



JOINT HEALTH AND SAFETY COMMITTEE (JHSC) MINUTES

May 10, 2017

PRESENT: Senora Baldry Tracy Briscoe, Siobhan Campbell, Kate Dewey, Jennifer Elliott, Robert Hollinger, Brian Jeffs, Joe Lamoureux, Michelle Lemieux, Kelly Martin, Michelle Morris, David Quinlan, Mike Shililo

ABSENT: Mark Butt, Mario Ernestica, Andrea Gordon, Mark Twardowski

1. **Welcome**

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

Moved by Kelly Martin
Seconded by Brian Jeffs

The April 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 distributed a draft of the procedure for discussion. The resource member invited feedback by May 19, 2017. A group discussion took place regarding the fact that fire rated doors are not to be decorated. The resource member clarified to the group that facility services is responsible to coordinate maintenance work whether it is done by the SCDSB or by outside contractors.

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

b) **Nantyr Shores SS parking lot**

A resource member reported 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 followed up for the next meeting.

c) **Required training**

An update will be provided at the June 2017 meeting.

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

d) Provincial Health and Safety working group

A worker member reported that the Ministry of Labour has developed a user-friendly document for Health and Safety legislation. The worker member will share a link with the committee for review.

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

e) Operation Nighthawk at Orillia Secondary School

A worker member reported a better understanding of the exercise once clarification was provided by a management member that the senior team had thoroughly reviewed all aspects before proceeding. The result was a well orchestrated and useful exercise.

Action: This item will be removed from the agenda.

f) APM A1435 Personal Protection Equipment (PPE) – Section 10

A group discussion took place regarding the fact that the tracking and collection of data is difficult due to time constraints when urgency of immediate PPE is necessary. The suggestion was made that the wording of 10.5 where there is “agreement” is sometimes not accurate, and should be replaced with “need”. Worker members will forward feedback to a resource member and a management member.

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 reported that there was a perceived lack of proper information communicated to the staff regarding an asbestos abatement work scheduled at Banting MHS. A group discussion took place regarding the importance of clear messaging from facility services and the administration of the facility. A reminder was issued that it is the responsibility of the JHSC to work together to develop strategies for board wide implementation.

The concern was reported by an observer member that there was a lack of compliance with administrators to provide proper safety plan and emergency information. The observer member will complete a concern report. A resource member reported the need for improved communication moving forward.

A management member discussed the challenge of administration to know their building physically and suggested a building fact sheet to assist administrators. The suggestion was made that H&S mandates be made more priority at Principals meetings, particularly in the fall at the start of the school year (especially with changes in administration).

A worker member suggested and the committee agreed that a H&S best practices sub committee be developed for better awareness.

c) Notice of Occurrences

Nothing to report.

4. Inspection Reports

a) Barrie North CI ASD classroom

A resource member and a worker member met with staff at Barrie North CI to discuss the challenges of the ASD room including the lack of proper site lines, drainage of the bathroom, and lack of air conditioning. The resource member will follow up, however, staff should address concerns to their administrator.

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

b) Leased spaces

A worker member requested confirmation of who is responsible for maintenance and upgrades of leased spaces. A resource member will consult with the planning department and report back to the committee.

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

c) Steele St. PS air quality

A resource member will consult with the maintenance department.

Action: This item will be removed from the agenda.

d) Eastview SS broken dishwasher

A resource member will consult with the maintenance department.

Action: This item will be removed from the agenda.

e) SCDSB vehicles – no reverse alarms

A resource member will consult with the maintenance department.

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

f) GFI plugs

A reminder was issued: during inspections – clarification that the current distance is 1.5 metre distance from GFI plug to sink and does not retroactively apply to older installations.

Action: This item will be removed from the agenda.

g) Procedure/job description for Project Custodians

A worker member will follow up with management for clarification.

Action: This item will be removed from the agenda.

h) Personal Protection Equipment (PPE) for handling sawdust

A worker member requested proper protocol information for PPE while handling sawdust. A resource member will investigate for appropriate glasses and dust mask.

Action: This item will be removed from the agenda.

5. Sub-Committee Reports

a) JHSC Terms of Reference

A resource member will distribute revised guidelines and the Ministry of Labour checklist to the committee.

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

b) Safety Plan Best Practices

A resource member advised the committee that Administrative Council requires further review of the document. The resource member will consult and report back to the committee. (An observer member requested that when acronyms are used in documentation that they be backed up with translation).

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

c) Risk Assessment

A worker member requested updates/revisions on a more regular basis, and the committee agreed that the best time for updates would be in September of each school year. A group discussion took place regarding how to incorporate building security into risk assessment as well as the protection of human right to education balanced with the right to proper health and safety. A resource member will investigate legislative requirements.

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

6. Ministry of Labour Reports

Ministry of Labour reports were reviewed and discussed. The definition of critical injury reporting as also discussed and suggestions were made to enable a smoother report process considering the timeline restrictions. A resource member will report back as to process if a worker is unable to complete a report.

7. New Business

a) Safe schools reporting APM A7635

A worker member requested clarification of appropriate forms for each type of situation. (i.e. aggression, violence, etc.) A worker member reported that the provincial health and safety working group will address these questions.

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

b) Injuries during field trips

An observer member requested clarification of process for reporting injuries during field trips. The group consensus was to complete an injury report. A group discussion took place regarding the use of reasonable duty of care, and the importance of communication with administrators for reporting unsafe issues.

Action: This item will be removed from the agenda.

c) Health and Safety "Activist Award"

Congratulations to a member of the SCDSB Joint Health and Safety Committee for receiving the "Activist Award" from the Barrie and District Labour Council.

Action: This item will be removed from the agenda.

8. Correspondence

Nothing to report.

9. Recommendations

Nothing to report.

10. Professional Development

A resource member will distribute information regarding a Mental Health First Aid course being held June 6, and 7, 2017.

Ergonomic training has been scheduled for May 15, 2017 at the Education Centre.

11. Adjournment

Meeting adjourned at 1:00pm.

Moved by Michelle Lemieux
Seconded by Jen Elliott

The next meeting will take place Wednesday June 14, 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
Andrea Gordon	O.P.S.E.U.	Education Centre
Mario Ernestica	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.
<u>MANAGEMENT MEMBERS</u>	<u>GROUP</u>	<u>LOCATION</u>
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.
<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