



JOINT HEALTH AND SAFETY COMMITTEE (JHSC) MINUTES

October 12, 2016

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

ABSENT: Mark Butt, Kelly Martin, Kristiina Myllymacki

1. **Welcome**

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

Moved by Jen Elliot
Seconded by Michelle Lemieux

Items 2. (g) Booking Inspections and 6. (a) Automated External Defibrillators of the September 14, 2016 minutes were amended.

Moved by Andrea Gordon
Seconded by Lisa Sander

2. **Business Arising from the Minutes**

a) **Ergonomics due to Safe Welcome**

A management member confirmed that a subsidy will be provided to those schools that may require a second safe welcome unit in the main office (based on size of school). The management member will send details out to the schools.

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

b) **Health and Safety Awareness**

A resource member confirmed that additional “Health and Safety at Work” posters have been provided to the regional operations supervisors for the custodial areas. The resource member also indicated that a Health and Safety School Start Up list was provided to superintendents prior to the start of the school year. The resource member will provide a copy of these items to the committee.

Action: This item will be removed from the agenda.

c) Lift inspections

A resource member advised the committee that a copy of lift inventory has been requested from the special education department and that the document will be distributed to the committee upon receipt. The resource member confirmed that it is the principal's responsibility to ensure that a copy of each lift inspection report is left in a consistent area (eg main office), and that the equipment is either tagged out or locked out and indicated as such. A group discussion took place regarding the importance of having a measure in place so that the equipment is not used if inspections fail. The resource member will consult with the special education department to ensure clear communication of the status of lift equipment.

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

d) WSIB summary – potential strategies

A group discussion took place regarding the need to improve WSIB statistics from a health and safety perspective. A group discussion also took place regarding proper assessments for ergonomics. (Use of the Occupational Health Clinics for Ontario Workers Inc.) was discussed as a resource. A resource member will provide this information on to the human resources dept.

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

e) Eyewash stations

A resource member confirmed there is a preventative maintenance program being created in the maintenance work order system. A management member confirmed that the program will be introduced shortly. The maintenance member will report back to the committee with details such as frequency of inspections.

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

f) Gym equipment inspections

A resource member reported that inspections are being considered to be delivered electronically to schools. The resource member will report back to the committee. A group discussion took place regarding how the equipment is tagged out when inspections fail.

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

g) Booking inspections

A group discussion took place regarding how and if schools should be made aware of upcoming health and safety inspections. The committee agreed that the best practice is to notify schools of upcoming inspections a week in advance. A group discussion took place regarding the fact that once a date for an inspection is set, it will not be altered with the exception of extenuating circumstances which are mutually agreeable to both parties.

Action: This item will be removed from the agenda.

h) Home furnishings

A resource member reported that another “Transforming Learning Spaces” meeting is scheduled for this week, and will report back to the committee. Group discussion took place regarding striking a balance between code violations, student learning, and budget restrictions. A management member will consult with the facility services superintendent regarding guidelines, and report back to the committee. A reminder was issued to the committee to continue to report on unsafe conditions during inspections, and if unsure of a specific situation, take photos and consult with the resource member.

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

i) Air conditioning

A management member reported that it is the standard for new schools to include air conditioning with the exception of gyms. A worker member asked if tech shops are built to include air conditioning. The management member will find out and report back to the committee.

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

j) Barrie North C.I. ASD room

A worker member reported that there are communication issues with the rest of the school since the recent renovation. (PA system is not in place, but telephones are present) so code red situations are a concern. A management member will consult with the facility services superintendent to obtain a timeline for completion.

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

k) Tile floors

A management member consulted with the operations department to discuss the concern of increased risk of slip and fall due to excess sand on tile floors and reported that in some cases, mats are present which reduces the risk of slip and fall. The management member discussed the importance of being diligent about excess sand buildup as an ongoing risk management requirement. A worker member inquired about the possibility of using an alternate type of tile going forward. The management member will consult with the design and construction department and report back to the committee.

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

Nothing to report

4. Inspection Reports

a) Orchard Park P.S.

A management member reported that efforts to source a non slip solution for the covered side entrance have not been successful. The maintenance department confirms that the area will be broken up and there will be new concrete poured.

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

b) Barrie North C.I.

A worker member reported that the air conditioning unit was leaking in room 220, and that there was a mould concern. A resource member advised that a contractor had been hired, and the unit was cleaned and inspected. The worker member reported that the principal was looking into replacing the unit. A management member will investigate whether an APM A5200 alteration request has been submitted.

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

5. Sub-Committee Reports

a) JHSC Terms of Reference

A reminder was issued to the last remaining group to provide feedback to a management member. The group representative will meet with the management member after today's meeting. A group discussion took place regarding the timing of the roll out of the new IPAD software for use while conducting inspections.

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

b) Safety Plan Best Practices

A resource member reported that the document is being updated to include a recent photo while remaining in compliance with the privacy act. An observer member will provide the resource member with suggested safety plan procedure for occasional teachers.

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

c) Risk Assessment

Nothing to report.

6. Ministry of Labour Reports

a) Nothing to report.

7. New Business

a) Automated External Defibrillators

A group discussion took place regarding the responsibility of monthly checks. The H & S procedure HS 03-05 reads as follows:

HS 03-05 AUTOMATED EXTERNAL DEFIBRILLATORS

4. Monthly Maintenance Check

Monthly checks should be conducted by an individual who has received information and instruction on the AED. It is the responsibility of the principal/manager to ensure the monthly check record is maintained.

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

b) Combustible decorations

An observer member requested a review of board procedures for the proper use of decorations. A group discussion took place regarding H & S procedure 04-02. A resource member will review the procedure for updates.

Action: This item will be removed from the agenda.

c) Safety Plan procedure when student arrives from another board

A worker member requested clarification of procedure when a student with a safety plan arrives from another board. A resource member advised that APM A1435 applies. A group discussion also took place regarding APM A1750 regarding the possibility that the wording may need to be updated to include the delay of admission of a student until contact has been made with prior school board.

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 12:30pm
Moved by Michelle Lemieux
Seconded by Mario Emestica

***The next meeting will take place Wednesday November 9, 2016 in the Couchiching 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>
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.
<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
Kristiina Myllymaki	Simcoe County Elementary Occasional Teachers Federation	N/A