



JOINT HEALTH AND SAFETY COMMITTEE (JHSC) MINUTES

May 9, 2018

PRESENT: Jackie Arnone (alternate for Tracy Briscoe), Siobhan Campbell, Kate Dewey, Jennifer Elliott, Mario Ernestica, Robert Hollinger, Brian Jeffs, Joe Lamoureux, Cory McKeown, David Quinlan, Mike Shillolo, Garry Wiggins

ABSENT: Tracy Briscoe, Mark Butt, Kelly Martin, Anne Miller, Michelle Morris, Hanne Nielsen, Mark Twardowski

1. Welcome

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

Moved by Siobhan Campbell
Seconded by Mike Shillolo

The April 2018 minutes were approved as written.

Moved by Siobhan Campbell
Seconded by Mario Ernestica

Guest – Superintendent of Education Area 3B to discuss “Policy 4220 – Supporting Students with Prevalent Medical Conditions in Schools”.

The draft policy was distributed and discussed. Feed back was invited by Friday May 18, 2018.

2. Business Arising from the Minutes

a) Notification of Lockdown

A management member reported that a pilot to utilize the Building Automation System (BAS) to disable the machinery in tech rooms in order for lockdown notification to be heard was conducted at Collingwood C.I. over the March break with good results. The management member will confirm whether a drill was conducted, and that staff was informed on the use of the manual switch. If satisfactory, the manual switch will be installed at all SCDSB secondary schools.

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

b) Electrical Breaker Operation

A resource member reported that sample personal protective equipment (PPE) has been received and is being reviewed by operations staff. Training will proceed once equipment is ordered and received.

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

c) Inventory of Kilns

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

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

d) Violent Incident Form Data

A management member reported that converting to a new database is being looked into and that vendors have been identified. Ministry of Education requirements take effect at the end of September 2018. A worker member responded that it is hoped that the current sections of the form that are working now will be retained.

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

e) Heat Stress

A resource member distributed a memo dated April 17, 2018 from the Ministry of Labour / Ministry of Education indicating guidelines for heat stress under the Occupational Health and Safety Act (OHSA). A resource member is in the process of surveying other school boards and will draft a procedure that is in line with the Ministry memo. The draft procedure will be distributed to the JHSC when it is complete. In the meantime, two documents are in place and can be found on the staff website: 1) APM A7030 Emergency Preparedness and Procedures and 2) Operations Procedures Manual – General Information 01-25 Extreme Heat Conditions and Prevention of Heat Stress.

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

3. Incident & Concern Reports

a) Aggressive Incidents

A group discussion took place regarding how to manage incident reports as a committee. A management member reported that reports will be available under the new system. A group discussion took place about how student transitions are carried out. The item “Student Transitions” will be added to Section 2. of the June 2018 agenda and a resource member will investigate current procedure.

b) Concern Reports

Nothing to report

c) Notice of Occurrences

Nothing to report

4. Inspection Reports

a) Asbestos

A management member reported that it is a contractual obligation that contractors check asbestos logs. A worker member reported that, from an IT perspective, contractors are required to be trained to be aware of asbestos logs. The management member concluded that it is the joint responsibility of the school to produce updated logs and the responsibility of the contractor to check them. A resource member is working with Facility Services to ensure all contractors are in compliance. The management member reported that the August 2018 Directors meeting with principals will have a health and safety focus.

Action: This item will be removed from the agenda.

b) Administrator Access to Schools

A resource member clarified that inspectors only have to inspect areas where work is being carried out (ie; custodians) Further information on key control/management may be found in APM A1065 School Security

Action: This item will be removed from the agenda.

c) Central North Correction Centre (CNCC) and Sub-lets

A management member confirmed that the CNCC has its own JHSC. Staff should address concerns to their specific supervisor.

Action: This item will be removed from the agenda.

5. Sub-Committee Reports

a) JHSC Terms of Reference

A resource member distributed the draft updated documents for discussion and feedback within one week. The group discussed the logistics of the new terms. A management member advised the group that the new terms will phase in over the fall of 2018 and that training will be scheduled to take place in the fall 2018.

b) Safety Plan Best Practices

A resource member will follow up with the Special Education dept. for an update on APM A1435.

c) Risk Assessment

Results are posted for the committee members to review on the JHSC links on the staff website.

6. Ministry of Labour Reports

A group discussion took place regarding the board process for harassment and the role that the JHSC plays in the process.

7. New Business

a) JHSC Training

The group discussed next steps for training certification, and it was agreed that it is best to wait until the new JHSC committee is formed.

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

b) Inspection Checklist - ipads

A management member confirmed that new cloud based on line inspections using ipads will be phased in.

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

c) Online Threat Protocol / Active Aggressors

A worker member suggested that a review and revision of procedure related to lockdown and threats is necessary. This may include are procedures current, include staff notification as well as appropriate training. The suggestions was made to form a sub-committee to review and survey other boards.

A worker member distributed a document for discussion "Safe Behaviour Analytics Certification Program."

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

8. Correspondence

A resource member advised that a type 3 asbestos abatement is scheduled to take place at Elmvale DHS. The resource member made a request for worker members from the JHSC who may be able to attend final air clearance sampling (during the summer of 2018). A management member confirmed that facility services will be meeting with the school staff prior to the abatement work.

9. Recommendations

Nothing to report.

10. Professional Development

A worker member attended the Partners in Prevention conference and will share information with the JHSC.

11. Adjournment

Meeting adjourned at 12:20 p.m.

Moved by Siobhan Campbell
Seconded by Joe Lamoureux

***The next meeting will take place Wednesday June 13, 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
Jennifer Elliott	S.C.E.T.F.	Nottawasaga/Creemore P.S.
Kelly Martin	O.P.S.E.U.	OPSEU Office
Mark Butt	S.C.E.T.F.	SCETF Office
Garry Wiggins	C.U.P.E.	Tecumseth North Maintenance Centre
Tracy Briscoe	D.E.C.E.	Boyne River P.S.
Anne Miller	A.P.S.S.P.	Special Education
Siobhan Campbell	O.P.S.E.U.	Huron Park P.S.
<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
<u>OBSERVERS</u>	<u>GROUP</u>	<u>LOCATION</u>
Kate Dewey	O.S.S.T.F. (District 17 Simcoe Occasional Teachers Bargaining Unit)	N/A
Mike Shillolo	Simcoe County Elementary Occasional Teachers Federation	N/A