



JOINT HEALTH AND SAFETY COMMITTEE (JHSC) MINUTES

February 14, 2018

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

ABSENT: Tracy Briscoe, Mark Butt, Kelly Martin, 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 Mario Emestica

The January 2018 minutes were approved as written.

Moved by Joe Lamoureux
Seconded by Mario Emestica

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. A pilot will be conducted at Collingwood C.I. in March.

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

b) Sharing Safety Plans

Covered under 5. (b)

Action: This item will be removed from the agenda.

c) Safety Villages

A resource member reported that the organization will be reviewing the electrical side of their presentation and ensure that it is CSA approved and in good condition. Inspectors were reminded to advise the resource member if there are any further issues.

Action: This item will be removed from the agenda.

d) Annual Policy Review

A resource member reported that the annual review memorandum of the three policies - Policy 3031 Workplace Harassment, Policy 3045 Workplace Violence, and Policy 3140 Health and Safety have gone out to the system via numbered memorandum.

Action: This item will be removed from the agenda.

e) Electrical Breaker Operation

A management member advised the committee that options are currently being reviewed to determine the most effective way to manage breaker use in technology shops and that a revised procedure is currently in draft form.

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

f) Winter Slip and Fall Prevention

Several Ministry of Labour reports were distributed for discussion. A resource member reported that administrators have been updated with various information including a winter safety reminder bulletin, winter maintenance FAQ, access to sanding and salting logs, awareness posters and videos have also been provided. In addition, anti-slip footwear has been added to the Purchasing Catalogue on the staff website.

Action: This item will be removed from the agenda.

g) Light tables

The committee discussed the fact that home-made light tables are not acceptable. A worker member shared a page on the tender catalog on the staff website that indicates which light tables are approved. Inspectors are reminded to report any issues.

Action: This item will be removed from the agenda.

3. Incident & Concern Reports

a) Aggressive Incidents

A worker member requested clarification from the group regarding what constitutes “medical attention” as well as when aggressive incident forms or violent incident forms are completed and who completes the violent incident form. A resource member will share a guideline document known as a “placemat” which summarizes the various forms with the committee for discussion at the next meeting.

b) Concern Reports

A worker member raised the concern about an incident at an SCDSB secondary school where six members completed a “right to refuse” document where reportedly no action was taken by administration. A resource member will follow up to ensure the procedure is followed.

A worker member raised the concern about an incident at an SCDSB secondary school where an air quality concern report was completed and there was reportedly no response from administration. The proper process was discussed as well as suggestions for improving the process for a more timely response. The importance of communication was also discussed. A management member suggested that air quality concern reports go directly to the health and safety department as well as the operations department.

c) Notice of Occurrences

Nothing to report

4. Inspection Reports

a) Barrie North CI ASD classroom

A worker member reported that the issues are resolved.

Action: This item will be removed from the agenda.

b) Air Quality

A worker member reported that the issue was resolved.

Action: This item will be removed from the agenda.

c) Boyne River

A management member will follow up regarding the installation of blinds.

Action: This item will be removed from the agenda.

d) Confined Spaces

A resource member reported that the current procedure will be reviewed and revised as necessary and will report back to the committee when the procedure has been finalized.

Action: This item will be removed from the agenda.

e) Orillia S.S.

A resource member will investigate whether the kiln requires a canopy, whether corrosive heating chemicals should be stored in a cabinet, and what the “gasoline effect” is on some of the interior windows.

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

f) Home-made lap top carts

A worker member brought forward a concern about whether they are acceptable. They are described as makeshift AV carts with attached power bars. The worker member will forward photos to the resource member for review and follow up. A reminder was issued that it is board policy that “daisy chaining” is not acceptable.

Action: This item will be removed from the agenda.

5. **Sub-Committee Reports**

a) JHSC Terms of Reference

A resource member distributed a letter from the Ministry of Labour indicating the revised committee structure has been approved.

b) Safety Plan Best Practices

A resource member distributed the revised APM A1435. The committee reported concerns with some of the wording. The committee discussed the proper balance of sharing safety plans while maintaining confidentiality. The management and resource member suggested the sub-committee re-convene asap in order to review the changes to APM A1435 as well as to review recommendation 2017 – 2018-01. The rest of the committee was invited to submit comments to the sub-committee.

c) Risk Assessment

A resource member shared the updated document and requested that the sub-committee re-convene asap to finalize.

6. **Ministry of Labour Reports**

A group discussion took place with respect to how Ministry visits are conducted as well as protocol for having a JHSC member present at each visit. The following Ministry of Labour reports were reviewed and discussed:

Marchmont PS January 11, 2018 OHS Case ID # 02635MBNN320

Twin Lakes SS January 11, 2018 OHS Case ID # 02635MBNM318

Lions Oval PS January 25, 2018 OHS Case ID # 02635MCHP377

Couchiching Heights PS January 25, 2018 OHS Case ID # 02635MCHQ379

Orchard Park PS February 1, 2018 OHS Case ID # 02635MCQN429

Uptergrove PS February 6, 2018 OHS Case ID # 02635MCWM444

Innisdale SS February 8, 2018 OHS Case ID # 03236MCZR746

SCDSB Transitional Learning Centre February 8, 2018 OHS Case ID # 03236MCZS749

7. **New Business**

a) **Smoke Detectors in Portables**

A worker member requested clarification regarding smoke detectors in portables. A management member reported that they are not a requirement according to code. The management member explained that pull stations and horns are present in portables which is in compliance with code.

Action: This item will be removed from the agenda.

b) **Vinyl Asbestos Tiles (VATs)**

A worker member questioned whether the asbestos in VATs can be disturbed by furniture friction. A management member advised that VATs are non-friable materials. As such, they would not be expected to readily release fibres and present a danger of asbestos exposure.

Action: This item will be removed from the agenda.

c) **Gym Inspections**

A worker member questioned what the frequency is for gym inspections. A management member confirmed they are completed annually. The worker member will provide the name of a school that has an outdated tag on its gym equipment to the management member for follow up.

Action : This item will be removed from the agenda.

d) **Art Safety**

An observer member requested a review of where the document can be found on the staff website. A resource member will assist in the search.

Action: This item will be removed from the agenda.

e) **Electronic Exterior Signs**

A worker member reported that some neighbours in areas where the signs are located are concerned that the new signs are extremely bright. A management member confirmed that the signs are programmable and school administrators have the ability to program the signs to be turned off at night.

Action: This item will be removed from the agenda.

f) **Scheduling Inspections**

A worker member requested direction as to whether administrator's accompaniment during inspections is necessary or expected. The group discussed the best approach including role to improve safety awareness, the internal responsibility system as well as the need to allow staff time to express concerns to the JHSC inspectors.

Action: This item will be removed from the agenda.

8. **Correspondence**

Nothing to report.

9. **Recommendations**

Nothing to report.

10. **Professional Development**

A resource member will provide details of the May 1 – 2, 2018 Partners in Prevention conference to the committee members who have been selected to attend.

11. **Adjournment**

Meeting adjourned at 1:00pm.

Moved by Joe Lamoureux
Seconded by Jen Elliot

The next meeting will take place Wednesday March 7, 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 Miller	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 Shililo	Simcoe County Elementary Occasional Teachers Federation	N/A