

**Present:** SD 63: Shannon Moore, Ryan Lacasse  
 CUPE: Brett Mindus, Bev Bastness  
 STA: Taryn Mah, Don Peterson  
 Recording: Trevor Lavery

**Regrets:** SD63: Ryan Ellis, Robyn Reid, Leila Sinclair-Wise

AGENDA			
ITEM	RAISED BY	ACTION ITEMS	STATUS
Current Incident Report data review	SD63	Review of current incident data captured through the Prismatic system <i>STA – please provide notes indicating when incident files are deleted or married with duplicate files</i>	ONGOING
Sharing specific worker claims with bargaining units	STA	Request for SD63 H&S provide claim information directly to Union executives when staff are involved in WorkSafe claims. <i>SD63 - H&amp;S dept. does not submit claim info directly to union reps due to privacy concerns. H&amp;S dept. will remind injured workers going through the WSBC claims process that their unions can provide additional assistance and services should their WSBC claims come to an end.</i>	CLOSED
Ladder Training Specifics	STA	Request for information on the ladder program, in particular, ladder inspections and what the district does with the information it collects. <i>SD63 – Ladder inspections (electronic or hard-copy) are required, and records of inspections are kept to comply with WSBC regulation. SD63 H&amp;S dept. retains these records, we do not review them to assess ladder safety. Each inspector must record any deficiency and if required, tag a ladder “out-of-service” and inform their supervisor that a work order is required for repair or replacement.</i>	CLOSED
Visitor Badges for facilities staff	STA	A gentle reminder for facilities staff to wear ID in schools <i>SD63 – H&amp;S spoke with Facilities staff at recent meeting (2024.11.19) reminding them to wear their SD63 ID (or at least their SD63 Facilities jackets) when working on (and especially in) schools to alleviate staff safety concerns. Will repeat the same message with IT.</i>	CLOSED

Recent training for Custodial and IT staff	SD63	<i>The SD63 H&amp;S dept. recently conducted <b>full ladder training</b> for Custodial and IT staff (2024.11.18) as well as retraining for Custodial staff on <b>biohazard/rodent clean-up procedures</b> and <b>stretching/mobility exercises</b> to avoid injury.</i>	CLOSED
New First Aid Legislation in Effect	SD63	New legislation governing workplace first aid came into effect Nov 1 <sup>st</sup> . SD63 proactively instituted policy and procedural changes to meet compliance. The H&S dept. continues to work with schools to ensure we are meeting our legislated requirements.	CLOSED
Roundtable	SD63	<i><b>Suggest moving the December meeting to email correspondence.</b></i> <ul style="list-style-type: none"> <li>- <i><b>All parties agree</b></i></li> <li>- <i><b>SD63 H&amp;S will send reminders to submit any issues/suggestions for discussion by Dec. 12th</b></i></li> </ul>	CLOSED