



## JOINT HEALTH AND SAFETY COMMITTEE (JHSC) MINUTES

**November 9, 2016**

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

**ABSENT:** Mark Butt

### **1. Welcome**

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

Moved by Mario Ernestica  
Seconded by Jen Elliot

The October 12, 2016 minutes were approved as written.

Moved by Andrea Gordon  
Seconded by Michelle Morris

### **2. Business Arising from the Minutes**

#### **a) Ergonomics due to Safe Welcome**

A management member confirmed that an email has been sent to elementary schools advising that a subsidy is available for a second AI phone unit in the main office based on school size. The management member will share this message with the committee, and agreed to send a reminder to the schools closer to the November 30, 2016 deadline. The management member noted that any schools that have already had a second unit installed will be reimbursed accordingly.

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

#### **b) Lift inspections**

A resource member distributed an inventory of existing lifts within the SCDSB. A group discussion took place regarding suggestions for additional information to the list such as date of last inspection, whether the lift passed or failed, etc. The group discussed the need for a standard checklist for inspections. The resource member will discuss the matter with the special education dept.

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

c) WSIB summary – potential strategies

A resource member confirmed that the human resources department has been provided with the suggestion that professional ergonomic assessments are necessary when investigating ergonomic claims. The resource member will follow up with the human resources department for feedback.

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

d) Eye wash stations

A management member confirmed that the preventative maintenance (PM) program for the inspection of eye wash stations was issued November 1, 2016 and will be performed on a monthly basis. Completion of each monthly inspection will be electronically logged in the Directline Computerized Maintenance Management System (CMMS) Details of the monthly PM inspection were circulated to the committee.

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

e) Gym equipment inspections

A resource member will discuss the feasibility of having inspections sent to administrators electronically and will report back to the committee regarding timelines. A group discussion took place regarding how equipment is tagged out when inspections fail.

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

f) Home furnishings

A resource member reported that the “Transforming Learning Spaces” committee continues to develop procedural direction and that a completed APM A5200 form must be submitted to facility services and approved before alterations take place. A discussion took place regarding APM A5010 and the balance between considering program needs and using common sense when it comes to small appliance use in schools. The resource member reminded the committee that it is the responsibility for all users to use due diligence under the Occupational Health and Safety Act. The issue of whether Christmas lights may be used in schools was brought forward. The resource member advised that there are several things to consider: 1) is the equipment CSA approved and in safe working condition 2) is it necessary for programming and 3) ensure that lights are turned off at the end of the day. A management member offered that best practice includes exercising caution while using common sense.

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

g) Air conditioning

A management member reported that technology shops with overhead doors in new schools or renovations are not built to include air conditioning. Hospitality classrooms are, however, built to include air conditioning.

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

h) Barrie North C.I. ASD room

A management member consulted with the facility services department regarding the status of the completion of the renovation. A worker member confirmed that outstanding issues had been addressed.

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

i) Tile floors

A management member confirmed that non-slip tile is used in new schools and renovations. A discussion took place regarding the perceived inconsistency of the use of mats/carpets in high traffic areas to alleviate slip and fall hazard. A management member will consult with the operations department regarding use of mats/carpets.

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

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

A resource member reported that monthly inspection of A.E.D.'s is ultimately the responsibility of the administrator, however, a first aid representative can be appointed if trained. A group discussion took place that the reason alternative schools do not have A.E.D.'s is the low occupancy and lack of training on the units, but a management member confirmed that if staff on site are willing to be trained, it will be made available. The resource member reported that currently there is no regulation for on site A.E.D.'s, however, the SCDSB took the initiative to have them in schools.

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

k) Students from other boards

A management member confirmed that the APM for admissions and enrolment is currently being revised by Administrative Council. The management member will report updates to the committee as they become available.

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

**3. Incident & Concern Reports**

a) Aggressive Incidents

Nothing to report

b) Concern Reports

A worker member raised the concern that schools are receiving support by board staff for the "Transforming Learning Spaces" initiative, however, Joint Health and

Safety Committee inspectors should still report unsafe conditions. A resource member will investigate.

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

c) Notice of Occurrences

Nothing to report

4. **Inspection Reports**

a) Orchard Park P.S.

A management member reported that the covered side entrance tile has been replaced with a non-slip solution.

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

b) Barrie North C.I.

A worker member reported that work to improve air quality in room 220 has been complete.

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

c) Use of curtains

A group discussion took place with respect to the use of curtains in classrooms. A resource member will address the topic (as it relates to fire code) at the next "Transforming Learning Spaces" meeting, and will 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

A management member confirmed that a discussion will take place with the remaining group with concerns. A resource member awaits response from the Ministry of Labour regarding meeting schedule.

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

b) Safety Plan Best Practices

A resource member provided a safety plan best practice document to the committee. An observer member confirmed that the document has been reviewed by the occasional teachers group, and provided feedback. The resource member

confirmed that this best practice document will be finalized and submitted to Administrative Council for final approval.

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

c) Risk Assessment

A group discussion took place regarding “potential risk” awareness and the need for consistency. The resource member will review H&S procedure 05-31 and report back to the committee.

6. Ministry of Labour Reports

a) Report # OHS Case ID 02644KTRM886 was distributed and discussed.

7. New Business

a) Footwear

A worker member brought forth the topic of protective footwear for use in ASD classrooms, and advised that closed toe shoes were requested to be worn when working with students that run and students who use wheelchairs. A resource member reported that administrators have a reasonable responsibility to protect workers from injury. The resource member will investigate with others boards and report back to the committee.

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

b) Emma King E.S.

The Section 23 program and the supervisor role was discussed.

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

c) Expired hand sanitizers

A worker member requested clarification about how to properly dispose of expired hand sanitizers. A resource member advised that they should be disposed of during hazardous waste disposal collection.

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

d) Lighting in portables during power outages

A worker member requested clarification of the procedure. A resource member advised that, as in any classroom, the purpose for emergency lighting is to provide safe evacuation and access to life safety systems and is not designed for ongoing lighting.

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

**8. Correspondence**

A Health and Safety – Start-Up Checklist was distributed by a resource member for information and feedback.

**9. Recommendations**

Nothing to report

**10. Professional Development**

Nothing to report

**11. Adjournment**

Meeting adjourned at 1:00pm  
Moved by Michelle Lemieux  
Seconded by Mario Ernestica

***The next meeting will take place Wednesday December 14, 2016 in the Georgian 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>
Lisa Sander	A.E.S.P.	Education Centre
Andrea Gordon	O.P.S.E.U.	Education Centre
Mario Ernestica	C.U.P.E.	Bayview 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