



JOINT WORKSITE HEALTH & SAFETY COMMITTEE

Meeting Minutes

April 29, 2025

Google Meet
3:45 PM

1. **Call To Order at 3:45 pm**
Present: Brett Hansen Darla Clark Lisa Lacroix
 Maggie Rushworth Meagan Kuik Rita Raposo

Absent: Janet Westworth
2. **Additions to the agenda**
a. No additions
3. **Review of minutes and action items from March 11, 2025**
a) Hazard Assessment Forms on PublicSchool Works – confirmed that these **cannot** be completed online at this time.
4. **Approval of Minutes**
a. All in favour
5. **New Business**
a. Review Training Courses on PublicSchool Works and provide feedback
*My Safety Portal > Staff Training > Available Courses > Select A Catalog
>Sturgeon Public Recommended for Self Enrolment*
All JWHSC members are asked to review and submit their suggestions to Rita before the end of June regarding which courses should be considered mandatory at a minimum.
Shelley Greenwood - Director of Learning Services, to review courses to ensure they comply with what we offer internally





6. Reports

- a. Incidents/Injury – we've received 110 incident reports for the period of August 26, 2024 to April 29, 2025.

7. Worker Concerns

- a) What chemicals are being used on worksites by Custodial staff? Are teachers told? What is the process? Are MSDS sheets available?

Rita to meet with the **Steve Holkham, Director of Facilities** to gather information and will provide a reply at the next meeting.

- b) Is there a work alone policy for teachers who may, for example, be coming in on the weekends?

Teachers are not required to work on weekends. However, if they choose to do so, it is their personal responsibility to inform a family member/friend of their whereabouts, should they wish to do so.

- c) What is the violence prevention plan? Part of PublicSchool Works bigger picture

Rita to investigate what PublicSchool Works offers and provide a reply at the next meeting.

- d) Where, and how do we report, the admin harassment procedure?

As per [AP 717: Workplace Violence and Harassment](#)

8. Next Meeting – Oct 7th at 3:45pm Location TBD – **Rita** to send invitation

9. Adjournment – at 4:09 pm

Employee Co-Chair

Employer Co-Chair








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Final Audit Report

2025-05-02

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