



JOINT HEALTH AND SAFETY COMMITTEE (JHSC) MINUTES

April 13, 2016

PRESENT: Senora Baldry, Tracy Briscoe, Kate Dewey, Jen Elliott, Mario Emestica, Robin Ewert, Brenda Godin, Andrea Gordon, Mike Goss, Brian Jeffs, Michelle Morris, David Quinlan

ABSENT: Mark Butt, Kelly Martin, Erin Schwarz, Mark Twardowski

Timed Item 10:00am Superintendent Chris Samis as part of recommendation 2015-16:03 regarding personal protective equipment (PPE).

Superintendent Samis presented a review of APM A1435 and the method of delivery of PPE. A group discussion took place regarding the process for cleaning the equipment when it is passed on to next employee. Superintendent will investigate and report back. A group discussion took place regarding how occasional staff are outfitted when supply teaching. Superintendent Samis reported that delivery of size appropriate PPE is immediate.

1. Welcome

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

Moved by Mike Goss
Seconded by Brenda Godin

The March 9, 2016 minutes were approved as written.

Moved by Michelle Morris
Seconded by Tracy Briscoe

2. Business Arising from the Minutes

a) Midland Learning Centre

A management member confirmed that the Board has approved the move from the current location to the Penetanguishene Secondary School building effective September 2016. The Board is looking for partners to share the space.

Action: This item will be removed from the agenda.

b) Ergonomics due to Safe Welcome

A management member confirmed that a cost effective solution is still being sought. The management member also confirmed the commitment to finding a solution. A group discussion took place regarding the requirement for consistency across the Board.

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

c) Kindergarten toileting

A resource member consulted with the appropriate Superintendent to discuss the challenge of managing toilet issues and the right of the student to be in school. A group discussion concluded that the best practices clean up procedure from 2010 is due to be updated.

Action: This item will be removed from the agenda.

d) PA systems volume

A resource member confirmed that a pilot using hardwire/rotating light will take place at Eastview while continuing to source reasonable options/solutions.

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

e) Handicap/Safe Welcome accessibility

A management member confirmed the commitment to a solution with respect to sight line and functionality of the handicap button. A worker member raised the concern that the protective covering on the lens can be scratched and therefore interfere with visibility. The resource member indicated that in these situations, a work order is to be submitted to maintenance dispatch to have it repaired.

Action: This item will be removed from the agenda.

f) Personal Protective Equipment (PPE)

Superintendent Chris Samis provided feedback to the committee at the beginning of today's meeting as part of recommendation 2015-16:03 follow up.

Action: This item will be removed from the agenda.

g) Health and Safety Awareness

A resource member confirmed that the sub-committee will meet after today's meeting.

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

h) Lift inspections

A resource member brought feedback from the Special Education department regarding lifts that have failed inspections. If they fail, they are tagged and the Special Education department receives assessment and repair quotations. Repairs are then completed unless the equipment is not in use. Prior to placing the equipment back in use the school is to inform Special Education in order to arrange repairs. A group discussion took place that better communication is necessary if equipment is out of service. A reminder to inspectors was issued to check with Principal and/or the resource member when encountering failed equipment.

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

i) Spring clean-up of sand

A resource member consulted with Facility Services and reported that the power sweeper contractors monitor weather to establish a start date. Once the sweeping is started, the contractors must work around permits, weather and bylaws etc. the resource member will report back to the committee with a projected timeline.

Action: This item will be followed up for 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) Forest Hill E.S.

A resource member reported that Facility Services is aware of pooling of water near the portables and that the entire area is being paved this summer. The resource member will request that Facility Services provide a safe temporary solution until then.

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

b) Birchview Dunes P.S.

A worker member reported that there is a student with Hepatitis C and that there is concern that proper protocol is being followed for clean up. A resource member recommended the school follow up with the Health Unit for proper guidelines.

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

5. Sub-Committee Reports

a) JHSC Terms of Reference

A management member invited feedback from the Presidents of all bargaining units. 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 group discussion took place regarding the importance of occasional teachers relaying Safety Plan concerns to Principals and the importance of standardization of process. An occasional teacher brought up a specific incident which the resource member will look into.

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

c) Risk Assessment

A resource member confirmed that Memo 2015-16:139 Workplace Violence Employee Risk Assessment Survey is going out to the system today. A group discussion took place regarding the language used in the survey as well as who it applies to. The survey will be open for all staff to complete until April 29th.

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

A management member discussed an accident claim summary document. A summary of the data will be shared with the committee with feedback and potential strategies invited at the next meeting.

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

b) Ergonomics

A group discussion took place regarding the high number of ergonomic issues and the requirement for standard office equipment as well as balancing preventative measures and reactive measures. A concern was expressed regarding the need for proper assessments. A reminder was issued that when conducting inspections to identify concerns on the reports. A group discussion took place regarding the process for furniture re-distribution when schools close. Any questions regarding this process should be directed to the Purchasing department.

Action: This item will be removed from the agenda.

c) Aggressive Incident Reports (AIR)

A worker member requested clarification regarding access that Inspectors have to the on line forms. A resource member will consult with Information Technology and report back. A group discussion also took place regarding the logistics of timely reporting.

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

d) Emergency Plans and Posters

An observer member asked if there was a standard document distributed to all schools that outlines all emergency protocol (i.e. lockdown and Fire Safety Plans) A resource member will investigate and report back. A reminder was issued to inspectors to note any signage/poster issues.

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

8. Correspondence

April 26 and 27, 2016 Partners in Prevention conference in Toronto. Advise the resource member by the end of the week if you are interested in attending. See www.wsps.ca for more information.

9. Recommendations

Recommendation 2015-16:03 and response documents were distributed to the committee.

10. Professional Development

Nothing to report.

11. Adjournment

Meeting adjourned at 12:30pm

Moved by Jen Elliot
Seconded by Andrea Gordon

The next meeting will take place Wednesday May 11, 2016 in the Georgian room at the Education Centre

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