmgren, Principal, Livingstone School
Sterling Tippett, IT	Greg Gorzitza, Coordinator of Facilities
Wes Bruder, Maintenance	Rick Visser, Transportation Coordinator
Coralee Markland – Student Support Rep (nonunion), WAD	Laura Stocker, Health & Safety Coordinator
Secretary: Bernadette Mariano	
Guests:	
Regrets: Jason, Sarah, Kathryn, Coralee	

1. Member (and guest) introductions
2. Review agenda for additional items
3. Training
 - a. Public School Works
 - i. Training assigned and completed update (not working)
 1. Will report to committee when it is working
 - ii. Some training is going to Spam folder for some staff
 1. Check spam and move to inbox
 - iii. Health and Safety Committee training – will be assigned in August – can do as a group at next meeting
4. Incident reporting – (Breakdown on the last page)
 - a. Student incidents reports – 167 to date (131 last year) (282 at Westwind School Division)
 - i. 25 MHHS
 - ii. 23 HAS
 - iii. 20 WAD (6 tarmac)
 - iv. 14 FPW
 - v. 12 ABD
 - vi. 11 WCCHS
 - vii. 10 CCHS
 - viii. 10 JTF
 - ix. 8 ISS
 - x. 8 WMES

- xi. 7 STA
 - xii. 6 LIV (3 ski academy)
 - xiii. 6 colony students at 3 colonies
 - xiv. 5 CAN
 - xv. 1 GRA
 - xvi. 1 Gateway
- b. Staff Incident reports – 33 (41 at Westwind School Division)
 - c. Member of the public – 0
 - d. Bus/fleet incident – 1
 - i. 1 – trailer from PEAKS
 - e. Near Miss – 5 - nothing new
5. Emergency Preparedness – Drills
- a. Created Procedures Document for GR Davis – Review and provide feedback
 - i. Emergency Drill (6x per year / National Fire Code)
 - ii. Lockdown Drill (2x per year / Admin Procedure)
 - b. Buses – has own format. Rick will continue keeping paper copies to keep track of evacuation drills from buses (2 per year/bus required)
 - c. Drill portal still not available on Public School Works. I will check to see if there is a new deadline.
6. Terms of Reference – sent for signature. If updates are needed, it will be emailed to the committee members
7. Administrative Procedures / Protocols preparing for review. If you have input, please let me know
- a. 216 – Off Campus Education (CK – June)
 - b. 259 – Off Campus Activities (CK – June and DS – Sept)
 - c. 261 – High Risk Field Trips (DS – Sept)
 - d. 451 – Smoke and Tobacco Products (DS – Sept)
 - e. Smudging – creating AP for schools/CO (DS - Sept)
 - f. Concussion - Handbook / Protocol (DS – Sept)
 - g. Bear Spray
 - h. Naloxone
 - i. Inspections? General Safety?
8. Areas of Discussion
- a. Membership
 - i. Sheona is retiring. Laura will reach out to CUPE president to look for a replacement
 - ii. Chad Kuzyk will take Jeff's position on the committee next year
 - b. Chemical Cleanup
 - i. Laura has contacted custodians and Principals to create a list of chemicals for disposal. They will be picked up this summer.
 - 1. Wes has items at the Maintenance shop. Laura will email him a form.
 - c. Scheduling Meetings
 - i. The Committee will accommodate meetings to support staff who work at the schools
9. Next Meeting – In Sept 2024
- a. Laura will email all members asking for days/times that work best

Incident Reporting Breakdown

MHHS – Student Incident Locations (25)

- 4 skating rink
- 4 classroom
- 4 shop
- 6 gym
- 2 outdoor field
- 2 pool
- 1 washroom
- 1 weight room

MHHS – Student Incident Classification (25)

- 8 contact with object
- 7 Slip Trip Falls
- 4 contact with human
- 4 other
- 1 fight
- 1 harmful substance

Student Incident Classifications – these are how they were entered, not necessarily what they actually were

- 74 Slip Trip Falls
- 48 contact with object
- 18 collision with human
- 14 other
- 6 fights
- 5 harmful substances
- 2 muscle/back injury

Staff Incident Classifications – these are how they were entered, not necessarily what they actually were

- 8 contact with human intentional
- 6 contact with human unintentional
- 6 Slip Trip Falls
- 5 contact with object
- 3 others
- 2 muscle/back injury
- 1 vehicle accident