

**JOINT HEALTH AND SAFETY COMMITTEE (JHSC)
MINUTES**

November 8, 2017

PRESENT: Tracy Briscoe, Siobhan Campbell, Kate Dewey, Jennifer Elliott, Mario Emestica, Robert Hollinger, Brian Jeffs, Joe Lamoureux, Michelle Lemieux, Cory McKeown, Michelle Morris, David Quinlan, Mike Shililo, Mark Twardowski

ABSENT: Mark Butt, Jennifer Childs, Kelly Martin

1. Welcome

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

Moved by Michelle Lemieux
Seconded by Brian Jeffs

The October 2017 minutes were approved as written.

Moved by Tracy Briscoe
Seconded by Joe Lamoureux

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 will be scheduled shortly. The Ministry of Labour will be sending a letter to the director as well as gathering specific information. The JHSC will establish a worker representative that will participate in the meeting.

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

b) Notification of lockdown

A group discussion took place regarding the need for consistency and clarification of procedure for staff and students who are outside when a lockdown takes place, who should have the authority to call a lockdown, and whether outside speakers should be utilized. The committee reviewed the Lockdown Hold and Secure on the staff website under Safe and Accepting Schools – where it is indicated that any staff can send notification of lockdown, however, all staff should be training accordingly. The question was raised if the Building Automation Systems (BAS) system can be programmed to include lockdown notification. A management member will survey other boards for strategies.

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

c) Sharing Safety Plans

The next Safety Plan Best Practices sub-committee will be meeting November 23, 2017 and will provide feedback at the next JHSC meeting. A resource member directed the committee to review APM A4071 and A7100 and the definition of who can be identified in aggressive/violent incident reports.

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

3. **Incident & Concern Reports**

a) Aggressive Incidents

The group discussed a knife incident at Eastview SS which has resulted in an ongoing police investigation. The committee agreed that the board needs to work collaboratively with school staff for recommendations to reduce incidents. A management member suggested a sub-committee is necessary. Once a better understanding of the Provincial initiative is clear, the SCDSB will move forward to develop a meaningful solution. A resource member clarified the definition of workplace violence as opposed to the definition of aggressive incidents and the difference in method of reporting. The committee discussed the importance of completing forms with as much detail as possible so that the data can be properly interpreted.

b) Concern Reports

A resource member will be following up with procedure for Health and Safety reporting and will report back to the committee.

c) Notice of Occurrences

Nothing to report.

4. **Inspection Reports**

a) Barrie North CI ASD classroom

A worker member reported that there does not appear to be any work completed to date. A management member confirmed that Facility Services continues to move forward with room improvements. A group discussion took place regarding process for access to closed rooms during inspections.

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

b) Eastview SS Construction Dust

A resource member reported that a Ministry of Labour hygienist attended the site and determined that the construction dust is not a concern.

Action: This item will be removed from the agenda.

c) Air Quality

A group discussion took place regarding the procedure for Air Quality reports, and the need for a more streamlined process for filing the reports. A resource member confirmed that the Health and Safety procedure for Air Quality is currently being updated and that the draft will be provided to the JHSC committee for review when it is ready. The committee discussed the fact that bargaining units as well as management have a shared responsibility for the safety of all. A worker member suggested that the procedure fall under Safety Awareness Videos.

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

d) Boyne River

A concern was raised that blinds are not in place yet. A management member will follow up. It was also noted that there is a woodchip slip hazard in the kindergarten area. The worker member will send photos to a resource member for investigation.

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

e) Construction Materials

A worker member requested clarification of procedure for the clean up of construction materials after a project is completed. A resource member confirmed that it is the responsibility of the project co-ordinator.

Action: This item will be removed from the agenda.

f) Severn Shores PS and Lions Oval PS

A worker member questioned the process for placement of fire extinguishers. A resource member confirmed that the process is governed by the local fire and building departments.

Action: This item will be removed from the agenda.

g) Gym Equipment Tags

A worker member requested information regarding frequency of inspections. A management member confirmed they are inspected annually (every autumn).

Action: This item will be removed from the agenda.

h) Curtains on Cupboards

A worker member requested clarification of code. A resource member reported that fire code for fabric flame retardancy depends on occupancy load and square footage. The resource member will contact the fire department for specific guidelines.

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

i) Home Furnishings

A group discussion took place regarding the challenge of discerning what is allowable and the need for communication with administrators.

Action: This item will be removed from the agenda.

j) Portable Stages

A worker member requested inspection guidelines. A resource member confirmed that they are inspected on an annual basis the same as gym equipment.

Action: This item will be removed from the agenda.

k) Fire Retardancy

A worker member asked if there is an alternative? A resource member advised that the options are replace items that are not fire retardant or treat the item with appropriate product.

Action: This item will be removed from the agenda.

l) Fans, Air Purifiers, Sound Speakers and Space Heaters

A worker member requested clarification as to whether these items must have a CSA approved tag. A resource member confirmed that all electrical items must have a CSA approved tag. A worker member will investigate the requirement for sound speakers with the Information Technology department and report back to the committee.

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

m) Confined Spaces

A worker member requested information regarding the protocol for newly built schools. A resource member will investigate and report back to the committee.

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

n) Ardtree Maintenance Shop

A worker member acknowledged that the shop is without electrical supply and requested a timeline that the new supply will be hooked up. A management member will discuss with the Operations department and report back to the committee.

Action: This item will be followed up at 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 not be approving a multi site structure at this time. The Ministry is concerned that the internal responsibility system is not working effectively. The committee structure will remain status quo for now.

b) Safety Plan Best Practices

Ongoing sub-committee meetings are taking place. A report of Best Practices presently in place will be reported to the Human Resources Department.

c) Risk Assessment

Nothing to report.

6. Ministry of Labour Reports

The following Ministry of Labour reports were reviewed and discussed:

Eastview SS October 13, 2017 OHS Case ID # 03236LRNM346

Eastview SS October 13, 2017 OHS Case ID # 03236LSFQ380

Eastview SS October 19, 2017 OHS Case ID # 03236LRNM346

Eastview SS October 24, 2017 OHS Case ID # 03236LSFQ380

Eastview SS October 24, 2017 OHS Case ID # 03236LSFQ380 Notice of Compliance

Eastview SS October 25, 2017 OHS Case ID # 03236LRNM346

Eastview SS October 27, 2017 OHS Case ID # 03236LSFQ380

Eastview SS November 1, 2017 OHS Case ID # 03236LRNM346

Terry Fox ES November 1, 2017 OHS Case ID # 03236LTHQ443

Eastview SS November 1, 2017 OHS Case ID # 03236LSFQ380

7. New Business

a) Art Materials

An observer member requested an update on procedure. A resource member indicated that numbered memo 2016-17:209 updated document is now on the staff website and will make sure administrators are aware of the update.

Action: This item will be removed from the agenda.

b) Outdoor speakers in the event of an emergency

A management member reported that every class is set up for an “all-call” and can be connected to outdoor speakers. A management member will clarify with administrators that this procedure is still recognized.

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

c) Safety Villages

A worker member reported tripping hazards and electrical concerns during a presentation at Uptergrove PS. A resource member will investigate.

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

d) Emergency Folders

An observer member observed that two secondary schools did not have the proper folders in place. A resource member will investigate.

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

e) Disposable Diaper Procedure

A resource member distributed a draft procedure and invited feedback by the end of the week.

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

f) Lap top Cart Procedure

A group discussion took place regarding the fact that lap top carts are now plastic, and as a result, are stickers still required and should they be plugged in or not.

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

8. **Correspondence**

Nothing to report.

9. **Recommendations**

Nothing to report.

10. **Professional Development**

Nothing to report.

11. **Adjournment**

Meeting adjourned at 1:20pm.

Moved by Joe Lamoureux
Seconded by Michelle Morris

***The next meeting will take place Wednesday December 13, 2017 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 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
Michelle Lemieux	C.U.P.E.	Elmvale D.H.S.
Tracy Briscoe	D.E.C.E.	Boyne River P.S.
Jennifer Childs	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