

JOINT HEALTH AND SAFETY COMMITTEE (JHSC) MINUTES

November 14, 2018

PRESENT: Jackie Arnone, Thomas Barnes, Siobhan Campbell, Kate Dewey, Jennifer Klaassen, Mario Emestica, Brian Jeffs, Joe Lamoureux, Cory McKeown, Kelly Martin, Michelle Morris, Hanne Nielsen, Jeanette Parker, David Quinlan, Miriam Schembri, Mark Twardowski

ABSENT: Tracy Briscoe, Larissa Broadbent, Mark Butt, Robert Hollinger

Guest Speaker – Principal, SCDSB provided an update of the Safety Plan Roll-out.

A group discussion took place regarding the procedure for the communication of safety plans. A request was made to have a standardized format. The blue binder format was shared with the JHSC. The Principal requested that any blue binder discrepancies be reported to the Principal asap. A copy of the presentation will be emailed to the JHSC.

1. **Welcome**

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

Moved by Joe Lamoureux
Seconded by Kelly Martin

The October 2018 minutes were approved as written.

Moved by Joe Lamoureux
Seconded by Miriam Schembri

2. **Business Arising from the Minutes**

a) **Electrical Breaker Operation**

A resource member reported that training is complete and a numbered memo has gone out to the system. Arc flash hazard stickers will be adhered to panels in all secondary school tech shops. A management member will report back to the JHSC when this is complete. A worker member asked if kilns at Collingwood C.I., Nantyr Shores S.S., and Georgian Bay District S.S. fall under the parameters of arc flash. The management member will investigate and report back to the JHSC.

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

b) Online Incident Reporting

A resource member shared a power point presentation that was presented at the October 2018 Principals meeting. Launch of this online incident reporting tool is to be determined. In the meantime, the current form is being used. The resource member will email the presentation to the JHSC. A worker member asked for a summary report of violent incident reporting data. The group discussed how this data will be available/generated in the new system. The resource member will investigate and report back to the JHSC.

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

c) JHSC training

A resource member confirmed that certification of the central committee (not including alternates) will be scheduled. The group agreed that alternates will receive all JHSC correspondence. A request was made to allow alternates to take the training if their bargaining unit provided funding. The resource member will investigate and report back to the JHSC.

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

d) Inspection Checklist (ipads/tablets)

A resource member requested a list of Worksite Designated Workers be provided asap. Training will be scheduled once the list is received. Goal for launch date is tentatively February 2019.

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

e) Heat Stress

A management member reported that humidity sensor technology exists on four schools so far and can be installed on others as directed. The group agreed that all schools should have this technology however it was pointed out by a management member that this is currently unfunded. The management member will look into costing.

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

3. **Incident & Concern Reports**

a) Aggressive Incidents

As discussed in item 2(b)

b) Concern Reports

Dust/noise and security concerns at Eastview S.S. A worker member requested an update of timeline for completion of the renovation. A management member will investigate and report back.

Georgian Bay District S.S. completion timeline. A worker member requested an indication of timeline for completion of the new building. The worker expressed concern about the logistics (including responsibility of moving equipment etc.) of moving from the old building to the new building. A management member will investigate and report back.

c) Notice of Occurrences

Nothing to report

4. Inspection Reports

a) Clearview Meadows E.S.

A worker member brought forth the concern that the stairs across from the main entrance are unsafe and requested that a railing be installed. An APM A5200 has reportedly been submitted. A management member will investigate and report back.

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

b) Collingwood C.I.

A worker member brought forth the concern about the lack of snow removal surrounding the area at the back of the school where the portables are. A management member will follow up and report back.

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

c) Boyne River P.S.

A worker member brought forth the concern that the main door doesn't lock from the inside. A management member will follow up and report back.

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 worksite designated workers asap.

b) Safety Plan Best Practices

Update was presented at the beginning of the meeting.

c) Risk Assessment

Update was included at the presentation at the beginning of the meeting.

6. Ministry of Labour Reports

No new orders

7. New Business

a) Critical Injury

A resource member clarified that it is board practice that the Ministry of Labour is notified when there is a critical injury due to accident, based on the Ministry of Labour criteria. A group discussion took place regarding what constitutes a critical injury.

Action: This item will be removed from the agenda.

b) Footwear during inspections

A resource member will consult the Health and Safety Act whether steel toe footwear is required during inspections and report back.

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

c) eLearning sites

A management member clarified that there is a procedure that is followed by the office of each eLearning site when students who “drop by” who are not enrolled and who may present a safety concern. A TEAM DRIVE has been created and shared with all eLearning teachers. There is folder in the TEAM DRIVE with all eLearning student info, extracted from PowerSchool, relevant to supporting both their own students and those who may access the eHub. The data includes parent/emergency names and phone numbers, as well as medical, and the counsellor for the student within SASS (or Cross Enrollment) eLearning teachers provided input to the development of the plan/protocol. Going forward the data will be updated biweekly.

Action: This item will be removed from the agenda.

d) First Aid Training

A worker member requested clarification of what first aid obligations are. A resource member reported that schools are offered voluntary training at night (at no cost). The resource member can check training records as required. A worker member requested the resource member to provide a list of names who are trained and what their location is. The resource member will follow up and report back.

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

e) WHMIS 2015

A resource member provided an update to the JHSC regarding the new requirements. A memo will be going out to the system regarding this updated on-line training.

Action: This item will be removed from the agenda.

f) Lockdown

A worker member requested clarification of procedure for child care centres (including before and after care) during lockdown. A management member will follow up with the child care coordinator regarding their safety procedures and report back.

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

g) Personal Protective Equipment (PPE)

A worker member requested clarification of protocol and the messaging behind the use of PPE in situations where there is potential for violent behavior and how it is delivered. The worker member will forward details in question to a management member and the management member will follow up.

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

h) Elementary Tech Education Program

A worker member requested a description of the program. A resource member reported that the program started 2 years ago. There is a board certification program in place for teachers who wish to participate. This internal certification program is in conjunction with secondary tech teachers. The proper equipment and safety materials are provided and reviewed as part of the program.

Action: This item will be removed from the agenda.

8. Correspondence

Nothing to report.

9. Recommendations

Recommendation 2018-19-01 Lifts and Toileting was discussed. A worker member advised that the response is not acceptable as there are concerns outstanding. A resource member will consult with the Special Education dept.

10. Professional Development

A resource member invited the JHSC to submit interest by email for the Partners in Prevention Conference in May 2019.

11. Adjournment

Meeting adjourned at 1:15 p.m.

Moved by Mario Emestica
Seconded by Siobhan Campbell

The next meeting will take place Thursday January 10, 2019 in the Kempenfelt 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 Ernestica	C.U.P.E.	Algonquin Ridge E.S.
Joe Lamoureux	O.S.S.T.F.	Simcoe Shores S.S.
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
Jeanette Parker	Instructor Bargaining Unit (OSSTF District 17)	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