

SCHOOL DISTRICT #81
SAFETY COMMITTEE MEETING
MINUTES
Thursday, November 27, 2025
3:45 p.m.

In Attendance:

L. Woodworth	D. Low, Co-Chair
C. Yeager-Lobb, GWC	K. Martin, BCGEU
C. Croin, RLA	P. Anderson, Recording Secretary/SBO
D. Thompson, JSC	

Absent: G. Gough, C. Forsyth, D. Osmond

Call to Order

Lori called the meeting to order at 3:45 pm.

1. Acceptance of Agenda as amended Darryl/Candice
One item was added under New Business – Other (ii) Naloxone.
The agenda was accepted as amended.
2. Minutes to Adopt from October 23 – A clerical error was noted in Section 3 (i); the error has been corrected. The minutes were adopted as amended. Connie/Kathy
3. Business Arising
 - a) Draft Bullying & Harassment Form – It is a lengthy form; however, it does have plenty of room for notes.
 - (i) Section 3 – where it states “details provided above”, should be changed to “details provided in Section 2”.
 - (ii) Section 3 – suggest the list be in two columns
 - (iii) Section 4 under contact info, there is an extra box for phone – this should be removed.
 - b) Draft Administrative Protocol – Work Alone Procedure.
Under Section 3 – in the heading, the word chose should be changed to choose.
Lori expressed concern surrounding the wording of “letting someone know (person of choice)”. Why have they chosen not to comply with WorkSafe BC requirements? To comply, management must be informed, not a person of choice. Why aren’t we notifying management when someone is working in the building after hours?
 - c) New Business
 - a) Work Safe Reports – 0
 - b) Threat and Violence Report – 0
 - c) Unsafe or Harmful Conditions – 0
 - d) Site Inspections – 2 (JSC & FNSS Shops)
 - e) Safety Work Orders – 0
 - f) Other

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- (i) First Aid Assessment Worksheet – Pansy shared that our contact, Dylan, from WorkSafe stopped by the office to introduce himself. Since then, he has sent us a First Aid Assessment Worksheet for SBO that must be completed by December 8. This requirement is for SBO only; however, at some point, all facilities must complete the worksheet. She will send out the form to Administrators to fill out with a deadline of January 31, 2026.
 - (ii) Lori, along with Kathy, Debbie and Connie, attended Basic First Aid with 5th Element Training. It was great. When doing the AED training, it was advised that a second set of paddles as well as a spare battery should be on hand with all displayed AEDs. Pansy will look into the BC Guidelines surrounding AEDs in the workplace.
- d) Information Items/Reports
- FNSS – No representative present – Darryl said that the site inspection of the shops at FNSS was completed. A couple of concerns were brought up. M. Lucas is meeting with staff to address concerns.
 - GWC – Nothing to report
 - RLA – Nothing to report
 - JSC – Nothing to report – The site inspection was completed. Everything was good. There were a couple of maintenance issues that were dealt with.
 - Toad River – No representative present. Glen passed on his regrets and his TR report. He met with staff on October 27 and communicated with them on November 24. They reported that there were no health and safety concerns relating to the work site. A site inspection was planned for October 27, but it was cancelled due to weather conditions.
 - BCGEU – Nothing to report
 - FNDTA – Nothing to report
 - Director of Facilities – The gym will be closed for a month starting the week before Christmas break, through until the week after the break, as the floor is being refinished.
 - SBO – Nothing to report
- e) Next meeting is scheduled for Thursday, January 22, 2026
- f) Adjournment 4:17 pm.