

HEALTH, SAFETY & WELLNESS COMMITTEE MEETING
Wednesday, November 21, 2018
NISS Foods Room, Port McNeill – 4:30 PM
MINUTES

Attendance:

Kevin McGhee	PHSS
Ricki-Lyn McCrae	NISS
Shawn Gough	VINTA
Teresa Wadhams	CHES
Barry Korven	NISS
Ben Donoghue	PHSS

1. Expense vouchers & 'Call to Order'. Kevin McGhee, Chair: 4:45 PM
2. Review/adoption of agenda dated, November 21, 2018, adding item f) sign in book/working alone

MOVED: McCrae/Korven

That the agenda of November 21, 2018 be adopted as amended.

CARRIED

3. Review/adoption of minutes dated, September 12, 2018.

MOVED: McCrae/Donoghue

That the minutes of September 12, 2018 be adopted.

CARRIED

4. Business:

a) Lack of admins at work sites

b) Health and Safety Manual review

Should be seeing the new manual with updated date soon. Prominent change is the removal of the # in SD #85. The old language was cleaned up some, there were not any major changes. A few procedures were also changed with the focus being on asbestos labelling.

c) Health and Safety training workshop

North and South zones have been completed. Kevin mentioned it was quite successful and there was good information presented. The facilitator was good as well. Didn't have high attendance as there is not enough TTOC's to cover people. If you didn't attend, you still have 8 hours of training available

to you. New H&S reps are required per policy to receive 6 hours of rookie training as well.

d) Form 6A

Please remind staff to fill out the 6A form if they are injured at work, even if it is a minor injury. Best to have everything documented for future reference. Might be easiest to have a few forms filled out with all the general information, then member only needs to add personal info. New or temporary staff are less likely to fill out a form for fear of “rocking the boat”. Please encourage ALL staff to fill out the form for their safety. 6A form is for physical and mental injury as well. Also, please encourage members to keep a copy of all forms they submit so they always have copies for future reference should it be needed.

e) WCB website

Website format was changed a few years ago, seems to be less user friendly. If you can't find something on the website, contact Shawn.

f) Sign in book/working alone

If you are working after hours or on weekends, you should be following policy or disciplinary action can be taken. This is WCB policy. There should be a sign in/out book at the code panel that you need to record in. If your school doesn't have this, let your H&S rep know. You are also supposed to keep a record of contact with someone outside of the building. You also must have a form filled out that outlines your in case of emergency plan and also your contact/check in person while working alone. There is a working alone policy in the H&S manual. The internal phone system continues to be an issue as they are still not working properly.

5. School Reports

MOVED: Wadhams/McCrae

That the HSW committee go in-committee.

CARRIED

MOVED: McCrae

That the HSW committee rise from committee.

CARRIED

The chair reports that School Reports were discussed.

6. Correspondence: none

7. Any Other Business: none

8. Adjournment 6:03 PM

MOVED: McGhee

That the Health, Safety and Wellness committee meeting adjourn.

CARRIED