



JOINT HEALTH AND SAFETY COMMITTEE (JHSC) MINUTES

March 7, 2018

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

ABSENT: Tracy Briscoe, Mark Butt, Kelly Martin, Anne Miller, Garry Wiggins

1. Welcome

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

Moved by Michelle Morris
Seconded by Siobhan Campbell

The February 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 the Building Automation System (BAS) can be utilized to disable the machinery in tech rooms by interlocking a manual switch to be installed at the main office P.A. panel so that notifications can be heard. The management member confirmed that a pilot will be conducted at Collingwood C.I. over the March break and will provide an update at the April meeting.

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

b) Electrical Breaker Operation

A resource member reported that the procedure is being modified so that power can be shut down using the emergency shut off then the breaker locked out. Training is pending for various Operations staff. The resource member will report back to the committee when the procedure has been modified.

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

3. Incident & Concern Reports

a) Aggressive Incidents

Nothing to report.

b) Concern Reports

Nothing to report

c) Notice of Occurrences

Nothing to report

4. Inspection Reports

a) Orillia Secondary School

A resource member reported that Facility Services indicated that the kiln located at Orillia Secondary School is directly vented and the room also has exhaust ventilation. The resource member will conduct an inventory of kilns in the SCDSB.

Action: This item will be removed from the agenda.

5. Sub-Committee Reports

a) JHSC Terms of Reference

A resource member will email the bargaining units with an indication of next steps for training of inspections.

b) Safety Plan Best Practices

A meeting is scheduled for Friday March 9, 2018 to discuss APM 1435 and the sharing of plans with the JHSC.

c) Risk Assessment

A resource member reported that in order to comply with a Ministry of Labour order, Workplace Violence Risk Assessments are required to be completed for all facilities. An email was distributed to administrators requesting risk assessments be by the end of March 2018. Once the assessments are received they will be provided to the committee for review.

6. Ministry of Labour Reports

The following Ministry of Labour reports were reviewed and discussed:

Innisdale SS February 15, 2018 OHS Case ID # 03236MCZR746

Eastview SS February 22, 2018 OHS Case ID # 03236MDRQ778

Education Centre February 26, 2018 OHS Case ID # 02757MDWQ608

Education Centre February 27, 2018 OHS Case ID # 03236MDSR790

7. New Business

a) Elementary Teachers Federation of Ontario (ETFO) Workplace Violence Survey

An observer member provided an overview of results from the October 2017 survey and the group summarized steps to improvement due to the fact that there is an increase in workplace violence.

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

b) Health and Safety Forms

A worker member reported the challenge of locating forms on the SCDSB staff website. A management member advised that the staff website is currently being revamped, but will investigate having the forms relocated for better ease of use.

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

c) Violent Incident Form Data

A worker member suggested that it would be useful for the JHSC members to receive monthly reports in order to track data. A group discussion took place regarding the process for reporting in order to produce the most accurate data.

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

d) Workplace Violence Document

An observer member requested clarification of terminology used to best convey message.

Action: This item will be removed from the agenda.

e) Notice of Occurrence

An observer member suggested it would be helpful to revise the notification email to indicate category of employee, and whether the employee is on the occasional or permanent panel. A resource member will investigate.

Action: This item will be removed from the agenda.

f) Training of JHSC Inspectors

A resource member will investigate certification training parts 1 and 2 and report back to the JHSC.

Action: This item will be removed from the agenda.

8. Correspondence

Nothing to report.

9. Recommendations

Nothing to report.

10. Professional Development

A worker member suggested that the JHSC would benefit by having more guest speakers attend the meeting – for example: police, fire, health unit. A worker member will provide a resource member with P.D. information that the OSSTF is currently providing to their members.

A worker member suggested exits in SCDSB buildings be clearly labelled with instructions and arrows. A resource member will review fire safety plan procedure.

Partners in Prevention Conference May 2018 – A resource member will send links to attendees.

11. Adjournment

Meeting adjourned at 11:45am.

Moved by Joe Lamoureux
Seconded by Siobhan Campbell

The next meeting will take place Wednesday April 11, 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 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.
<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