



JOINT HEALTH AND SAFETY COMMITTEE (JHSC) MINUTES

September 14, 2016

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

ABSENT: Mark Butt, Brian Jeffs, Michelle Lemieux, Kristiina Myllymacki

1. Welcome

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

Moved by Joe Lamoureux
Seconded by Kelly Martin

The June 8, 2016 minutes were approved as written.

Moved by Andrea Gordon
Seconded by Tracy Briscoe

2. Business Arising from the Minutes

a) Ergonomics due to Safe Welcome

A resource member confirmed that a proposal is being worked on to supplement a 2nd unit based on enrolment at each individual school. A group discussion took place regarding the challenge for small schools that only have one SASE.

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 will be provided to the regional operations supervisors for the custodial areas. A group discussion took place regarding where the posters should be placed as well as the need for heightened awareness. The resource member indicated that a Health and Safety School Start Up list was provided to superintendents prior to the start of the school year.

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

c) Lift inspections

A group discussion took place regarding the method in which the lift inspectors provide inspection results to the schools. The committee agreed that the process should involve more detailed documentation when equipment is locked out. A resource member will discuss the matter with the special education department. The resource member will also obtain an updated list of lifts and their associated schools.

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

d) WSIB summary – potential strategies

A resource member will consult with the special education department for information regarding how staff can recognize if equipment is not to be used and if it can be incorporated into lift training.

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

e) Eyewash stations

A group discussion took place regarding the operation of the units. A resource member confirmed that there is a monthly preventative maintenance (PM) program being set up with respect to inspecting the working condition. In the event that a station requires attention, a work order is to be submitted to maintenance dispatch. The resource member will consult with the maintenance department to find out when the PM program will be in place.

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

f) Gym equipment inspections

A resource member reported that inspections are conducted annually. They are scheduled through facility services and a report is provided to the school. If inspectors require a copy of the report, it can be obtained from each individual school. A group discussion took place regarding that inspections should be posted in an area consistent in all schools, and in a durable/permanent area so that it cannot be removed. The resource member will follow up with facility services regarding a view to establishing consistency.

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 advised the committee that the student success department has formed a committee for "Transforming Learning Spaces". The first meeting was held in June 2016. The resource member attended the meeting and reported that the topic of balance between student development and safety/fire code, proper cleaning of materials etc. was discussed as well as issues such as furniture modification and storage of excess furniture and equipment. Further meetings are scheduled and the resource member will keep the committee updated. A reminder was issued to the committee to continue to report on unsafe conditions during inspections.

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

A management member reported that a non-slip solution has been located and a supplier is being sourced.

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

b) Brechin Eyewash

A resource member confirmed that the eyewash station in the mechanical room has been removed as there was another eyewash station in the area.

Action: This item will be removed from the agenda.

c) Tarmac/Parking lot condition

The concern was raised about the poor condition of some of the SCDSB tarmac and parking lots. A management member advised the group that as a matter of procedure, issues are patched on a per-case basis, and replaced when budget allows. A reminder was issued to submit a work order as issues arise.

Action: This item will be removed from the agenda.

5. Sub-Committee Reports

a) JHSC Terms of Reference

A reminder was issued to provide feedback to a management member. Upon consensus of all parties the next steps will be to have a collective meeting with the Ministry of Labour. A resource member advised the committee that IPAD software is being finalized for use during inspections and an update will be provided at the next JHSC meeting.

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

b) Safety Plan Best Practices

A group discussion took place regarding the handout – Process for the Sharing of Safety Plans. Suggestions were made by observer members which included providing safety plans for occasional teachers in a consistent manner, as well as ensuring updated photos accompany safety plans. A resource member invited feedback to the handout by the end of next week. The resource member will consult with the human resources and special education departments to review the document.

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

c) Risk Assessment

A group discussion took place regarding how results are reviewed and interpreted and addressed. A resource member will send the document to the committee and invited feedback to be discussed at the next JHSC meeting.

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

6. Ministry of Labour Reports

a) MOL Field Visit Report # 02722KQPN005 was discussed.

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 for the next meeting.

b) Health and Safety resources

A request was made by committee members to obtain an updated copy of the Carswell Occupational Health and Safety Act.

Action: This item will be removed from the agenda.

c) Air Conditioning

A group discussion took place regarding the challenges of controlling temperatures in SCDSB buildings. A worker member inquired whether new schools are built to include air conditioning. A management member will consult with the design and construction department.

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

d) Barrie North ASD room

A worker member brought forth the concern that the ASD room at Barrie North has been moved and the new room does not have air conditioning. A resource member will consult with facility services.

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

e) Tile floors

A worker member brought forth the concern of slippery conditions on tile floors (sand/wet) particularly in kindergarten rooms and other entrance ways. Some of the areas in question include the Uptergrove, Marchmont and Nottawasaga Creemore kindergarten classrooms and Innisdale Theatre entrance. A management member will investigate and report back to the committee.

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

8. Correspondence

Nothing to report

9. Recommendations

Nothing to report

10. Professional Development

A resource member will set up health and safety training for the new committee members.

11. Adjournment

Meeting adjourned at 12:30pm
Moved by Mario Emestica
Seconded by Andrea Gordon

The next meeting will take place Wednesday October 12, 2016 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>
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