



JOINT HEALTH AND SAFETY COMMITTEE (JHSC) MINUTES

February 17, 2016

PRESENT: Senora Baldry, Tracy Briscoe, Mark Butt, Kate Dewey, Jen Elliott, Mario Emestica, Brenda Godin, Mike Goss, Brian Jeffs, Michelle Morris, David Quinlan, Mike Shililo, Mark Twardowski

ABSENT: Robin Ewert, Andrea Gordon, Kelly Martin, Erin Schwarz

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 December 9, 2015 minutes were approved as written. (the January 13, 2016 meeting was cancelled due to inclement weather).

Moved by Brenda Godin
Seconded by Mike Goss

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.

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 would in fact 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 discussed with the appropriate Superintendent and provided the committee with an overview of the roles of the Educational Assistant and Custodian as it relates to proper toileting procedures and disposal of toileting materials. A group discussion took place and the consensus was that written procedures are required for students who require toileting assistance that aren't part of the special education program. A resource member will obtain clarification.

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

d) PA systems volume

A resource member continues to source other options together with the Electrical Supervisor and IT Services including tying in a light notification to the PA systems or using walkie talkie/pager technology. Once a suitable option is found, a pilot will be conducted at tech shops and mechanical areas at a site to be selected.

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. A suggestion was made by the group to provide mats and runners for the area in order to prevent slipping. The resource member will investigate.

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

f) Nantyr Shores S.S. parking lot

A management member confirmed that due to settlement of the parking lot, the current drainage system is not functioning properly and water is pooling. The project is in renewal backlog pending funding allocation. In the meantime, the situation will be addressed with sanding. A management member will advise the grounds supervisor so that it will be monitored closely and appropriate action taken accordingly. A group discussion took place regarding the signage in the parking lot and whether the traffic flow is logical. A management member will investigate and report back to the committee.

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

g) Tay Shores P.S. parking lot

A management member advised the committee that a section of fencing has been removed from the parking lot in order to store excess snow off of the parking lot. In addition, the parking lot has been reconfigured and extended to accommodate the additional parking requirement for the 2015-2016 school year.

Action: This item will be removed from the agenda.

h) Tech tubs for Ipad charging

A resource member advised that the IT department is aware of the problem and will address issues as they arise. If any issues arise during inspections, schools are to be instructed to submit a helpdesk ticket (and to not replace them themselves) The resource member will have further discussion with the IT department.

Action: This item will be removed from the agenda.

i) Handicap/Safe Welcome accessibility

A management member provided the committee with a background of the Safe Welcome program including how funding from the Ministry covered only the initial elements of the program. Since the introduction of the program, however, there have been additional items identified to provide full functionality. The management member provided a description of the 3 situations that exist in the SCDSB elementary schools with regard to the Aiphone system, Lenel electronic access control and Barrier Free (BF) door operation :

- 1) New schools (within the last 2 years) have the ideal situation where all 3 systems are integrated
- 2) Where the Aiphone/Lenel systems are located on the BF door, the BF door will not open the door when the door is locked. When the door is unlocked from the Aiphone/Lenel systems the BF button is able to open the door
- 3) Where the Aiphone/Lenel systems are not located on the BF door, the automatic BF door access button will only open the door if the panic bar hardware is manually unlocked

A group discussion also took place regarding the height of the Aiphone system with respect to accessibility for wheelchair users. When conducting inspections, the committee will take note of height at each of their schools and provide possible height issues to the management member. The management member will review specifications for the recommended installation height.

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

j) Salt allotment for icy conditions

A resource member informed the committee that initially 10 bags of ice melt are provided to each site. If additional bags are required, custodians are instructed to discuss with their supervisor regarding the provision for more, based on the size of the school. The resource member advised the group that pickle mix (sand/salt) is supplied by the contractor.

Action: This item will be removed from the agenda.

3. Incident & Concern Reports

a) Aggressive Incidents

A resource member will issue a reminder to Administrators the necessity of a 3 day follow-up meeting after an aggressive incident is reported. A group discussion took place regarding how the process works and the suggestion was made to the committee to communicate proper process for aggressive incident reporting to their members.

b) Concern Reports

Nothing to report

c) Notice of Occurrences

A resource member reported that there was a temporary computer miscommunication for reporting, but that situation has been resolved.

4. Inspection Reports

a) Hyde Park procedure for changing light bulbs

A resource member indicated that the Operations department continues to seek a solution to the problem. A request was made to the Design and Construction department that this model of lighting not be used going forward.

Action: This item will be removed from the agenda.

5. Sub-Committee Reports

a) JHSC Terms of Reference

A management member will provide the 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. A group discussion took place regarding process for distribution as well as the necessity for consistency and standardization. The group also discussed the requirement for two different documents, one for elementary and one for secondary. The resource member will discuss the matter with Administration and report back to the committee. The resource member invites feedback regarding the two documents from the committee by Friday February 19, 2016.

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

c) Risk Assessment

A group discussion took place regarding the frequency of assessment surveys. A resource member will follow up with the IT and Research departments with a view of addressing the matter at the next elementary PA day.

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

6. Ministry of Labour Reports

No new information to provide.

7. New Business

a) Cyber bullying

An observer member requested a discussion of how cyber bullying by students is dealt with at the SCDSB. A management member provided a definition of code of conduct/acceptable use policy for students, as well as subsequent disciplinary action. A group discussion took place regarding the challenges of compliance.

Action: This item will be removed from the agenda.

b) Duty to Accommodate

An observer member brought forth the requirement for identifying physical limitations for occasional teachers. A management member advised that accommodation is a Human Resource function and that the onus is on the occasional teacher to advise Human Resources of any accommodation they might have.

Action: This item will be removed from the agenda.

8. Correspondence

Nothing to report.

9. Recommendations

Nothing to report

10. Professional Development

Nothing to report

11. Adjournment

Meeting adjourned at 12:10pm

Moved by Michelle Morris
Seconded by Brenda Godin

The next meeting will take place Wednesday March 9, 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