



JOINT HEALTH AND SAFETY COMMITTEE (JHSC) MINUTES

September 13, 2017

PRESENT: Tracy Briscoe, Mark Butt, Siobhan Campbell, Kate Dewey, Jennifer Elliott, Mario Ernestica, Robert Hollinger, Brian Jeffs, Joe Lamoureux, Michelle Lemieux, Kelly Martin, Michelle Morris, David Quinlan, Amy Chevis (alternate for Mike Shililo), Mark Twardowski

ABSENT: Jennifer Childs

1. Welcome

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

Moved by Tracy Briscoe
Seconded by Michelle Lemieux

The June 2017 minutes were approved as written.

Moved by Mario Ernestica
Seconded by Michelle Lemieux

2. Business Arising from the Minutes

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

A resource member distributed the revised procedure. Feedback was invited by Friday September 22, 2017. A group discussion took place regarding how inspectors will know that textiles are flame retardant. The resource member advised that a tag should be evident. A reminder was issued to include any issues on inspection reports.

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

b) Provincial Health and Safety Working Group

A worker member indicated that they are on the resource committee (representing OPSEU) for the Provincial Health and Safety Working Group on workplace violence and will provide updates to the committee as they become available.

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

c) APM A1435 PPE (section 10)

A group discussion took place regarding how Personal Protective Equipment (PPE) requirements will be addressed in the new absence system Apply to Education (ATE). Concerns were expressed regarding how a job assignment will identify that PPE would be required to be used. A worker member stressed the importance of carrying extra supplies of PPE in all sizes and suggested an inventory be done. The committee agreed that it would be helpful to have a system wide flag attached to each assignment where PPE is required. A resource member will investigate further and report back to the committee.

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

d) Home furnishings

A management member attended the September 2017 Directors meeting and distributed a home furnishings document. The management member will share this document with the committee. A group discussion took place with respect to the list of acceptable items and the process when unacceptable items are present. A reminder was issued to the committee to make note of unacceptable items during inspections. A group discussion took place regarding the difficulty in determining what is board issued. A management member reminded that committee of administrator discretion in accordance with the item list.

Action: This item will be removed from the agenda.

e) Automated External Defibrillator (AED)

A resource member confirmed that the AED at the Midland Alt school has been installed.

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

A worker member reported the concern that after many assurances, the work on the ASD classes has not been completed. Other concerns also reported are an unsafe floor, ceiling tiles missing, a mouse infestation, construction delays, behavioural issues as a result of routine interruption, and unsafe staff to student ratios. A worker member recommended that a contingency plan for incomplete construction work as well as a support system for staff and students be in place because health and safety regulations are not appearing to be met. A group discussion took place regarding the challenge of keeping staff safe when dealing with violent students. A worker member will provide a management member with a list of schools and concerns the management member will then consult with the appropriate departments.

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

b) Leased spaces

A resource member reported that maintenance and upgrades of leased spaces are dependent on each lease agreement. The resource member advised the committee that if there are any concerns during inspections to indicate on the report.

Action: This item will be removed from the agenda.

c) Reverse alarms on vehicles present in SCDSB school yards

A resource member will clarify the protocol with the Facility Services department regarding vehicle access to school yards. A management member reported that it is general practice that heavy equipment does not enter school property during school hours. A group discussion took place regarding the importance of communication from the contractors and administration when heavy vehicles/equipment enter school sites.

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

d) Eastview S.S.

A worker member raised the concern that there have been several reports of excessive dust and nose bleeds at the start of the school year, with no communication received from administration. A resource member confirmed that the situation was being reviewed by Facility Services and Corporate Risk – Health and Safety.

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

e) Banting M.H.S.

A worker member indicated they received concerns from staff at Banting and will forward the concerns to management for review.

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

f) Bear Creek S.S.

A worker member raised the concern that there are a number of new staff at the school with a number of students with significant difficulties. The concern is that the placement is appropriate. A management member will investigate.

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

5. **Sub-Committee Reports**

a) JHSC Terms of Reference

A resource member will forward to the committee the final document that went to the Ministry in July 2017. The resource member will report Ministry of Labour feedback to the committee as it becomes available.

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

b) Safety Plan Best Practices

A resource member distributed the revised document Process for the Sharing of Safety Plans – Procedure HS 05-35 for review and discussion. The resource member met with an elementary principal, secondary principal and special education staff to discuss the process and how best to manage. This was as follow up to a review of the document at Administrative Council. The resource member invited feedback by September 29, 2017. Worker members commented that administration are the appropriate staff to distribute safety plans (as opposed to E.A.'s, support staff etc.) The committee agreed that the goal of the document is to provide consistency across the board.

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

c) Risk Assessment

Nothing to report

6. **Ministry of Labour Reports**

Ministry of Labour reports were reviewed and discussed.

7. **New Business**

a) Lock out / tag out

A management member confirmed that training for maintenance services staff took place June 2017. Trades and maintenance staff have been provided with kits.

Action: This item will be removed from the agenda.

b) Staff injuries

A group discussion took place regarding procedure, and best practices when staff are injured including concussion protocol which is part of first aid training. The committee also discussed procedure for ambulance requests and felt it is best to call for medical assistance.

Action: This item will be removed from the agenda.

c) Back flow preventers / fire alarm systems

A worker member requested clarification of the inspection process. A management member advised that there are regulated preventative maintenance programs in place. The systems are inspected annually by a licensed contractor who submits inspection reports to the municipality. Any repairs arising from the inspection are conducted by licensed contractors as required with a follow up inspection report submitted to the municipality. The worker member asked if the municipality inspects after every emergency repair. The management member will consult with staff and report back.

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

8. Correspondence

Nothing to report.

9. Recommendations

Nothing to report.

10. Professional Development

JHSC training for new members will be scheduled once the JHSC terms of reference are approved.

11. Adjournment

Meeting adjourned at 12:35pm.

Moved by Michelle Lemieux
Seconded by Rob Hollinger

The next meeting will take place Wednesday October 11, 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 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
To be determined	Elementary Principal	To be determined
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