

Division Joint Worksite Health and Safety Committee Minutes

March 19, 2025

1 pm to 2 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:	
Guests:	
Regrets: Sarah, Chad, Lane	

1. Member (and guest) introductions
 - a. Laura will reach out to Ron Gillespie to see if there is a teacher wanting to join the committee
 - b. Employer Reps vote in co-chair (at end of meeting)
2. Review agenda for additional items
 - a. Any member changes in the upcoming 25/26 Health and Safety Committee?
 - i. Will need a Principal/Assistant Principal for Elementary to replace Sarah
 - ii. Current members: if your plate is full and/or you have been on the committee for a few years, talk to your supervisor about a possible replacement.
3. Concerns brought forward
 - a. Admin Procedures around Severe Allergies – emailed all Principals 03/17/25 – see attached email

- b. Laura has received questions about Measles and will prepare an email to be emailed out. It will also include general AHS information as well as information relating to Head Lice and Bed Bugs.

4. Outstanding Concerns

- a. Mechanical and Server Room clean up – schools should be clearing out unneeded items currently stored.
- b. Electrical panels and roof access – do not store items in front of these access areas.
- c. SDS availability – developing an online system for all staff to be able to access Safety Data Sheets
- d. Driving around or in school areas – Laura will work with Greg, Wes and Sterling to add to the current Driving Safe Work Procedure.

5. Training

- a. Health and Safety Committee training – will be assigned to all current committee members in next few days. It is only assigned when added as a member
- b. Public School Works Training Plan Review – Laura will summarize the current training assignment plans and distribute to applicable staff to review and then bring back to the committee for final review. Laura will arrange for the items to be discussed at an upcoming admin council meeting.
 - i. Admin Council
 - 1. Administrators
 - 2. EA's, subs
 - 3. Librarian, subs
 - 4. Teachers, PS3 students, Subs
 - 5. Office, subs
 - 6. Coach
 - ii. Computer Tech – Rod
 - iii. Summer Student Tech - Rod
 - iv. Learning Supports staff – Lisa/Leanne
 - v. Custodial – Laura
 - vi. Maintenance – Greg
 - vii. Summer Student Maintenance– Greg
 - viii. Transportation Drivers – Rick
 - ix. Transportation Mechanic – Rick
 - x. Transportation Spare Drivers – Rick
- c. As a committee we reviewed the current assignments for all staff.
 - i. Recommendations:
 - 1. Alberta OHS Program – assigned at new hire and when any significant legislation changes
 - 2. Safe Work Procedures – Laura will create a summary of all with links so all SWPs can be assigned as 1 training course
 - 3. LRSD Health and Safety Orientation – change to new hire only

4. Slip, Trips, Falls – most of our injuries – increase to new hire and yearly
5. Fire Safety and Fire Extinguisher – Laura will look for a more relevant course that covers ABC, K fire extinguishers.
6. Violence and bullying training – Legislative changes effective March 2025. Laura will update the courses and requirements.
7. Computer/IT courses will be added to Rod's group to review and ensure they are relevant.

d. Current Training Completed

- i. Fall Training assigned in Aug (was 67% at last meeting) 68% complete
- ii. Winter Training assigned in Dec (was 42% at last meeting) 53% complete
- iii. Spring Training was assigned this week – March 15

e. First Aid Training

- i. If schools are interested in offering a First Aid course, they can reach out to Laura for help organizing.
 1. Nanton schools will want training at the beginning of the next school year
- ii. Updated training names March 2023 to align with CSA Standard Z1210-17.
 1. Basic First Aid (used to be called Emergency) – 1 day OR ½ day online and ½ day in person
 2. Intermediate First Aid (used to be called Standard) – 2 day OR 1 day online and 1 day in person
- iii. [AP 311 Accident Prevention](#)

6. Inspections

- a. 12 sites inspected to date – some findings:
 - i. Clothes dryers that are not vented out, there were some concerns expressed about lint/dust. There are buckets that can be purchased to replace the current ones if needed.
 - ii. Identify with signage and communicate to staff where first aid supplies and EpiPens are stored
 - iii. Evacuation maps should be in each room and include site, street address or directions to school (for colony schools)
 - iv. Breaker panels must be kept closed/locked. If schools are having breakers trip, they should contact Maintenance.

7. Incident reporting

- a. Student incidents reports - was 91, now 117
- b. Staff Incident Reports – was 14, now 21

8. Legislation Update

- a. Recent changes to AB OHS Code Section 390 around violence and harassment

1. Definitions of violence and harassment have not changed
 2. Legislative requirements around domestic violence has not changed (390.3)
 3. Involving the committee in the plan has not changed
 4. Changes come into Force March 2025
 5. Merged violence and harassment into 1 (was 2 separate items)
 6. Merged policy and procedures requirements into a prevention plan
 7. Clearly defined plan requirements, training, review of plans
 8. Training – not currently training on the plan / admin procedure
- a. Currently the Division policy was within “Admin Procedure 307 – Welcoming, Caring, Respectful, and Safe Learning Environment” 2020 last updated
 - a. Laura will talk with the Admin team to see if the AP should be modified or a prevention plan developed.
9. Next Meeting – May 28, 2025 at 1 pm
10. Employer Reps vote in co-chair – recommended Chad to represent
- a. Will discuss co-chair roles at next meeting

Attachments:

All Employees Training Assignments

Admin Procedure 307 – Welcoming, Caring, Respectful, and Safe Learning Environment

Email around Severe Allergies

Previous Minutes – Jan 30, 2025
