



JOINT HEALTH AND SAFETY COMMITTEE (JHSC) MINUTES

March 9, 2016

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

ABSENT: Mark Butt, Robin Ewert, Mike Goss, Brian Jeffs

1. Welcome

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

Moved by Brenda Godin
Seconded by Erin Schwarz

The February 17, 2016 minutes were approved as written.

Moved by Tracy Briscoe
Seconded by Mario Emestica

2. Business Arising from the Minutes

a) Midland Learning Centre

A management member informed the committee that a new location has been selected pending Board approval. An update will be provided at the next meeting.

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

b) Ergonomics due to Safe Welcome

A management member informed the committee that the search continues for a feasible solution and that the installation of a second unit continues to pose a challenge. A group discussion took place regarding which schools may require a second unit. An observer member informed the committee of a logistics challenge at Midland Secondary School where the handicap entrance for occasional staff conflicts with the main office procedure. A suggestion was made that the inspector for that area investigate at next inspection and report back to the committee.

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

c) Kindergarten toileting

A resource member continues to investigate as to whether written procedures are in place and how it relates to non-special education students. Worker members expressed a need for best practices for toileting, clean up and materials to use.

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

d) PA systems volume

A resource member continues to source reasonable options/solutions.

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

e) Forest Hill E.S. playground sand

A resource member advised that the Operations department will ensure excess sand being tracked in to the school from the playground is managed. The resource member consulted with the Operations department and it was agreed that the sand will be managed without the addition of mats or runners.

Action: This item will be removed from the agenda.

f) Nantyr Shores S.S. parking lot

A management member observed the flow of traffic at peak times and reported that there did not appear to be any issues with traffic flow observed, however suggested that the installation of 2 directional signs at each end of the island in front of the school may be a solution to address potential concern.

Action: This item will be removed from the agenda.

g) Handicap/Safe Welcome accessibility

A management member reported that the manufacturer's recommended installation height is 55 inches and a group discussion took place with respect to reasons for this height. A worker member advised that there is an Accessibility Committee meeting coming up which she will be attending, she will review the height at the meeting and report back to the committee.

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

h) Duty to accommodate

An observer member advised the committee that there are medical forms available at the Human Resources department for employees who may require accommodations.

Action: This item will be removed from the agenda.

i) Midland Secondary School entrance

An observer member informed the committee of a logistics challenge at Midland Secondary School where the handicap entrance for occasional staff conflicts with the main office procedure. A suggestion was made that the inspector for that area investigate at next inspection and report back to the committee.

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) Gym curtains

A worker member indicated that there are several gym curtains being replaced (approximately 9 schools) due to exposed wires. The gym curtains have been locked out of use until they are replaced.

Action: This item will be removed from the agenda.

5. Sub-Committee Reports

a) JHSC Terms of Reference

A management member provided the draft document to the committee for feedback.

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

b) Safety Plan Best Practices

A resource member distributed the Safety Plan document for discussion and invited feedback by the end of the week.

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

c) Risk Assessment

A resource member will follow up with the IT and Research departments with respect to developing a method/format. The resource member will forward the draft survey to the committee and invites feedback by the end of the week. The resource member confirmed that the Risk Assessment survey will be distributed to the system by the end of April 2016.

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

6. Ministry of Labour Reports

Ministry of Labour incident report # 04329KFDN449 was distributed and a group discussion took place with respect to recommendations such as securing the scene of an incident, and notifying the Ministry of Labour in a timely manner. It was also recommended that Facility Services and snow removal contractors monitor weather patterns to predict snow fall as well as the importance of snow removal contractors' communication with schools. A group discussion also took place regarding the process for closing of schools in inclement weather, and concerns were expressed by the worker members that schools should be closed sooner than they are currently. A resource member will bring these concerns forward to Senior Administration and report back to the committee.

7. New Business

a) WSIB claim summary – potential strategies

Item was deferred to the April 2016 meeting.

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

b) Personal Protective Equipment (PPE)

A worker member brought forth the importance of the provision of PPE in an acceptable time frame, and of the mandatory 3 day turn-around time for debriefing. Recommendation No. 2015-16:03 was drafted.

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

c) Health and Safety Awareness

A worker member brought forth the suggestion that a sub-committee be revisited. A resource member will investigate and schedule.

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

d) Bear Creek projector screen

A resource member provided information to the committee regarding a screen that fell down causing an injury, and a reminder of the importance of following proper

procedure and installation of equipment. A group discussion took place regarding regular maintenance procedures as well as employee responsibility to report unsafe conditions.

Action: This item will be removed from the agenda.

e) Student Lifts

A group discussion took place regarding the proper procedure for failed inspections, and the importance of consistent and immediate communication in order to resolve the situation. A resource member will investigate and report back to the committee.

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

f) Spring clean-up of sand

A worker member raised the concern that clean-up of sand is happening too late in the season. A resource member will obtain scheduling information from Facility Services 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

Partners in Prevention Conference will be held April 26, 2016. A resource member will follow up and provide the committee with details.

11. Adjournment

Meeting adjourned at 12:20pm

Moved by Andrea Gordon
Seconded by Erin Schwarz

The next meeting will take place Wednesday April 13, 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