

Division Joint Worksite Health and Safety Committee Minutes

January 30, 2025

2 pm to 3 pm

Google Meet or GR Davis

Committee Members (12)

Co-Chair: Lane Koentges, Teacher, ISS	Co-Chair:
Katherine Vair - CUPE Rep, CAN	Jason MacDonald, Principal, JT Foster
TO BE FILLED, Teacher (Ron Gillespie)	Sarah Holmgren, Principal, Livingstone School
Sterling Tippet, IT	Greg Gorzitza, Coordinator of Facilities
Wes Bruder, Maintenance	Rick Visser, Transportation Coordinator
Coralee Markland – Student Support Rep (nonunion), CO	Chad Kuzyk, Associate Superintendent
Laura Stocker, Health & Safety Coordinator	
Secretary: Bernadette Mariano	
Guests:	
Regrets: Lane, Jason, Sarah, Greg	

1. Member (and guest) introductions
 - a. Welcomed Katherine Vair, and Chad Kuzyk,
 - b. Employer Reps vote in co-chair next meeting
2. Review agenda for additional items

No concerns from the last meeting
3. Concerns brought forward

Laura added that part of the role of committee is to take concerns from the field and bring it forward to the committee to gauge if it's a safety issue.

 - I. Mechanical Rooms / Server Rooms – These rooms are being used as a storage of schools (seasonal decors, swags, band equipment, etc.) and it's safety concern. Legal requirements should be one meter clearance in front of all electrical panel. Maintenance will look into discussing the policy/rules on the use of mechanical room.

Roof Access – Found file of custodial stuff
4. Outstanding Concerns
 - a. Disposal of expired hand sanitizers from Covid – Laura will update Maintenance on the safe disposal of these items that won't be too costly for the division.
5. Training

- a. Health and Safety Committee training – Will request Public School Works to resend the training module
 - b. Public School Works
 - i. Fall Trainings – 67% completed
 - ii. Winter Trainings – 42% completed
 - iii. Spring Trainings – will be out in March
 - 6. Inspections – done it summer. Laura looked at playgrounds and Colony Schools as well. No major concerns on the inspections.
 - a. Science chemicals – all packed and disposed last summer. Chemical spill kits and containers were distributed to all high school science rooms. Disposal process for science chemicals have gone a lot better and Laura will send a reminder at the end of each school year to Science Teachers.
 - 7. Incident reporting procedures were clarified, emphasizing the importance of documenting near misses for data collection. Google form went out to all school with QR Code for easier reporting in each incidences. Off campus have a slightly different way of reporting their incidences.
 - a. Incident Reporting Procedures
 - b. Student incidents reports
 - i. Incident report last year – 182 vs 91 (current)
 - c. Staff Incident Reports
 - i. Incident report last year – 35 cases vs 14 (current)
 - 8. Terms of Reference – signed by all parties.
 - 9. Areas of Discussion
 - a. Policy on maintenance vehicles / division vehicles around school during recess, outside plays etc.
 - b. The committee also discussed the need for department-specific reviews of training assignments.
 - 10. Employer Reps vote in co-chair next meeting
 - 11. Next Meeting : March 5, 2025
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