



JOINT HEALTH AND SAFETY COMMITTEE (JHSC) MINUTES

October 9, 2018

PRESENT: Tracy Briscoe, Larissa Broadbent, Mark Butt, Kate Dewey, Jennifer Elliott, Mario Emestica, Robert Hollinger, Joe Lamoureux, Cory McKeown, Kelly Martin, Michelle Morris, David Quinlan, Miriam Schembri, Mark Twardowski

ABSENT: Brian Jeffs, Hanne Nielsen

1. Welcome

The agenda was approved with the addition of new items under section 7 – New Business.

Moved by Joe Lamoureux
Seconded by Mario Emestica

The September 2018 minutes were approved as written.

Moved by Cory McKeown
Seconded by Joe Lamoureux

2. Business Arising from the Minutes

a) Electrical Breaker Operation

A resource member reported that training continues into the fall of 2018. A management member reported that a preventative maintenance inspection program for tech shops in secondary schools has commenced and deficiencies are being addressed. Green stickers will be adhered to panels as an indication that no PPE is necessary. A numbered memo will go out to the system with an update to this process. A resource member will provide an update at the next JHSC meeting.

Action: This item will be followed up for the next meeting.

b) Inventory of Kilns

A resource member confirmed that an inventory survey of kilns in secondary schools has been conducted. Results will be shared as they become available.

Action: This item will be removed from the agenda.

c) Violent Incident Reporting

A resource member confirmed that the board has selected a database that meets Ministry criteria and that the database is currently being refined. The new procedure will be rolled out when the database is complete. The resource member will provide a progress update at the next JHSC meeting. A group discussion took place regarding the necessity to have the link easily accessible on the staff website. The resource member will consult with IT and provide feedback at the next JHSC meeting.

Action: This item will be followed up for the next meeting.

d) JHSC Training

A resource member indicated that certification training of new JHSC members will be scheduled once all member names are received. The resource member will investigate whether alternate members will be eligible to complete the training at their own cost.

Action: This item will be followed up for the next meeting.

e) Inspection Checklist (ipads/tablets)

A resource member reported that the ipads/tablets to be used for inspections will be purchased shortly. Training schedule will be developed once the new worksite designated worker names are finalized. The resource member will present an overview of the process/software. Training will be held at the education centre in small groups (the JHSC will be part of this training) A group discussion took place regarding the suggestion of having other inspection reports on the same online reporting system e.g. asbestos, gym inspections, fire alarms, lifts etc.

Action: This item will be followed up for the next meeting.

f) Heat Stress

A management member explained to the committee that there was an unusual series of circumstances that took place at Nantyr Shores SS which led to a perceived delay in having the air conditioning functioning in September 2018. Due to the fact that there was a planned refurbishment of the chiller at Nantyr Shores SS during the summer, the annual service to the chiller was delayed pending the completion of the summer project. Once the service was conducted, an unforeseen problem was discovered which required additional time to correct. A worker member reported that the Provincial Working Group (PWG) is developing guidelines and a resource member commented that SCDSB guidelines are being reviewed and will be dependent on the PWG guidelines. The management member advised the committee that the Building Automation Systems (BAS) supervisor is investigating humidex measurement tools and will report back to the committee as information becomes available.

Action: This item will be followed up for the next meeting.

3. Incident & Concern Reports

a) Aggressive Incidents

Transition checklist. A worker member discussed the challenge of communication and sharing of information with appropriate individuals. The group discussed the difference between data tracking and aggressive incident reporting.

b) Concern Reports

Asbestos logs – how often are they updated? A management member confirmed that the regulations require asbestos logs to be updated periodically. A good practice is to do this annually. The management member advised the committee that an RFP is currently being prepared to update our existing asbestos logs and management system.

Nottawasaga Pines ASD room (new) what is protocol for proper preparation of the physical room? (i.e. PPE) Committee to research.

c) Notice of Occurrences

Nothing to report

4. Inspection Reports

a) Innisdale SS Brake Pads

A worker member requested protocol information when working on asbestos brake pads. A resource member indicated that a Transportation Tech training is occurring and this has been a topic of discussion.

Action: This item will be followed up for the next meeting.

5. Sub-Committee Reports

a) JHSC Terms of Reference

A resource member requested that all bargaining units submit a list of Joint committee members and alternates as well as worksite designated workers asap.

b) Safety Plan Best Practices

A resource member confirmed to the committee that an update will be presented at the November JHSC meeting.

c) Risk Assessment

A resource member reported that efforts are being made to simplify the process and an update will be provided when information becomes available.

6. Ministry of Labour Reports

No new orders

7. New Business

a) Lifts (Toileting)

A worker member reported the need for an assessment to ensure appropriate facilities are provided for students. The suggestion was made to develop a checklist and individual training ahead of school start up. The group agreed to submit a recommendation. The suggestion was also made to invite the Superintendent of special education to the next JHSC meeting.

Action: This item will be followed up for the next meeting.

b) Trip Hazards (extension cords) at Nantyr Shores SS

A worker member raised the concern that too many extension cords are being used. The committee agreed that this concern should be directed to the administration at the school.

Action: This item will be removed from the agenda.

c) Banting MHS

A worker member raised the concern about conflict between students off school property and proper protocol for school staff. The group agreed that a safe schools form should be completed and the administration should be notified.

Action: This item will be removed from the agenda.

8. Correspondence

Nothing to report.

9. Recommendations

Recommendation submitted "Lifts (toileting)".

10. Professional Development

Nothing to report.

11. Adjournment

Meeting adjourned at 12:35 p.m.

Moved by Michelle Morris
Seconded by Mario Emestica

The next meeting will take place Wednesday November 14, 2018 in the Georgian room at the Education Centre.

Prepared by: Carrie Lansing

LIST OF HEALTH AND SAFETY COMMITTEE MEMBERS

<u>WORKER MEMBERS</u>	<u>GROUP</u>	<u>LOCATION</u>
Robert Hollinger	A.E.S.P.	Education Centre
Mario Emestica	C.U.P.E.	Algonquin Ridge E.S.
Joe Lamoureux	O.S.S.T.F.	Student Success
Kelly Martin	O.P.S.E.U.	OPSEU Office
Mark Butt	S.C.E.T.F.	SCETF Office
Tracy Briscoe	D.E.C.E.	Boyne River P.S.
Larissa Broadbent	A.P.S.S.P.	Special Education
Kate Dewey	O.S.S.T.F. (District 17 Simcoe Occasional Teachers Bargaining Unit)	N/A
Miriam Schembri	Simcoe County Elementary Occasional Teachers Federation	N/A
<u>MANAGEMENT MEMBERS</u>	<u>GROUP</u>	<u>LOCATION</u>
Brian Jeffs	Superintendent of Business Services	Education Centre
Cory McKeown	Elementary Principal	Algonquin Ridge E.S.
Mark Twardowski	Manager of Maintenance and Environmental Services	Education Centre
Michelle Morris	Secondary Vice-Principal	Collingwood C.I.
Hanne Nielsen	Superintendent of Education/ Partnerships/Lifelong Learning	Education Centre
<u>RESOURCE</u>	<u>GROUP</u>	<u>LOCATION</u>
David Quinlan	Corporate Risk Officer - Health and Safety	Education Centre