



JOINT HEALTH AND SAFETY COMMITTEE (JHSC) MINUTES

May 11, 2016

PRESENT: Senora Baldry, Tracy Briscoe, Kate Dewey, Jen Elliott, Mario Emestica, Robin Ewert, Andrea Gordon, Mike Goss, David Quinlan

ABSENT: Mark Butt, Brenda Godin, Brian Jeffs, Kelly Martin, Michelle Morris, Erin Schwarz, 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 Mike Goss

The April 13, 2016 minutes were approved as written.

Moved by Tracy Briscoe
Seconded by Mike Goss

2. Business Arising from the Minutes

a) Ergonomics due to Safe Welcome

A management member continues to source a cost effective solution. A group discussion took place regarding the process when an assessment is required. It was agreed that requests for ergonomic assessments be directed to the Human Resource Services department.

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

b) Health and Safety Awareness

The sub-committee met after the April 2016 meeting. Discussion took place regarding the need for a more user friendly, formal approach and format. A group discussion took place about the way the Health and Safety message is delivered, and the difference between awareness and training. A resource member will share the sub-committee document with the rest of the committee for feedback. A suggestion was made to display Ministry of Labour H & S posters in more areas such as staff work rooms. The resource member will investigate the suggestion to develop a shared drive for the JHSC to access all documents.

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

c) Lift inspections

A reminder was issued to inspectors to make note of any failed equipment and take appropriate action (either have it locked out or removed) a resource member will discuss with the Special Education department and report back to the committee.

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

d) Spring clean-up of sand

A resource member consulted with Facility Services and advised the committee that as of May 1, 2016 the sand clean-up was approximately 80% complete. A reminder was issued to advise the resource member if there are schools that have not been done.

Action: This item will be removed from the agenda.

3. Incident & Concern Reports

a) Aggressive Incidents

A resource member confirmed that the committee has access to incident summary via link on the Health and Safety page of the staff website. A group discussion took place regarding the process for reporting, and the importance of addressing incidents in a timely manner. The resource member will consult with the Information Technology department to review how alerts are directed and how incidents are tracked. The committee discussed whether it is necessary to form an Aggressive Incidents sub-committee and will discuss further at the June 2016 meeting.

b) Concern Reports

Nothing to report

c) Notice of Occurrences

Nothing to report

4. Inspection Reports

a) Forest Hill E.S.

A resource member advised that Facility Services confirms that the area of the portables will be paved during the summer 2016 and should resolve the pooling of water.

Action: This item will be removed from the agenda.

b) Birchview Dunes P.S.

A resource member confirmed that disinfection measures recommended by the Health Unit are being followed.

Action: This item will be removed from the agenda.

5. Sub-Committee Reports

a) JHSC Terms of Reference

A management member invited feedback from the Presidents of all bargaining units. Upon consensus of all parties the next steps will be to have a collective meeting with the Ministry of Labour.

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

b) Safety Plan Best Practices

A resource member is working to achieve a consistent format for the fall 2016.

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 requested feedback for discussion at the June 2016 meeting.

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

6. Ministry of Labour Reports

a) Nothing to report

7. New Business

a) WSIB claim summary – potential strategies

The Health and Safety and WSIB Annual Report (2014-15) handout was discussed. A resource member invited the committee to review the handout and provide feedback at the June 2016 meeting.

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

b) Eye wash stations

A worker member requested clarification of the procedure for inspections. A resource member will consult with Facility Services to determine the frequency of preventative maintenance and the possible implementation of a tagging process. The resource member requested that the committee provide any specific issues to the resource member.

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

c) Gym equipment inspections

A worker member requested clarification regarding the procedure for inspection basketball nets, and the group discussed the general inspection procedure for all gym equipment. A resource member will consult with Facility Services to confirm that all gym and playground inspection reports are done annually.

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

d) E.T.F.O. Professional Development (P.D.) feedback

A resource member discussed general feedback about the New WHMIS training, Risk Assessment Survey, and General Health and Safety powerpoint presentation that was delivered at the last P.D. day and possible ways to improve the delivery. A discussion took place regarding which employees require full training, and/or modified training.

Action: This item will be removed from the agenda.

e) Renewal of Certification for Joint Health and Safety (JHSC) members

A resource member informed the committee that once the restructuring of the committee is complete, certification training shall be conducted by an approved training provider in accordance with the Ministry of Labour – Joint Health and Safety Committee Certification Training Program Standard.

Action: This item will be removed from the agenda.

f) Booking inspections

A group discussion took place regarding the process of advising schools of upcoming inspections. A resource member will consult a management member and report back to the committee.

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

g) Playground signage

A worker member brought up the concern that signs are being installed in dangerous areas, such as at the bottom of hills. A resource member will consult with Facility Services to determine the process and to confirm that Facility Services works in conjunction with the school.

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

h) First Aid Kits

A reminder was issued to the committee to consult the checklist of first aid kits Health and Safety Procedure HS 03-01 First Aid Requirements when conducting inspections.

Action: This item will be removed from the agenda.

i) Home furnishings

The concern was brought up about home furnishings in the classroom, and protocol is when inspections are conducted with respect to identifying if they are board approved. A group discussion took place regarding the challenge of managing/balancing safe equipment and the effective implementation of program. A resource member will consult with a management member and report back to the committee.

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

8. Correspondence

Nothing to report

9. Recommendations

Nothing to report

10. Professional Development

Receipts can be submitted to a resource member for April 26 & 27, 2016 conference reimbursement.

11. Adjournment

Meeting adjourned at 1:15pm

Moved by Jen Elliot
Seconded by Mario Emestica

The next meeting will take place Wednesday June 8, 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>
Erin Schwarz	A.E.S.P.	Education Centre
Andrea Gordon	O.P.S.E.U.	Education Centre
Mario Ernestica	C.U.P.E.	Bayview P.S.
Mike Goss	O.S.S.T.F.	Eastview S.S.
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
Brenda Godin	C.U.P.E.	Barrie Central C.I.
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
Robyn Ewert	E.T.F.O. (Occasional Teachers Local Simcoe County)	N/A