

JOINT HEALTH AND SAFETY COMMITTEE (JHSC) MINUTES

April 11, 2018

PRESENT: Tracy Briscoe, Siobhan Campbell, Jennifer Elliott, Mario Ernestica, Robert Hollinger, Joe Lamoureux, Kelly Martin, Cory McKeown, Michelle Morris, Deanna Nelson (alternate for Kate Dewey), Hanne Nielsen, David Quinlan, Mike Shillolo, Mark Twardowski, Garry Wiggins

ABSENT: Mark Butt, Kate Dewey, Brian Jeffs, Anne Miller

1. Welcome

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

Moved by Siobhan Campbell
Seconded by Robert Hollinger

The March 2018 minutes were approved as written.

Moved by Michelle Morris
Seconded by Mario Ernestica

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 training will be completed for various Operations staff once personal protective equipment (PPE) is received. The resource member also confirmed that all panels will have identification stickers. A management member reported that Facility Services is currently obtaining quotes for regular preventative maintenance (PM) for selected tech shop breaker panels only, which would allow tech teachers to operate electrical breakers in these panels without PPE.

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

c) Inventory of Kilns

A resource member will be sending an inventory survey to secondary schools. Results will be shared as they become available.

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

d) ETFO Workplace Violence Survey

A group discussion took place with a view to conforming to the Provincial Working Group information.

Action: This item will be removed from the agenda.

e) Health and Safety Forms

A worker member will share their bargaining unit model for location of Health and Safety forms on the SCDSB website.

Action: This item will be removed from the agenda.

f) Violent Incident Form Data

A management member will report back as information becomes available.

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

3. Incident & Concern Reports

a) Aggressive Incidents

A worker member suggested that, as a result of an increase in the level of violent behavior, including threats, a formal process of sharing information be developed. A resource member will investigate. A group discussion took place about the reporting mechanism and the logistics of timely communicating information to improve awareness of such incidents.

A resource member has received reports from concerned staff that confidential information is on the forms. As a result, some access has been restricted.

b) Concern Reports

A worker member received a report that a teacher's name was revealed to the family of a student that the teacher reported to the Children's Aid. A group discussion took place with respect to confidentiality standards and reporting protocol.

c) Notice of Occurrences

Nothing to report

4. Inspection Reports

a) Asbestos

A worker member requested clarification of protocol when alterations are taking place in SCDSB facilities where asbestos might be present. A management member responded that asbestos logs are available to administrators and chief/group leader custodians on the staff website and that alterations are carried out according to regulations. Further, if there are any concerns, they should be reported to Facility Services. A resource member also reported that asbestos awareness is shared with administration (including links) so action can be taken asap if there are any concerns. A worker member suggested that the links are not always operational. The resource member will investigate.

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

b) Administrator Access to Schools

A worker member reported the concern that administrators don't always have access to all rooms in their school. A management member stated that access may be provided through custodians, however, they may not always be immediately available. The management member went on to say that the rooms that are "closed" or not accessible, may be that way for a variety of reasons. A management member requested details of the types of rooms that were observed to be closed. The worker member replied, "storage rooms, facility services rooms and portables". The management member will investigate.

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

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

A worker member requested clarification of a JHSC inspector's role at these sites. A resource member informed that any space that the SCDSB sub-lets (i.e. Learning Centres, Alternative Schools) need to be inspected. The CNCC is not a sub-let, therefore, concerns from SCDSB staff should be reported to their supervisor. The supervisor can then discuss any issues with management of the CNCC. A management member will follow-up with the process and report back to the JHSC. A resource member will follow-up with the arrangement at the New Path location in Cookstown and report back to the JHSC.

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

5. Sub-Committee Reports

a) JHSC Terms of Reference

A resource member distributed two draft letters regarding the selection of Joint Committee members and Worksite Designated Workers as related to the new draft terms of reference and structure for review and feedback.

A resource member will send the document to the JHSC electronically and invited feedback by April 16, 2018.

A worker member requested that the OSSTF Instructors Bargaining Unit be added.

A resource member advised that training for Worksite Designated Workers will be “in-house” and is currently being developed.

b) Safety Plan Best Practices

A meeting was held by the sub-committee on April 6, 2018. APM A1435 was revised and suggestions were made. A resource member will forward the draft to the sub-committee. A worker member shared the transition planning checklist with the JHSC and a discussion took place. The Director of Education will be signing off on all transitions on a temporary basis.

c) Risk Assessment

A resource member reported that the majority of feedback has been received and that a folder will be set up in order to share information with the JHSC. Moving forward, the sub-committee will review results and make recommendations. The sub-committee will meet after the formal JHSC meeting on May 9, 2018.

6. Ministry of Labour Reports

The following Ministry of Labour reports were reviewed and discussed:

Eastview SS March 19, 2018 OHS Case ID # 03236MDRQ778

Eastview SS March 20, 2018 OHS Case ID # 03236MDRQ778

Barrie North CI March 21, 2018 OHS Case ID # 04386MGBS766

Learning Centres March 22, 2018 OHS Case ID # 03236MFLR838

7. New Business

a) Heat Stress

A worker member distributed a handout “Humidex Based Heat Response Plan” for discussion. The worker member requested a more “formal” response to the subject of heat stress. A resource member indicated there is no formal procedure related to heat stress, however, Operations staff have received awareness training and direction. Other factors such as tasks being performed and site specific information need to be considered. To be investigated further and will be reported back at a future meeting.

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

8. **Correspondence**

Nothing to report.

9. **Recommendations**

Nothing to report.

10. **Professional Development**

A resource member advised the JHSC that training is deferred until the new structure is in place.

11. **Adjournment**

Meeting adjourned at 1:00pm.

Moved by Mario Ernestica
Seconded by Joe Lamoureux

The next meeting will take place Wednesday May 9, 2018 in the Couchiching 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.	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