

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

October 11, 2017

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

ABSENT: Mark Butt, Jennifer Childs

1. Welcome

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

Moved by Mario Ernestica
Seconded by Michelle Lemieux

The September 2017 minutes were approved as written.

Moved by Michelle Morris
Seconded by Michelle Lemieux

2. Business Arising from the Minutes

a) Health and Safety Procedure HS 04-02 Fire Safety

A resource member confirmed that no additional comments were received and the procedure will be finalized.

Action: This item will be removed from the agenda.

b) Provincial Health and Safety Working Group

A letter from the Ontario Public School Boards' Association (O.P.S.B.A.) was shared with the committee. The letter outlined the program and gave an indication of timeline. The JHSC will establish a team that will participate in upcoming developments.

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

c) APM A1435 PPE

A resource member thanked the committee for their feedback and will share the comments with the special education department. A group discussion took place regarding the importance of checking off the PPE box in Apply to Education (ATE).

A management member confirmed that this important message would be communicated to all administrators.

Action: This item will be removed from the agenda.

d) Back flow preventers/fire alarm system inspections

A management member provided an overview of the regulated preventative maintenance program which is based on requirements of the fire code (both monthly and annually). For fire alarm systems, devices are tested monthly by SCDSB preventative maintenance (P.M.) staff. Testing results are recorded in the Maintenance inspection log book which is kept in the school's main office. A licensed contractor conducts weekly generator and fire pump inspections and semi annual inspections on the full system. Semi annual and annual test reports may be found on the staff website. For back flow preventers, devices are tested annually by a licensed contractor who submits test reports to the municipality. Any required repairs must be retested and the report submitted to the municipality.

Action: This item will be removed from the agenda.

3. Incident & Concern Reports

a) Aggressive Incidents

A worker member raised the concern that aggressive incident reports are removed from the system on an annual basis. A resource member will investigate.

b) Concern Reports

Nothing to report.

c) Notice of Occurrences

Nothing to report.

4. Inspection Reports

a) Barrie North CI ASD classroom

A worker member reported the concern that after many assurances, the work on the ASD classes has not been completed. The worker member will forward a list of concerns to a management member.

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

b) Reverse alarms on vehicles present in SCDSB school yards

A management member shared guidelines on reverse alarms. Alarms are based on the size of the vehicle.

Action: This item will be removed from the agenda.

c) Eastview SS construction dust

A worker member discussed concerns and that the Ministry of Labour conducted an initial visit and a follow up visit with an occupational hygienist will be scheduled. A group discussion took place regarding the fact that better communication and assurances are necessary to alleviate rumours and incorrect information. A resource member indicated that the Health and Safety Procedure – Indoor Air Quality will be reviewed/revise in the near future and updates will be shared with the committee as they become available.

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

d) Bear Creek SS ASD Staff placement

A group discussion took place regarding the concern for safety of staff and need for improvement of sharing of information when assigning staff to students. A management member offered solutions such as increased communication with Administrators/Superintendents when proper OSR information isn't provided upon enrolment. A group discussion took place with respect to balancing privacy of students with protecting staff. A management member assured the committee that this issue is being addressed.

Action: This item will be removed from the agenda.

5. Sub-Committee Reports

a) JHSC Terms of Reference

Nothing to report

b) Safety Plan Best Practices

Some recommendations have been made by the sub-committee for improvement of process and a group discussion took place.. A management member suggested an "ad-hoc" meeting be scheduled to include representation from the special education department, management, health and safety department, and the JHSC sub-committee. The management member will investigate further with management.

c) Risk Assessment

A resource member indicated that health and safety procedure related to risk assessment be reviewed/revise including an electronic database to be available to administrators. The committee agreed that the sub-committee reconvene in order to put Ministry of Labour recommendations into practice. The worker members will discuss who will be on the sub-committee and provide names to the resource member.

6. Ministry of Labour Reports

Ministry of Labour reports were reviewed and discussed. A group discussion took place regarding the importance of asbestos awareness communication. A resource member indicated that an awareness video is presently a work in progress, there is an electronic asbestos survey database available and will follow up regarding access for the committee. A management member expressed the need for a fact sheet per school for Facility Services information sharing.

7. New Business

a) Notification of lockdown

A worker member raised the concern that visitors to schools are not alerted in the event of a lockdown. A group discussion took place regarding the challenge of securing a building in a very short time frame during a crisis in addition to making the lockdown alerts audible to all parts of the school. The example of a normally loud room like a tech shop was discussed. Possible solutions such as a visual indicator were discussed.

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

b) Sharing of safety plans with staff and JHSC committee members

A worker member raised the concern that a review of the procedure is necessary. A management member will ensure that the issue is brought forward at the sub-committee meeting.

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

8. Correspondence

Nothing to report.

9. Recommendations

Nothing to report.

10. Professional Development

A resource member advised that awareness safety videos are being developed and will provide an update when available. The resource member confirmed that spring conference details will be provided when they are available.

11. Adjournment

Meeting adjourned at 12:10pm.

Moved by Mario Ernestica
Seconded by Jen Elliot

The next meeting will take place Wednesday November 8, 2017 in the Georgian room at the Education Centre

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.	Mundy's Bay P.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