



## JOINT HEALTH AND SAFETY COMMITTEE (JHSC) MINUTES

June 14, 2017

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PRESENT: Jackie Arnone (alternate for Tracy Briscoe), Tracy Briscoe, Siobhan Campbell, Jennifer Elliott, Mario Emestica, Robert Hollinger, Joe Lamoureux, Michelle Lemieux, Michelle Morris, David Quinlan, Mike Shililo, Corry Van Nispen (alternate for Brian Jeffs)

ABSENT: Senora Baldry, Mark Butt, Jennifer Childs, Kate Dewey, Andrea Gordon, Brian Jeffs, Kelly Martin, Mark Twardowski

### 1. Welcome

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

Moved by Michelle Lemieux  
Seconded by Tracy Briscoe

The May 2017 minutes were approved as written.

Moved by Michelle Lemieux  
Seconded by Michelle Morris

### 2. Business Arising from the Minutes

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

A resource member will continue to modify the procedure including clarification with local fire departments and will report back at the September JHSC meeting with a final draft.

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

#### b) Nantyr Shores SS parking lot

A resource member indicated that additional signs are being added to the parking lot area and that handicap parking is being relocated in the summer of 2017.

**Action:** This item will be removed from the agenda.

#### c) Required training

A resource member reported that Electrical Safety training for maintenance staff is scheduled for June 13 and 14, 2017. Maintenance Services is in the process of scheduling other training.

**Action:** This item will be removed from the agenda.

d) Provincial Health and Safety working group

A worker member shared memos from the Ministry of Education and OSSTF which indicate a commitment to new legislation with respect to violence in the workplace. The worker member will provide updates to the committee as they become available.

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

e) APM A1435 PPE (section 10)

No comments received from the committee. A resource member will consult with a worker member to discuss specific wording of section 10.

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

3. Incident & Concern Reports

a) Aggressive Incidents

Nothing to report.

b) Concern Reports

A worker member requested clarification of lock down procedure when violent incidents occur, specifically who is responsible for initiating the procedure. (i.e. administrator or staff) A resource member will consult with the Superintendent and respond back to the committee.

A worker member suggested that emergency code information be printed on the back of each SCDSB employee FOB.

c) Notice of Occurrences

Nothing to report.

4. Inspection Reports

a) Barrie North CI ASD classroom

A worker member and resource member reported that progress has been made on the classroom, and that summer work has been scheduled. The area will be reviewed in September.

**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. A group discussion took place regarding the challenge of enforcing proper procedures during inspections.

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

c) Reverse alarms on vehicles present in SCDSB school yards

A resource member indicated no specific requirements to have alarms on board vehicles. Will clarify protocol with facility services regarding vehicle access to school yards. A worker member expressed concern that general outdoor maintenance (grass cutting, snow plowing) should be announced to the school staff and students considering the increase in outdoor learning. The resource member will discuss with facility services.

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

5. Sub-Committee Reports

a) JHSC Terms of Reference

A resource member reported that a meeting of all bargaining unit presidents has been scheduled for June 19, 2017 for review and approval of the revised terms of reference.

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

b) Safety Plan Best Practices

Nothing to report

c) Risk Assessment

Nothing to report

6. Ministry of Labour Reports

Ministry of Labour reports were reviewed and discussed.

7. New Business

a) JHSC meeting schedule 2017 - 2018

The committee approved the proposed JHSC meeting schedule.

**Action:** This item will be removed from the agenda.

b) Home furnishings

A group discussion took place regarding procedure, specifically with respect to soft items (drapes, cushions, carpets etc) that may or may not be fire retardant. A resource member will seek clarification from the local fire departments. The resource member will also be attending a "Transforming Learning Spaces" meeting in the near future and will report back to the committee.

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

c) Co-chairs for the JHSC 2017-2018 year

A management member and an OSSTF worker member will be the co-chairs for the upcoming year.

**Action:** This item will be removed from the agenda.

d) Automated External Defibrillator

Arrangements are being made to install an AED machine at the Midland Alt School.

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.

The suggestion was made by worker members to have guest speakers attend the JHSC meetings (eg fire, electrical) to provide insight into “what to look for” during inspections. A worker member suggested that the annual WSIB workshop would be beneficial for the committee. The worker member will forward details of this workshop as they become available.

11. **Adjournment**

Meeting adjourned at 11:45am.

Moved by Michelle Lemieux  
Seconded by Joe Lamoureux

***The next meeting will take place Wednesday September 13, 2017 in the Georgian room at the Education Centre***

Prepared by: Carrie Lansing

## LIST OF HEALTH AND SAFETY COMMITTEE MEMBERS

<b><u>WORKER MEMBERS</u></b>	<b><u>GROUP</u></b>	<b><u>LOCATION</u></b>
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.	W. C. Little E. S.
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.	Baxter Central P.S.
Jennifer Childs	A.P.S.S.P.	Special Education
Siobhan Campbell	O.P.S.E.U.	Huron Park P.S.
<b><u>MANAGEMENT MEMBERS</u></b>	<b><u>GROUP</u></b>	<b><u>LOCATION</u></b>
Brian Jeffs	Superintendent of Business Services	Education Centre
Senora Baldry	Elementary Principal	Alcona Glen E.S.
Mark Twardowski	Manager of Maintenance and Environmental Services	Education Centre
Michelle Morris	Secondary Vice-Principal	Twin Lakes S.S.
<b><u>RESOURCE</u></b>	<b><u>GROUP</u></b>	<b><u>LOCATION</u></b>
David Quinlan	Corporate Risk Officer - Health and Safety	Education Centre
<b><u>OBSERVERS</u></b>	<b><u>GROUP</u></b>	<b><u>LOCATION</u></b>
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