

**JOINT HEALTH AND SAFETY COMMITTEE (JHSC)  
MINUTES****December 9, 2015**

---

PRESENT: Senora Baldry, Tracy Briscoe, Eric Couture, Kate Dewey, Jen Elliott, Mario Emestica, Robin Ewert, Andrea Gordon, Mike Goss, Brian Jeffs, Michelle Morris, David Quinlan, Erin Schwarz, Mark Twardowski

ABSENT: Mark Butt, Kelly Martin

**1. Welcome**

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

Moved by Mike Goss  
Seconded by Erin Schwarz

The November 11, 2015 minutes were approved as written. (note – a clarification has been made to item 2 (c) )

Moved by Michelle Morris  
Seconded by Erin Schwarz

**2. Business Arising from the Minutes****a) Midland Learning Centre**

A management member informed the committee that a meeting was held with the Continuing Education dept. and the Planning dept. to discuss options for a new location. It was noted that Penetang SS is a possibility. It was also noted that the group is actively seeking partnerships with group community agencies to co-locate and that options are very limited in the Midland area. A group discussion took place regarding the many challenges at the current location. The management member will keep the committee informed.

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

**b) Ergonomics due to Safe Welcome**

A group discussion took place regarding the Frequently Asked Questions – Safe Welcome - page on the staff website. A management member will obtain further information regarding limitations and options with Facility Services. A management member provided positive feedback regarding a 2<sup>nd</sup> unit that was recently installed in an elementary school.

As clarification from the October minutes a maintenance work order and not a helpdesk ticket should be issued for repairs if a safe welcome unit fails.

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

c) Kindergarten toileting

A group discussion took place regarding the process for proper clean-up of students and disposal of materials related to kindergarten toileting. Discussion also included the need for supply of proper products such as wipes. A management member also expressed the concern that improper flushing of materials has resulted in a sizable increase in maintenance work orders and expense. A resource member will investigate protocol with the appropriate Superintendent. A management member will investigate protocol with Human Resources.

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

d) PA systems volume

A resource member continues to source low voltage options/solutions with other school boards. 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.

**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) Hyde Park procedure for changing light bulbs

A resource member indicated that the Operations and Design and Construction departments have been advised of the design concerns with the lights. A group discussion also took place regarding the challenge of changing the light bulbs at Mundy's Bay due to their extreme height. The resource member will consult with the Operations department.

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

## 5. Sub-Committee Reports

### a) JHSC Terms of Reference

A management member will consult with a worker member regarding the final terms. The management member will then share the most recent document with the sub-committee.

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

### b) Safety Plan Best Practices

A resource member distributed a draft Safety Plan document for discussion. The resource member instructed the committee to provide feedback by December 18, 2015.

**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 review the survey format in regards to creating an electronic document to assist the committee in reviewing the results for trends.

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

## 6. Ministry of Labour Reports

Inspections have been deferred to 2016. A resource member is awaiting further information regarding inspections and will keep the committee informed.

## 7. New Business

### a) Forest Hill

A worker member provided information to the committee regarding the most recent inspection of the schoolyard. The tarmac, walkway and catch basins have been fixed but there is still a concern with pooling water resulting in mud and ice issues by the portables. The worker member also identified a slip and fall concern due to excessive sand being tracked in to the tile floor. The worker member will send photos to the resource member who will discuss with the Operations department.

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

b) Nantyr Shores parking lot

A worker member identified the fact that there are large pools of water forming in the back parking lot. A management member will investigate.

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

c) Tay Shores parking lot

A worker member identified a concern that there have been several accidents in the parking lot due to narrow parking spaces. A concern was also raised about the need to have snow removed offsite from the parking lot so that snow piles would not take up limited parking spaces. A management member will investigate.

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

d) Tech tubs for Ipad charging

A group discussion took place regarding the concern that the cords are fraying easily as well as a solution moving forward. A resource member confirmed that a helpdesk ticket is required for repairs. The committee was instructed to report any occurrences during inspections.

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

e) Handicap/Safe Welcome accessibility

An issue has been identified with respect to the barrier free button not being able to open the door as a result of the Safe Welcome program. A management member will investigate.

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

f) Salt allotment for Icy conditions

A worker member identified a concern that there is a limit that Custodians must adhere to with respect to salting the grounds in icy conditions. A resource member will discuss with the Operations department to ensure that an adequate supply is available.

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

g) Kindergarten sensory bins

A group discussion took place regarding Health and Safety Procedure HS 05-20 which covers the Cleaning and Disinfection of Program Related Areas and Items. During inspections, the committee was reminded to ensure proper procedure has been followed.

**Action:** This item will be removed from the agenda.

h) Violent incidents

An observer member identified a threat of violence concern to casual employees of students without safety plans. A group discussion took place with respect to whether this would be considered an aggressive incident with documentation. The consensus was yes. A resource member also pointed out that according to APM A1435, a safety plan may be developed and placed in the student's OSR.

**Action:** This item will be removed from the agenda.

8. Correspondence

Nothing to report.

9. Recommendations

Nothing to report

10. Professional Development

A resource member will send out information regarding the next Professional Development opportunities.

11. Adjournment

Meeting adjourned at 11:30am

Moved by Tracy Briscoe  
Seconded by Jen Elliot

***The next meeting will take place Wednesday January 13, 2016 in the Georgian room at the Education Centre***

Prepared by: Carrie Lansing

## LIST OF HEALTH AND SAFETY COMMITTEE MEMBERS

<b><u>WORKER MEMBERS</u></b>	<b><u>GROUP</u></b>	<b><u>LOCATION</u></b>
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
Eric Couture	C.U.P.E.	Education Centre
Tracy Briscoe	D.E.C.E.	Baxter Central P.S.
<b><u>MANAGEMENT MEMBERS</u></b>	<b><u>GROUP</u></b>	<b><u>LOCATION</u></b>
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.
<b><u>RESOURCE</u></b>	<b><u>GROUP</u></b>	<b><u>LOCATION</u></b>
David Quinlan	Corporate Risk Officer - Health and Safety	Education Centre
<b><u>OBSERVERS</u></b>	<b><u>GROUP</u></b>	<b><u>LOCATION</u></b>
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