



## JOINT HEALTH AND SAFETY COMMITTEE (JHSC) MINUTES

April 12, 2017

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PRESENT: Senora Baldry Tracy Briscoe, Kate Dewey, Jennifer Elliott, Mario Emestica, Robert Hollinger, Brian Jeffs, Joe Lamoureux, Michelle Lemieux, Kelly Martin, David Quinlan, Mike Shililo, Mark Twardowski

ABSENT: Mark Butt, Andrea Gordon, Michelle Morris

### 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 March 2017 minutes were approved as written.

Moved by Mario Emestica  
Seconded by Michelle Lemieux

### 2. Business Arising from the Minutes

#### a) Lift inspections

A resource member distributed an inventory of lifts and reported that the inspections will start soon. The resource member requested that the committee report any discrepancies or additions without delay. A reminder was issued to note any issues during inspections.

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

#### b) WSIB summary – potential strategies

A management member reported that ergonomic training has been scheduled for April 18, 2017 and May 15, 2017. The management member will provide further details to those committee members that will be attending.

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

#### c) Health and Safety Procedure HS-04-02

A resource member reported that the procedure is currently being revised and will provide an update at the next meeting.

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

d) Right to refuse

A resource member confirmed that a video presentation is pending development over the summer. An update will be provided at the September JHSC meeting. A group discussion took place regarding the importance of accessing the staff website regularly to remain informed regarding important staff information.

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

e) Nantyr Shores SS parking lot

A resource member reported that additional signage will be installed in the parking lot and will report back to the committee with a timeline for installation. The concern was also raised that the location of handicap spots could be improved upon. The resource member will discuss the possibility of changing the handicap parking spots with facility services.

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

3. Incident & Concern Reports

a) Aggressive Incidents

A worker member reported a concern of incidents of aggression at Barrie North, and the importance of filling out a report. A group discussion took place with respect to the challenge of exhausting all avenues for strategies for meeting students right to education while providing a safe environment for staff, and next steps when options have been exhausted in times of extreme aggression. A management member will consult with the special education department and report back to the committee.

b) Concern Reports

Nothing to report.

c) Notice of Occurrences

Nothing to report.

4. Inspection Reports

a) Use of curtains

A resource member will provide an update to Health and Safety procedure HS 04-02 Fire Safety at the next meeting.

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

b) Outdoor garbage bins

A management member reported that the contracts for waste and recycling expire July 2019 and July 2020 and that a “front load” option will be included in the next RFP. It was noted that the SCDSB owns the recycling bins, and as such, will replace the bins as needed moving forward.

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

c) Severn Shores PS Front entrance

A resource member discussed the issue with the principal and agreed that there is minimal concern. The situation will be monitored by the principal next winter.

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

d) Barrie North CI A.S.D. classroom – outstanding construction issues

A group discussion took place regarding the particular design and possible recommendations for improving site lines in the classroom. A management member will review the space with the special education department.

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

e) Worsley parking lot

A worker member brought forth the concern that proper curbs and painting of lines was not evident in the handicap parking areas of the parking lot. A resource member suggested that a work order be submitted to maintenance dispatch.

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

5. Sub-Committee Reports

a) JHSC Terms of Reference

A resource member met with the Ministry of Labour (MOL) where a review of the language and an exchange of suggestions were made. Next steps will include a meeting between all parties together with the JHSC committee for checklist completion and final agreement.

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

b) Safety Plan Best Practices

A resource member distributed the latest draft for discussion. The document will now be moved to Administrative Council (AC) for review/approval. Committee members were invited to provide the resource member with feedback by April 25, 2017. A further discussion took place regarding the importance of entering proper

notation in SCARRI for Personal Protection Equipment (PPE) requirement when requesting supply coverage.

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

c) Risk Assessment

A worker member requested information for proper protocol when encountering aggressive parents. The committee agreed that a “no trespass” order can be issued. The group also discussed incidents of threatening tweets and the importance of communication between teachers and their administration.

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

6. Ministry of Labour Reports

Ministry of Labour reports regarding two schools were reviewed. A worker member indicated that section 10 of APM 1435 requires revision. A resource member will send APM A1435 to the committee for review and discussion (regarding section 10 – PPE) at the next JHSC meeting.

7. New Business

a) APM A4075 Dispute resolution procedure arising from workplace harassment or objectionable behaviour

A resource member distributed the APM which has been updated by the human resources department. The resource member invited feedback from the committee and will forward comments to the Human Resources department about the changes that have been made.

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

b) Required training

A worker member requested information regarding preventative maintenance training scheduling. A management member confirmed that training requirements have been identified and dates will be set in due course.

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

c) Electrical code

A reminder was issued that electrical code includes proximity to sinks, but does not refer to taps without sinks (eg. Outside taps).

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

d) Provincial Health and Safety working group

A worker member will forward information to the committee. The worker member also indicated that there are legislative changes pending.

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

e) Operation Nighthawk

A worker member expressed concern about an upcoming training procedure being held at Orillia Secondary School that will include a mock shooting and bomb simulation (date is scheduled for April 26, 2017) the group discussed their concerns. A management member will consult with senior administration and report back to the committee.

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

8. **Correspondence**

A resource member distributed new 2017 Health and Safety Regulation handbooks.

9. **Recommendations**

Nothing to report.

10. **Professional Development**

Nothing to report.

11. **Adjournment**

Meeting adjourned at 12:40pm

Moved by Michelle Lemieux  
Seconded by Mario Ernestica

***The next meeting will take place Wednesday May 10, 2017 in the Couchiching 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
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.
<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