



## JOINT HEALTH AND SAFETY COMMITTEE (JHSC) MINUTES

March 8, 2017

---

PRESENT: Senora Baldry Tracy Briscoe, Ward Coish, Kate Dewey, Jennifer Elliott, Mario Emestica, Brian Jeffs, Michelle Lemieux, Kelly Martin, Joe Lamoureux, Michelle Morris, Mike Shililo, Mark Twardowski

ABSENT: Mark Butt, Andrea Gordon, Robert Hollinger, David Quinlan

### 1. Welcome

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

Moved by Brian Jeffs  
Seconded by Mario Emestica

The February 2017 minutes were approved as written.

Moved by Brian Jeffs  
Seconded by Tracy Briscoe

### 2. Business Arising from the Minutes

#### a) Lift inspections

A resource member has consulted with the special education department and is awaiting a current list of lifts. The resource member will report back to the committee.

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

#### b) WSIB summary – potential strategies

A management member reported that a conversation with the human resource department resulted in the commitment to ergonomic assessment training. The management member will provide training information to the committee as it becomes available.

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

#### c) Gym equipment inspections

A management member provided clarification about how equipment is tagged after it is inspected. A green sticker is attached to equipment that passes the inspection. Yellow and red tags are affixed to equipment that must be addressed within 90 days, or is immediately taken out of service. The management member advised

the committee that gym inspection reports will be available on the staff website shortly, and will advise the committee when this takes place.

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

d) Students from other boards

A management member confirmed to the group that information will be distributed at the next Regional principals meeting with instructions regarding incoming students to the SCSDB from other boards.

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

e) Footwear

A resource member advised that no official footwear policy will be written and that it is individual supervisory responsibility for proper use of footwear. Any discrepancies or disputes over reasonable use of footwear can be discussed with the individual bargaining units and/or Corporate Risk – Health and Safety for resolution.

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

f) Health and Safety Procedure HS 04-02 Fire Safety (previously referred to as holiday decorations)

A resource member advised conversations with fire departments regarding various issues including decorations will occur. Health and Safety Procedure HS 04-02 Fire Safety will be revised to include additional information.

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

g) Right to refuse

A resource member confirmed that a power-point presentation will be created for principal use at staff meetings. The resource member will provide the committee with the presentation before it is launched.

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

h) Nantyr Shores SS parking lot

A resource member reported that an operations supervisor will be visiting the site to address the outstanding issues. The resource member will report back at the next meeting.

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

i) Infusers

A resource member reported that the current procedure for scent awareness was forwarded to the committee.

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

j) Green paint

A reminder was issued to note any discrepancies when conducting inspections.

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

k) AESP committee member

A new member has been appointed.

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

3. **Incident & Concern Reports**

a) Aggressive Incidents

An observer member discussed an aggressive situation and a group discussion took place regarding the importance of proper safety plan information distribution.

b) Concern Reports

Nothing to report.

c) Notice of Occurrences

A worker member reported that many members have expressed concern with interpretation of proper procedure for inclement weather. While it is the sole responsibility of the Director to make the decision to close a school, it is also indicated in such situations that, due to the size and differing conditions within the SCDSB, the Director provides recommendation to Superintendents and Principals to use discretion and common sense. A management member will discuss with senior administration.

4. **Inspection Reports**

a) Use of curtains

A resource member indicated that the use of curtain and fabric materials will be reviewed as part of the update to Health and Safety procedure HS 04-02 Fire Safety.

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

b) Admiral Collingwood ES yard

A management member reported that there is a work order in place to address the fence. The work will be conducted when weather permits.

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

c) Admiral Collingwood ES library window

A management member reported that there is a work order in place to address the library window leak. The work will be conducted when weather permits.

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

d) Use of kilns

A resource member reported that an art safety procedure is currently being developed which addresses the use of kilns. A management member reported that the kiln at Collingwood C.I. (C.C.I.) has been taken out of service due to non-compliance. A new kiln is present but is not compatible with existing electrical requirements.

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

e) Outdoor garbage bins

A management member advised the committee that the industry standard bins currently in use are owned by the waste pickup service provider, and cannot be retrofitted. The management member advised that the service provider has offered the option of an exchange from flat top to sloped top bin for easier access (lower) if requested. A diagram was distributed. The other suggestion for easier access to the bins is having a stool available. A question was asked about the possibility of exchanging existing bins for bins with door access on the face of the bin (front load) the management member replied that the existing contract did not provide for this option, however, this could be explored for the next contract. A worker member advised that the previous contractor's bins were smaller and easier to access. The management member will investigate contract renewal timeframe and report back to the committee.

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

f) Severn Shores P.S. entrance

A management member discussed the steep slope roof of the front entrance which 90% of the edge spills into planters where no pedestrian traffic occurs, and whether the concern that was brought forward is a preventative measure or if there have been incidents reported. A resource member will investigate if there have been any incidents and investigate if the area can be cordoned off in the winter.

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

g) Birchview Dunes E.S.

A management member reported that while there are no immediately apparent guards on the lights in the gym, there is in fact a protective coating applied which passes the Electrical Safety Authority inspection.

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

h) Collingwood C.I. wall paint

A resource member indicated that Maintenance Services is investigating if a procedure for testing old wall paint is available through their painting contractor.

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

5. Sub-Committee Reports

a) JHSC Terms of Reference

A management member reported that contact with the Ministry of Labour (M.O.L.) is ongoing and revised terms will be provided to the M.O.L. shortly with the intent to expedite for September 2017.

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

b) Safety Plan Best Practices

A resource member is currently revising the document based on last month's feedback and will distribute the final draft to the committee upon completion for final review.

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

c) Risk Assessment

Nothing to report

6. Ministry of Labour Reports

Nothing to report

7. New Business

a) APM A1435 Management Process for Student Behaviours Causing Risk-of-Injury (section 10)

A worker member raised the concern (specifically the gaps in the process causing delays) that Personal Protective Equipment (P.P.E.) is not being provided promptly and advised the committee that the Ministry of Labour has been notified. The worker member will provide specific examples to a management member for investigation. The committee agreed that delays are unacceptable and it is a necessity to have adequate stock available.

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

b) Emergency Folders

An observer member expressed concern that folder protocol is not consistent among secondary schools. A reminder was issued to take note during inspections and advise a resource member of any issues.

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

c) FOBs

A worker member expressed concern that secondary exits are being locked after school is dismissed, causing problems for re-entering the schools (eg sports teams). The worker member will provide a list of schools to a management member for investigation.

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

d) 5555 On Call

A worker member expressed concern that this system does not seem to be working. A group discussion took place regarding the process. A management member suggested that the issue be raised at the union management meeting.

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

e) Recording

A worker member expressed concern about students recording staff and misusing the information. The committee agreed that the administration of the school should be involved immediately to address the situation.

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

8. Correspondence

A worker member requested the estimated arrival date of the new Health and Safety handbooks. A resource member will follow up.

9. Recommendations

Nothing to report.

10. Professional Development

Nothing to report.

11. Adjournment

Meeting adjourned at 11:55am

Moved by Jennifer Elliott  
Seconded by Michelle Morris

***The next meeting will take place Wednesday April 12, 2017 in the Couchiching room at the Education Centre***

## 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