

# HEALTH, SAFETY AND WELLNESS COMMITTEE MEETING

Wednesday, May 14, 2025

VINTA, Port Hardy – 4:30 pm

## -Minutes-

Attendance:

Teresa Wadhams	CHES	Myra Connaty	FRES
Shawn Gough	VINTA	Marie-Josée Krkosek via Zoom	AJES - Zoom
Ricki-Lyn McCrae	NISS	Keon Birney	PHSS - Zoom
Kevin McGhee	PHSS	Julie Nielsen	EVES

1. Call to Order. Kevin McGhee, Chair: 4:34 PM

2. Review/adoption of agenda dated May 14<sup>th</sup>, 2025.

**add b) Reminders and c) Field trip policy**

**Motion: Birney/McCrae**

That the agenda of May 14<sup>th</sup>, 2025 be adopted as amended.

**Carried**

3. Review/adoption of the minutes dated. – Incorrect meeting minutes were attached.

**Motion: Nielsen/Wadhams**

That the minutes of February 5<sup>th</sup>, 2025 and April 9<sup>th</sup>, 2025 be adopted as presented.

**Carried**

4. Business:

a) District Health and Safety resource

This came up at the last district HSW meeting as new admins come on, when, how are they going to get the training required. June 5<sup>th</sup> is the planned get together to create a guide on safety, a Coles notes of sorts. There are already a lot of resources on the district website but it's overwhelming and unorganized and hard to find what you are looking for. What would be most helpful? Ricki would like to see a large multi-page map of the school with hazard locations, a digital version that can be printed. TTOC section with things they need to know when they come into a classroom. Copies of the minute formats, evaluation, first aid checklist. Keon suggested walk-through inspection form needs to be updated and more space added so details can be clear, a calendar of when safety things need to happen with a list of dates. Shawn added how to run a JOHS committee, template for doing recommendation. Simple HSW/Admin concerns divided. Need a clear division of HS concerns and Admin ones. Does this concern staff safety or student safety. Everyone should be aware of the 6a form. When and how to fill, pre-filled 6a's with address and such is a helpful way to get more to fill them in. 7

and First aid report form WCB sections, new admins, reporting timelines and investigations, all committee members. New committee members require 8 hrs training time. How to package for people directed. Incident/accident investigations. The 4 rights for each section, on the SD85 site, creating a useable document and easy to find. How is this going to be different? It will be similar and less confusing. Definitions and a glossary. Close call vs Near miss, incident vs accident. Teresa asked what the policy around students throwing things, and parents won't come to remove the student from the school. Talk to your local president and see about claiming unsafe workplace. WorkSafe is reluctant to label students as hazards. Focusing on the nuts and bolts, indoor air quality form, what are they and what they are for. When to contact VINTA or SBO. Unsafe situation, Ricki was thinking of refusal of unsafe work, contacted local president and tach hand site in the past, due to freezing cold the weather was getting colder, with no heat, steps to refusal of work. The language in the resource will need to be educator based, who/what/where/when district health and safety. Make it as easy as possible to be on the HSW committee so more will want to be a part of it.

b) Reminders

End of the year anything unfinished, walk-throughs and committee evaluations.

c) Field trip policy

Board meeting amendment, 1<sup>st</sup> aid assessment must be done with all workers involved including bus driver, this causes a bit of extra paperwork for field trips. Julie completed these forms recently and it wasn't that bad but they did not know they needed to include the bus driver.

**Motion: Gough/McCrae**

That the HSW committee move into committee.

**Carried**

5. School Reports:

**Motion: Wadhams**

That the HSW committee rise from committee.

**Carried**

The HSW Committee discussed school reports.

6. Any Other Business: Thanked everyone for being a part of the committee and all the hard work they've put in this year. Congratulated Ricki-Lyn on her retirement plans.

7. Adjournment 5:55 PM