



JOINT HEALTH AND SAFETY COMMITTEE (JHSC) MINUTES

December 14, 2016

PRESENT: Tracy Briscoe, Mark Butt, Kate Dewey, Jen Elliott, Mario Emestica, Andrea Gordon, Brian Jeffs, Joe Lamoureux, Michelle Lemieux, Michelle Morris, David Quinlan, Mike Shililo

ABSENT: Senora Baldry, Kelly Martin, Mark Twardowski

1. Welcome

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

Moved by Tracy Briscoe
Seconded by Joe Lamoureux

The November 9, 2016 minutes were approved as written.

Moved by Joe Lamoureux
Seconded by Brian Jeffs

2. Business Arising from the Minutes

a) Lift inspections

A resource member reported to the committee that the special education department is working with the inspection company to standardize a checklist for inspections. The group agreed that a copy of the inspection must be left with the school. The resource member will clarify with the special education department.

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

b) WSIB summary – potential strategies

A resource member reported that specific issues regarding ergonomic assessments should be discussed directly with the human resources department who coordinates these assessments. A group discussion took place regarding the concern that ergonomic assessments are not completed properly or promptly. The resource member will consult with the human resource department.

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

c) Gym equipment inspections

A resource member reported that the health & safety and maintenance departments have a meeting scheduled to review the process for inspections. A group discussion took place whether it is acceptable that the same contractor is responsible for both the inspection and the repair. The resource member will discuss with maintenance services.

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

d) Home furnishings

A group discussion took place regarding examples of home furnishings in classrooms and the difficulty in determining if they meet standards/guidelines. A resource member provided a translation of APM A5010 and the understanding that the role of the committee is not to take action against issues but to make note of them. The group discussed the concern regarding the lack of compliance within schools. A management member and resource member will take the matter to Superintendents/ Administrators with a view to improving compliance.

Action: This item will be removed from the agenda.

e) Automated External Defibrillators (A.E.D.'s)

A worker member consulted with staff at the Alternative schools and reported that they are willing to be trained in order to have A.E.D.'s on their sites.

Action: This item will be removed from the agenda.

f) Students from other boards

A management member reported that Administrative Council continues to revise the APM for Admissions and Enrolment and will report back to the committee as information becomes available.

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

g) Footwear

A resource member discussed examples of footwear procedures from other boards and the consensus was that common sense should be used based on the nature of the task. The resource member reiterated that administrators have the responsibility to take reasonable precautions for the safety of their workers. The resource member will further review the need to develop a health and safety procedure for footwear use.

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

3. **Incident & Concern Reports**

a) **Aggressive Incidents**

An observer member expressed concern about the difficulty of completing the online form and the fact that assistance was required from the information technology department. The observer member will survey other members of the O.S.S.T.F. to determine if others have had difficulty. A resource member will also check the database to ensure reports were submitted successfully.

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

b) **Concern Reports**

Nothing to report.

c) **Notice of Occurrences**

Nothing to report.

4. **Inspection Reports**

a) **Use of curtains**

A resource member reported that the “Transforming Living Spaces” committee has been advised that any curtains in use must be fire retardant. The use of tents in classrooms was discussed and the challenge of maintaining safety while complying with curriculum for students with special needs. The resource member will consult with several fire department regarding regulations. Inspectors are advised to continue making note of tent use.

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

b) **Birchview Dunes yard**

A worker member reported the concern that there is a hole under the fence leading to a creek. There has been a work order submitted but the problem persists. A resource member will consult with the maintenance department.

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

c) **Birchview Dunes library window**

A worker member reported the concern that there is a leak in the library window that continues to be an issue even though a work order has been submitted. A resource member will consult with the maintenance department.

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

d) Brechin P.S. water/electricity

A worker member reported that a tap has been moved (room 110) too close to a non GFI outlet. A work order has been submitted but the issue is not resolved. A resource member will consult with the maintenance department.

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

e) Uptergrove P.S. tarmac

A worker member reported that there is a tripping hazard on the walkway outside exit 7. A work order has been submitted but the issue is not resolved. A resource member will consult with the maintenance department.

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

f) Tay Shores P.S. addition

A recent inspection resulted in several deficiencies. A resource member will provide a copy of the inspection report to the design and construction department.

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

g) Kiln use

A group discussion took place regarding the proper procedure for kiln use. A resource member will investigate and report back to the committee.

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

5. Sub-Committee Reports

a) JHSC Terms of Reference

Jan Doyle, Regional Program Coordinator – Ministry of Labour was present at 1:30 to discuss the JHSC Terms of Reference

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

b) Safety Plan Best Practices

Revised best practice document was discussed. A resource member advised that the document will be revised into APM format and be submitted to Administrative Council in January 2017 for review and approval.

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 was distributed and discussed. A worker member requested clarification of how training is carried out when an order is prescribed. A resource member will investigate and report back to the committee.

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

7. New Business

a) APM 4075 – Workplace Harassment or Objectionable Behaviour Review

Handout was distributed. Changes in legislation were discussed as it relates to Bill 130. A group discussion took place regarding interpretation of the memo. A resource member requested feedback from the committee by the end of the week.

Action: This item will be removed from the agenda.

b) Policy 3140 – Health and Safety Annual Review

Handout was distributed. An observer member suggested that under section 3. Guidelines 3.5 that the sentence end after the word condition. A resource member will bring the concern forward. A resource member requested feedback from the committee by the end of the week.

Action: This item will be removed from the agenda.

c) Policy 3045 – Workplace Violence Annual Review

Handout was distributed. A group discussion took place regarding the difference between this workplace violence policy and working with students who are violent. A resource member requested feedback from the committee by the end of the week.

Action: This item will be removed from the agenda.

d) Policy 3031 – Workplace Harassment – Annual Review

Handout was distributed. A resource member requested feedback from the committee by the end of the week.

Action: This item will be removed from the agenda.

e) Flammable materials

A group discussion took place regarding flammable materials such as dustless spray, rubbing alcohol, hand sanitizers etc. Inspectors were directed to write “keep in cabinet” on the inspection report.

Action: This item will be removed from the agenda.

f) Tire storage

A worker member requested protocol for storage of tires in auto shops. A resource member advised that they should not be storing more than 4 tires high and should be stored flat.

Action: This item will be removed from the agenda.

g) Welding

A worker member requested protocol for welding. A resource member advised that welding is to be performed in designated areas whenever available.

Action: This item will be removed from the agenda.

h) Height requirement for shelving

A worker member requested protocol for height of shelving. A resource member indicated that Health and Safety Procedure 05-34 outlines requirements.

Action: This item will be removed from the agenda.

i) Holiday decorations

A resource member advised that there is no specific policy but combustible materials and compromised means of egress can affect the safety of staff and students. The resource member will consult with several fire departments and report back to the committee.

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

j) "Right to refuse" education piece

A worker member suggested that an education piece for direction during right to refuse circumstances is required. A resource member will investigate and report back to the committee. A management member advised that a memo is in place and will report back to the committee.

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

k) Nantyr Shores S.S.

The parking lot has been reconfigured to a one-way direction, however, proper signage is not evident. A resource member will consult with the operations department.

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

8. **Correspondence**

Nothing to report.

9. **Recommendations**

Nothing to report.

10. **Professional Development**

Nothing to report.

11. **Adjournment**

Meeting adjourned at 12:35pm

Moved by Michelle Lemieux
Seconded by Mario Ernestica

The next meeting will take place Wednesday January 18, 2017 in the Georgian room at the Education Centre

Prepared by: Carrie Lansing

LIST OF HEALTH AND SAFETY COMMITTEE MEMBERS

<u>WORKER MEMBERS</u>	<u>GROUP</u>	<u>LOCATION</u>
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.
<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