

BTPS Joint Health & Safety Committee Agenda

Location: Central Office Boardroom

Attendees: Maegan, Tracy, Kyle, Rod, Joyce, Don, Camille, Curt

Absent: N/A

Review of the previous meeting

- [Link to the previous meeting minutes](#)

New Business

1. **Committee Norms - We need to set our meeting norms. Below are some suggested norms.**
 - a. **Core Principles**
 - **Respectful Conduct:** All members will treat each other respectfully, listen attentively, and avoid interrupting.
 - **Timeliness:** Meetings will start and end on time.
 - **Confidentiality:** Discussions and decisions will be kept confidential, unless otherwise agreed upon.
 - **Consensus-Based Decision Making:** The committee will strive to reach decisions that all members can support. Decisions will be made by the committee as a whole.
 - **Open Communication:** Members are encouraged to share their opinions and ideas, without fear of repercussions.
 - b. **Specific Guidelines**
 - **Digital Etiquette:** Devices should be switched to silent or vibrate during meetings.
 - **Positive Attitude:** Maintain a positive and constructive atmosphere.
 - **Fact-Based Discussions:** Focus on specific situations and avoid generalizations.
 - **Clear Stakeholder Communication:** Ensure that messages are clear, agreed upon, and communicated to the appropriate stakeholders.
 - **Post-Meeting Agreements:** At the end of each meeting, summarize key decisions and agreements.
2. Review our [Terms of Reference](#) - any suggested edits?
3. [CUPE mandate](#) from Letter of Understanding #3 of the current contract.
4. Formal Request to update [401.2AP Bullying/Personal/Sexual Harassment](#). At our latest OHS inspection, this AP was questioned. This is a great time to review it and submit a formal request to Senior Admin for changes if needed.
5. [School Safety Reps](#) - Curt will make sure the current School safety list is up to date. We need to remind these site reps of their [duties/tasks](#).
6. [Hour Zero](#) - Our new School Emergency Response Program - Camille
7. Any current concerns from our sites? - Don

Action Items:

- 1. Suggestion for edits on Terms of Reference - feedback to Curt by October 1, 2024**
- 2. Bring back some definitions of violence -**
 - a. From Alberta Government - Violence, whether at a worksite or work related, is defined as the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm. It can include:
 - physical attack or aggression
 - threatening behavior
 - verbal or written threats
 - domestic violence
 - sexual violence
 - b. From Hour Zero - Violence, harassment, abuse, and discrimination encompass harmful behaviors directed towards individuals or groups. Violence involves physical force causing harm, harassment is unwanted and intimidating behavior, abuse involves mistreatment, and discrimination refers to unjust treatment based on characteristics like race, gender, or ethnicity. Addressing and preventing these issues is essential for fostering safe and inclusive environments.
- 3. Suggestion on edits to 401.2 AP - feedback to Curt by October 1, 2024**

Next Meeting: December 9, 2024, 1:00 - 3:00