



JOINT HEALTH AND SAFETY COMMITTEE (JHSC) MINUTES

September 16, 2015

PRESENT: Senora Baldry, Tracy Briscoe, Kate Dewey, Jen Elliott, Robin Ewert, Brenda Godin, Andrea Gordon, Mike Goss, Michelle Morris, David Quinlan, Erin Schwarz, Mark Twardowski

ABSENT: Mark Butt, Brian Jeffs, Kelly Martin

1. Welcome

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

Moved by Michelle Morris
Seconded by Andrea Gordon

The June 10, 2015 minutes were approved as written.

Moved by Erin Schwarz
Seconded by Brenda Godin

2. Business Arising from the Minutes

a) Green screens

The innovation department continues to seek a vendor whose green screens meet fire code. They are also working on updating instructions for the proper use of the current green screens. A resource member will follow up for a status report.

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

b) Midland Learning Centre

A management member confirmed that the location will remain the same for the 2015-2016 school year. In the meantime, the search continues for a new location.

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

c) Orchard Park

A management member confirmed that lighting improvements are now complete.

Action: This item will be removed from the agenda.

d) Bayview parking lot

A management member confirmed that the drainage improvement project is complete. Due to the location of the snow storage area, fencing between the playground and parking lot is not feasible. The area will continue to be monitored.

Action: This item will be removed from the agenda.

e) Oakley Park basketball court/baseball field

A resource member confirmed that there is a work order in place to replace the top soil in the area in order to build it up. The JHSC inspector will report back to the committee after next inspection.

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

f) Ergonomics due to Safe Welcome

A resource member reported that, after investigation, there are no hands free head sets available for the current Safe Welcome system. There may be the option to install a separate button. A discussion occurred regarding the potential of second units for larger schools. The resource member will follow up.

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

g) Paper towels/hand dryers

A management member confirmed that while the cost is prohibitive to replace all existing hand dryers at once, they will be replaced and updated as renovations occur.

Action: This item will be removed from the agenda

h) Electrical outlets

Committee members are instructed to indicate issues as inspections are completed.

Action: This item will be removed from the agenda.

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) Mapleview Heights ES and Forest Hill ES

A group discussion took place regarding the significant pot holes in the parking lots. A resource member confirmed that Mapleview Heights is being fixed on an ongoing basis as a short term solution until budget allows a complete reconstruction. The resource member also confirmed that a work order is in place for Forest Hill to address the concerns.

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

b) Hyde Park PS procedure for changing light bulbs

A resource member reports that the lighting design presents a challenge for changing the bulb in that they are on cables, which causes them to swing. A resource member will discuss making changes to the design with the Design and Construction dept. The resource member will also discuss compiling a best practices document with the Operations dept.

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

5. Sub-Committee Reports

a) JHSC Terms of Reference

A management member indicated that talks with the bargaining units continue.

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

b) Safety Plan Best Practices

A discussion occurred regarding Powerschool safety plan content as well as a standard practice of providing information to occasional staff.

The emergency folder information was discussed and due to the fact that there is a regular change of administrators every school year, a suggestion was made by the group that current guidelines be sent out at the beginning of each school year with emergency folder updates.

The resource member will organize a meeting for the safety plan sub-committee to meet prior to the October JHSC meeting to develop recommendations for best practices.

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

c) Risk Assessment

Nothing new to report

6. Ministry of Labour Reports

A resource member reported that the Ministry is planning to visit schools as part of a proactive initiative in November and December. Technological and Science education within secondary schools are considered the primary focus. The resource member will provide the schools with guidelines regarding the visits.

7. New Business

a) Portable heater units

A group discussion took place regarding the protocol for using the units. A resource member pointed out that APM A5010 addresses the fact that they are not recommended. The proper response to temperature issues is to submit a work order for adjustments.

Action: This item will be removed from the agenda.

b) APM A5200 Repairs and Alterations to Facilities and Sites

A resource member brought to the attention of the committee APM A5200 "Repairs and Alterations to Facilities and Sites" to make them aware that this process should be adhered to when alterations have been completed.

Action: This item will be removed from the agenda.

c) Art supplies/safety

A resource member will provide an update at the October 2015 JHSC meeting.

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

d) Storage areas in egresses

A group discussion took place regarding protocol. A resource member advised that the fire code dictates that the items being stored in egresses must be non-combustible, and the pathway for emergency exiting must be as clear as the width of the doors.

Action: This item will be removed from the agenda.

e) Daily FOB access

A group discussion took place regarding the challenges for supply staff when dealing with a limited number of FOBs. A recommendation was put forth.

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

8. Correspondence

Nothing to report.

9. Recommendations

Recommendation No. 2015-2016:01 Daily FOB access

10. Professional Development

Nothing to report

11. Adjournment

Meeting adjourned at 11:45am

Moved by Andrea Gordon
Seconded by Michelle Morris

The next meeting will take place Wednesday, October 14, 2015 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. C.U.P.E.	Education Centre
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