



## JOINT HEALTH AND SAFETY COMMITTEE (JHSC) MINUTES

February 8, 2017

---

PRESENT: Senora Baldry Tracy Briscoe, Kate Dewey, Jen Elliott, Mario Ernestica, Andrea Gordon, Brian Jeffs, Kelly Martin, Joe Lamoureux, Michelle Morris, David Quinlan, Mike Shililo, Mark Twardowski

ABSENT: Mark Butt, Michelle Lemieux

### 1. Welcome

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

Moved by Mark Twardowski  
Seconded by Andrea Gordon

The December 2016 minutes were approved as written. (the January 2017 meeting was cancelled due to inclement weather).

Moved by Andrea Gordon  
Seconded by Tracy Briscoe

### 2. Business Arising from the Minutes

#### a) Lift inspections

A group discussion took place regarding existing equipment that is not currently in use. A resource member will consult with the special education department and 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 an inventory of ergonomic equipment. A group discussion took place regarding the necessity to assess and deliver ergonomic equipment in a timely manner.

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

#### c) Gym equipment inspections

A management member reported that a service provider is hired by the maintenance department to conduct an annual inspection of gym equipment. A

report is generated and provided to the maintenance supervisor of building fabric and equipment is tagged accordingly. The maintenance supervisor of building fabric reviews the report and forwards it to the school for their attention and follow-up as required. Reports are also posted on the staff website under the maintenance page. A group discussion took place regarding the definition of a yellow tag. The management member advised that the yellow tag means that the noted equipment may continue to be used, however, the administration of the school is required to address the issue in a timely manner (90 days). The management member will consult with the service provider with respect to how a red tag physically appears on the equipment and will report back to the committee.

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

d) Students from other boards

A management member reported that a memo will be going out to administrators to as a reminder of their responsibility to ensure the safety of their staff. A group discussion took place regarding the formal process - which is to wait for the student OSR from their former board before admitting the student. (the student, however, can be enrolled while the school awaits the OSR).

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

e) Footwear

A resource member advised that a conversation will take place with management to determine whether footwear will be a defined process. The resource member will report back to the committee.

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

f) Holiday decorations

A resource member advised that there have been ongoing conversations with fire departments regarding various issues. 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 powerpoint presentation is being 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 indicated that traffic flow has changed and enter/exits signs have been installed. A committee member, however, expressed a concern that additional signage is required within the parking lot. The resource member will bring to the attention of facility services to further investigate.

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

**3. Incident & Concern Reports**

a) Aggressive Incidents

Nothing to report.

b) Concern Reports

Nothing to report.

c) Notice of Occurrences

A worker member reported that many members have expressed concern with what seems like insufficient snow removal and sanding and salting. A resource member informed the committee that there is ongoing communication with the operations department to ensure best possible service and safety. A group discussion took place regarding the task responsibility between the snow removal contractor and custodians. The resource member will consult with the operations department to ensure that there is an adequate supply of sand and salt. A worker member suggested that whenever possible it would be of great benefit to have the snow removal contractor communicate their schedule with the schools to ensure student/staff safety.

**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) Birchview Dunes ES yard (Admiral Collingwood ES)

A worker member advised that the school in question was incorrectly reported as Birchview Dunes ES when it was actually Admiral Collingwood ES. A management member will investigate and report back.

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

c) Birchview Dunes ES library window (Admiral Collingwood ES)

A worker member advised that the school in question was incorrectly reported as Birchview Dunes ES when it was actually Admiral Collingwood ES. A management member will investigate and report back. A reminder was issued to the committee by the management member to include work order numbers in order to expedite work order investigations.

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

d) Brechin P.S. water/electricity

A management member confirmed to the committee that the situation is not a violation of code. The code does not apply to taps as there is not a pooling of water.

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

e) Uptergrove P.S. tarmac

A management member confirmed that the tripping hazard on the walkway outside exit 7 has been spray painted for identification and is on the capital project list for reconstruction during the summer 2017.

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

f) Tay Shores P.S. addition

A resource member indicated that the design and construction department is aware of, and are addressing deficiencies.

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

g) Kiln use

A resource member indicated that a health and safety procedure is being developed for art safety which will include kiln use. A management member will investigate the issue of the kiln at CCI and report back to the committee.

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

h) Outdoor garbage bins

A worker member reported that the outdoor bins are difficult to access for some custodians. A group discussion took place regarding possible solutions. A management member will consult with the environmental systems coordinators and report back to the committee.

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

i) Front entrance at Severn Shores PS

A worker member reported the concern of falling ice and snow from the sloped roof. A management member will investigate and report back to the committee.

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

j) Birchview Dunes ES gym lighting

A worker member reported that there are no cages/guards on the lightbulbs in the gym. A management member will investigate and report back to the committee.

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

k) CCI old wall paint

A worker member reported that the old paint in some of the classrooms at CCI is peeling and there is a concern about the type of paint and whether it can cause possible health concerns. A management member will investigate and report back to the committee.

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

l) Innisdale SS walkie talkie policy

A worker member requested clarification of policy for walkie talkie use (specifically at Innisdale SS) and a group discussion took place. A resource member will follow up to determine if there is a specific policy or requirements.

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

5. **Sub-Committee Reports**

a) JHSC Terms of Reference

A resource member provided a revised document and requested feedback from the committee by Friday February 17, 2017. A management member will provide Ministry of Labour updates to the committee as they become available.

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

b) Safety Plan Best Practices

A resource member presented details of the handout – Process for the Sharing of Safety Plans – and a group discussion took place. Discussion also took place regarding the challenges of logistics for occasional teacher at the secondary level. A resource member will investigate and report back to the committee.

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

c) Risk Assessment

Nothing to report

6. **Ministry of Labour Reports**

Report # OHS Case ID 02723KVWR978 and 02723LCHP026 were distributed and discussed. A resource member will report back to the committee if there are any changes in policy made as a result of these reports.

**7. New Business**

a) Infusers

A worker member raised the concern that infusers present a violation of the scent awareness health and safety procedure. A group discussion and consensus was determined that this is not a board wide procedure, but rather, site specific. A resource member reminded the committee that posters are available on the staff website. The resource member will send the current procedure to the committee for review.

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

b) Green paint

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

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

c) Staff operating motorized equipment (e.g. use of hover-boards)

A discussion took place regarding the importance of following proper safety guidelines when conducting program activities as well as the use of such equipment for non-school activities.

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

d) JHSC member representing AESP

To be advised

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

**8. Correspondence**

Nothing to report.

**9. Recommendations**

Nothing to report.

**10. Professional Development**

Nothing to report.

**11. Adjournment**

Meeting adjourned at 1:15pm

Moved by Mario Ernestica  
Seconded by Joe Lamoureux

***The next meeting will take place Wednesday March 8, 2017 in the Georgian 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>
TBD	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