



Education (E-1)
PO Box 2703, Whitehorse, Yukon Y1A 2C6

To: Jeff Sunstrom, Records Manager, *ATIPP Act*
From: Privacy Management Coordinator, Education
Date: 2019-08-28
Re: A-7924 Final Response – Access granted in full

In conducting a thorough search for records responsive to the above named ATIPP request, the following program areas were contacted: The Joint Health & Safety Committee.

After reviewing the responsive records, the Department of Education has decided that access will be granted in full to the eight (8) pages of responsive records. Only one set of JHSC minutes exist that are responsive to this request, as there weren't any other meetings in this time frame.

All fees associated with this request have been waived pursuant to Regulation 9(2) of the ATIPP Act, because total costs for services was under \$25.

Any questions regarding this response may be directed to Eileen Melnychuk, Privacy Management Coordinator at 867-667-8326 or at Eileen.melnnychuk@gov.yk.ca.

Sincerely,

Eileen Melnychuk
Privacy Management Coordinator

Yukon Education Joint Health & Safety Committee
Meeting Minutes

Yukon Education Joint Health & Safety Committee Meeting Minutes

Worker Co-Chair: Gerry Quarton

Employer Co-Chair:

Date: July 11, 2019

Time: 3:30 pm

Location: EDU Room 1

AGENDA:

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| <ol style="list-style-type: none"> 1. Roll Call 2. Determination of Quorum 3. Approval of Previous Yukon Education Joint Health and Safety Committee (YEHSC) Meeting Minutes 4. Additional Agenda Items, Review Actionable Items, Minutes & Approval of Agenda 5. Review reports of Accidents/Incidents& Near Misses | <ol style="list-style-type: none"> 6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) 7. Review Education and Training 8. Ongoing Business – Status of Action Items 9. YEHSC Formal Recommendation Letters & Regulatory Inspections 10. New and Other Business 11. Next Meeting 12. Meeting Adjournment |
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1. ROLL CALL

Worker Representatives	Unit Name (e.g. SSS, FNPP, etc.)	Work Location	Present	Regrets	Absent
Jamie Binger	ITSS	1000 Lewes	X		
Nick Logan	Tech Assisted Learning	1000 Lewes	X		
Sarah Jarvis	Human Resources	1000 Lewes	X		
Gerry Quarton	Curriculum	1000 Lewes	X		
Mike Nemeth	Health and Safety	1000 Lewes	X		
Ruby Grant	FNPP	1000 Lewes	X		
Pascal St. Laurent	French Language Program	1000 Lewes		X	

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Employer Representatives	Work Location	Present	Regrets	Absent
Michael McBride	Policy	X		
Jason Mackey	Communication	X		
Liza Manolis	Student Support Services	X		
Jackie McBride-Dickson	Finance	X		
Chris Hanlin	Facilities and Transportation	X		
Resources/Guests	Work Location	Present	Regrets	Absent

2. DETERMINATION OF QUORUM

- a. A minimum of 7 members;
- b. Worker representatives (workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions);
- c. At least half of the members must be worker representatives;

Is there quorum for this meeting <i>* If quorum is not met, the meeting does not qualify as a monthly meeting. The monthly meeting will need to be rescheduled within 15 working days.</i>	Yes X	No
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3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)

- Move to adopt minutes. Moved by: N/A Seconded by: N/A

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- Unable to locate previous meeting minutes, no minutes no review/approve.

Are the minutes approved?	X	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- JOHSC training within 90 days of today's date (by October 10, 2019). Present members agreed that the dates of August 20/21, 2019 and the week of August 26-30, 2019 would be the most ideal dates to attend this training. Training will be offered in one or two sessions consisting of 2 full days.

4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)

Place actionable items under Accident/Incident Investigation, Safety Inspections, Correspondence, New Business etc. as applicable and assign proper item # for further discussion/action.

☐ No actionable items noted

Is the agenda approved?	X	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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5. REVIEW REPORTS OF ACCIDENTS/INCIDENTS and NEAR MISSES:

See attached incident report:

None to review.

(* See Legend at end for Priority and Status Codes)

Item # (YY/MM/DD)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status

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6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)

Distribute inspection checklist(s) and report(s) for meeting and use this table to record discussion and new recommendation(s)

☐ No actionable items noted

Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
H&S July 2019	C	Light in women's bathroom is burnt out (room #1059). W/O completed on July 11, 2019.	Mike Nemeth	August 2019	N
SSS July 2019	C	No Injury Recording Book in First Aid kits. All injury reports are to be input into the Department of Education Health & Safety Incident Form (link: https://yukonnect.gov.yk.ca/sites/ygforms/EDU/Lists/Incident/NewForm.aspx). If you require assistance please come see Mike Nemeth/Chris Hanlin.	Mike Nemeth	Complete	C
discussion	C	Lights in meeting room 1 are ++bright, to explore other options (ie. change bulbs to lower wattage/spectrum). Mike to submit work order.	Mike Nemeth	August 2019	N

* GI- General Inspection

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7. REVIEW EDUCATION AND TRAINING

(General discussion, confirm all training is up-to -date, etc. For all actionable items please list below)

Item # (ED-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status

* ED – Education and Training

8. ONGOING BUSINESS – Status of Action Items

Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status

* ED – Education and Training * GI- General Inspection *NB – New Business

9. YEJHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WCB Orders/ Inspections)

Item # (use Recommendation #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status

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* REC – Recommendation Letter

10. NEW & OTHER BUSINESS					
<input type="checkbox"/> General discussion items (list actionable items below) <input type="checkbox"/>					
Item # (NB-yy/mm/dd)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
01/19/07/11	E	Colour coded map of building to be distributed amongst committee, each member will be responsible for their own area inspections. Mike will send out a reminder and the template at the end of the month. Each area should submit their inspection in the first week of every month. Room 1, a shared space, will be inspected by Student Support Services.	Mike/area assigned	August 8, 2019	N
02/19/07/11	B	Fire Marshall/Team Leader “crash kit” provided by Ruby. Information within is out-of-date. Mike Nemeth to update information. Members expressed that Fire drills within E1 are infrequent and that lots of time has passed since previous drill. Fire drill/muster points/role call procedure is in need of review.	Mike Nemeth update fire marshall info	Review August 8, 2019	N

*NB – New Business

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11. NEXT MEETING	
Date:	August 8, 2019
Time:	3:30 PM
Location:	EDU Room 1

12. MEETING ADJOURNED	
Time:	4:07 pm

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LEGEND

PRIORITY:		STATUS:	
A	Critical/Life threatening/high probability	N	New
B	Urgent/moderate probability of re-occurrence	R	Repeat
C	Important/low probability of re-occurrence	C	Complete
D	Reminders	IP	In Progress
E	Information	RF	Referred forward

Monthly Distribution and Posting of Approved Meeting Minutes
(Required):

- Executive Management Team of the Department of Education
 - All YEJHSC members
 - Office of Safety Coordination, Department of education
 - Internal Communications Person (if applicable)
 - Risk Management Services (if applicable)
 - Posted on any Safety Bulletin Boards (if applicable)
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