***SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)*** **SITE HEALTH & SAFETY COMMITTEE MEETING MINUTES**

**SITE:**

|  |  |  |
| --- | --- | --- |
| Date: | Time: | AM/PM |

**PRESENT:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Position | Name | Position |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**REGRETS:**

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*Meeting called to order by*  *at am*/*pm*

**ADOPTION OF THE AGENDA**

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|  |
|  |
|  |

*Adoption of the agenda motioned by:*

*Seconded by:*

*Carried*

**ADOPTION OF THE MINUTES**

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|  |
|  |
|  |

*Adoption of the minutes motioned by:*

*Seconded by:*

*Carried*

**EMERGENCY DRILL PROGRESS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Enter Drill Date | FIRE | FIRE | FIRE | EARTHQUAKE | EARTHQUAKE | LOCKDOWN |
| SEP-DEC |  |  |  |  |  |  |
| JAN-JUN |  |  |  |  |  |  |

**Recommendations for drill improvement:**

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| --- |
|  |

**SITE INSPECTION RESULTS** (location & work order # if required)

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| --- |
| **Schedule** |
| **Date** | **Location** | **Work Order #** |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |
| **Most Recent Inspection Results** |
|  |
|  |
| Action Required |

**INVESTIGATIONS - REVIEW**

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**THREAT AND VIOLENCE REPORTS - REVIEW**

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| --- |
|  |

**TRAINING NEEDS - REVIEW**

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| --- |
|  |

**UNFINISHED BUSINESS**

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| --- |
|  |

**EMPLOYEE CONCERNS**

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| --- |
|  |

**ACTION ITEMS IDENTIFIED**

|  |  |  |
| --- | --- | --- |
| **Item** | **Assigned to** | **Report by** |
|  |  |  |
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|  |  |  |
|  |  |  |

**MEETING ADJOURNED:**

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| --- |
| *Motioned by:*  |

|  |
| --- |
| *Next meeting:* |