



JOINT HEALTH AND SAFETY COMMITTEE (JHSC) MINUTES

January 10, 2018

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

ABSENT: Tracy Briscoe, Mark Butt, Brian Jeffs, Anne Miller

1. Welcome

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

Moved by Joe Lamoureux
Seconded by Siobhan Campbell

The November 2017 minutes were approved as written. (The December 2017 meeting was cancelled due to inclement weather).

Moved by Joe Lamoureux
Seconded by Siobhan Campbell

2. Business Arising from the Minutes

a) Provincial Health and Safety Working Group

A resource member informed the committee that a meeting with the Ministry of Labour took place December 15, 2017. The Ministry issued orders to develop compliance plan related to Health and Safety awareness and workplace violence training. The Ministry also stated at the meeting that the JHSC Multi-Site Terms of Reference will be processed for approval. A worker member attended the recent Provincial Health and Safety Committee meeting and described a “roadmap” that is being developed to improve the reporting of workplace violence. A draft best practice document is ready for review and the worker member will share the document with the committee.

Action: This item will be removed from the agenda.

b) Notification of Lockdown

A management member reported that the Building Automation System (BAS) is capable of being programmed to shut off power to tech equipment during lockdown. The group agreed that a pilot would be conducted at Collingwood Collegiate Institute. Protocol for the announcement of lockdown was also discussed. (ie. Is the announcement made via pre-recorded message at the main

PA console, or by other methods). A resource member will investigate current procedure (including outdoor speaker protocol) and report back to the committee.

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

c) Sharing Safety Plans

The Safety Plan Best Practices sub-committee met December 8, 2017. A resource member met with the Special Education department in order to revise APM A1435. The resource member will share the draft revision when it is complete. A group discussion took place regarding the method in which safety plans are shared as well as the role of the JHSC as it relates to safety plans. The committee agreed that a written recommendation is necessary and will be submitted.

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

d) Outdoor Speakers

This item will become part of the 2. (b) Notification of Lockdown.

e) Safety Villages

Clarification was made to the committee that Safety Villages are presentations that are provided to schools in the Orillia area by an independent organization. A resource member discussed with a representative of the organization concerns regarding tripping hazards. The individual indicated this was being addressed. The resource member will discuss with the organization electrical concerns that have been brought forth.

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

f) Emergency Folders

A group discussion took place regarding the importance of consistency of emergency folders between schools. A reminder was issued during inspections to identify any emergency folders are that not updated or visible.

Action: This item will be removed from the agenda.

g) Disposable Diaper Procedure

A resource member confirmed that feedback was received from the committee and changes have been made. The new document will be submitted to Administrative Council for review.

Action: This item will be removed from the agenda.

h) Laptop Cart Procedure

A worker member clarified that laptop carts should not be plugged in while in use. A resource member reminded the committee that safety procedures can be found on the Health and Safety page of the staff website. Inspectors were reminded to check labels providing proper instructions when conducting inspections. The

suggestion was made that procedure be reviewed at staff meetings annually. A resource member indicated labels for the carts are available from Corporate Risk – Health and Safety.

Action: This item will be removed from the agenda.

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) Barrie North CI ASD classroom

To be followed up at the February 2018 JHSC meeting

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

b) Air Quality

Eastview SS situation has been resolved. A resource member will follow up with outstanding issue at Bradford DHS.

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

c) Boyne River

To be followed up at the February 2018 JHSC meeting

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

d) Curtains on Cupboards

The issue has been resolved.

Action: This item will be removed from the agenda.

e) Sound Speakers

The issue has been resolved.

Action: This item will be removed from the agenda.

f) Confined spaces

A resource member and a management member will review procedure for new buildings and report back to the committee.

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

g) Ardrea Maintenance Shop

The issue has been resolved

Action: This item will be removed from the agenda.

h) Orillia Secondary School

A worker member questioned if the kiln requires a canopy. A worker member questioned if corrosive heating chemicals should be stored in a cabinet. A worker member questioned why some of the sidelights have a "gasoline effect". The worker member will provide room # details to a resource member who will investigate and report back to the committee.

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

5. Sub-Committee Reports

a) JHSC Terms of Reference

A resource member reported to the committee that the Ministry of Labour has indicated they will be processing the Multi-Site Terms of Reference for approval. The resource member will keep the committee informed of developments.

b) Safety Plan Best Practices

A report of Best Practices presently in place. The goal is to maintain consistency between all schools.

c) Risk Assessment

A resource member will send updated form and procedure to the committee.

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:

Eastview SS November 9, 2017 OHS Case ID # 03236LTRP467

Harriett Todd PS November 10, 2017 OHS Case ID # 02635LTSR122

SCDSB office November 14, 2017 OHS Case ID # 03236LTXP480

Bradford DHS December 5, 2017 OHS Case ID # 04227LVZS661
SCDSB office December 12, 2017 OHS Case ID # 02635LWJP207
SCDSB office December 15, 2017 OHS Case ID # 03236LWMR562
Regent Park PS December 21, 2017 OHS Case ID # 02635LWTN231
Orillia SS December 21, 2017 OHS Case ID # 02635LWTL229

7. **New Business**

a) Annual Policy Review

A resource member distributed Policy 3031 Workplace Harassment, Policy 3045 Workplace Violence, and Policy 3140 Health and Safety to the committee for review and requested feedback by January 17, 2018.

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

b) Electrical Breaker Operation

A resource member distributed Health and Safety Procedure HS 05-07 Electrical Safety - General and HS 05-08 Hazardous Energy Control – Lockout and Isolation to the committee for review and requested feedback by January 19, 2018.

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

c) Winter Slip & Fall Prevention and Snow Removal

A worker member reported snow removal concerns at Baxter PS. A resource member indicated he would follow up with the Operations Supervisors. The resource member informed the committee that winter safety awareness information has been distributed to the system including posters and videos. The purchasing department is currently sourcing non-slip footwear to add to the supply catalogue. The group discussed the division of responsibility between the operations department and snow removal contractors for snow clearing

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

d) Light Tables

The group discussed the recent use of light tables in elementary classrooms. A resource member reminded the committee of the CSA approved requirement for all electrical equipment. The resource member will investigate further and report back to the committee.

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

e) Harassment

An observer member requested clarification of protocol for proper reporting of harassment. The committee advised that the direct supervisor is to be notified in accordance with harassment policy and objectionable behavior procedure.

Action: This item will be removed from the agenda.

f) Arts protocol

Numbered memorandum 2016-2017:209 Arts Safety Procedure was posted May 17, 2017.

Action: This item will be removed from the agenda.

g) Scent and Chemical Awareness

A resource member will send out a reminder of the SCDSB policy regarding scent awareness which also applies to the use of glue/paint etc.

Action: This item will be removed from the agenda.

8. Correspondence

A resource member informed the committee that a Health and Safety video channel is now in place. An instruction page was distributed.

9. Recommendations

Safety Plan Sharing recommendation was drawn up and submitted. Recommendation 2017-2018-01.

10. Professional Development

A resource member will provide details of the upcoming Partners in Prevention conference.

11. Adjournment

Meeting adjourned at 1:30pm.

Moved by Joe Lamoureux
Seconded by Jen Elliot

The next meeting will take place Wednesday February 14, 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
Michelle Lemieux	C.U.P.E.	Elmvale D.H.S.
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