

HEALTH, SAFETY & WELLNESS COMMITTEE MEETING
Wednesday, September 12, 2018
VINTA Office, Port Hardy – 4:30 PM
MINUTES

Attendance:

Kevin McGhee	PHSS
Ricki-Lyn McCrae	NISS
Shawn Gough	VINTA
Robyn Gordon	PHSS
Barry Korven	NISS
Ben Donoghue	PHSS
Charlene Fiander	EVES

1. Expense vouchers & 'Call to Order'. Kevin McGhee, Chair: 4:36 PM
2. Review/adoption of agenda dated, September 12, 2018, removing 4. Business Items (d) and (g) and adding them to 7. Any Other Business

MOVED: Gordon/McCrae

That the agenda of September 12, 2018 be adopted as amended.

CARRIED

3. Review/adoption of minutes dated, December 13, 2017.

MOVED: McCrae/Gough

That the minutes of December 13, 2017 be adopted.

CARRIED

4. Business:

a) Review of HSW position

Shawn wanted to go over the basics of what the HS&W reps take care of as there are a few new members. Reps will look out for physical and environmental dangers in the workplace, ie: Allergies, student behaviour. VINTA, CUPE and Administration are all equals and HS reps should take care of them all as such. The BCTF H&S handbook was distributed to reps, these can be referred to as often as needed to help answer questions or guide you in the right direction.

A reminder you have up to 1 year to file the WCB 6A form after an incident, however it is recommended you file it right away and do not wait.

- b) Basic H&S rights and responsibilities was covered in Business 4. a)
- c) BCTF Health and Wellness program
this program provides intervention for members having a hard time before it costs them loss of time. You can self refer, the district can refer, as can Great West Life. Generally Shawn will do the referral. Once accepted to the program, Judy Spencer will be in touch with the member to go over the issues that lead them there and she will help the member get in touch with the right information.
Starling Minds is a Cognitive Behaviour Therapy step by step guide on how to deal with things interfering with your life/work balance. It focuses on mental health and is available to members, their partners and children.
- d) H&S Manual Policy
Manual was rewritten last year, but it has not yet been published. In a district HSW meeting last year, it was decided that all policies and procedures would be followed according to the new manual and materials would be available for September 2018. This has not happened, and District is not following policy on multiple issues. Kevin is hoping to get a manual soon to go over it and continually enforce its use.
- e) SURT – if HSW reps can have a look at the available SURTs, committee can decide which one they want and get it booked. Mentioned that one on ergonomics and also one on safety/walk arounds would be good to have and maybe do half day of each.

5. School Reports

MOVED: McCrae/Gordon

That the HSW committee go in-committee.

CARRIED

MOVED: Gordon

That the HSW committee rise from committee.

CARRIED

The chair reports that School Reports were discussed.

6. Correspondence: none

7. Any Other Business:

Phone installation – entire district is getting a new phone system. Concerns came up about the fact that no phone other than the ones in the office can call out at PHSS. Anyone needing the phones after hours do not have access to

them as the office is locked. Members shouldn't have to use their personal phones to be making calls home. Shawn will do his best to get this taken care of.

Chainsaw training will be happening on September 18 at the Tacan site.

8. Adjournment 6:05 PM

MOVED: Korven

That the Health, Safety and Wellness committee meeting adjourn.

CARRIED