



## JOINT HEALTH AND SAFETY COMMITTEE (JHSC) MINUTES

May 13, 2015

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

ABSENT: Mark Butt, Tracy Briscoe, Kelly Martin

### 1. Welcome

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

Moved by Brenda Godin  
Seconded by Adam Wright

The April 8, 2015 minutes were approved as written.

Moved by Brenda Godin  
Seconded by Mike Goss

### 2. Business Arising from the Minutes

#### a) Lock-down Notification

A resource member confirmed that a new option – to run a separate outlet to the light – is being investigated since it was discovered that it is not an option to run off the PA system. A pilot is scheduled for Eastview for the summer in order to be ready for September.

**Action:** This item will be followed up at the September 2015 meeting.

#### b) Procedure for reporting injury

A resource member is working with Human Resources to prepare a presentation for the Regional Principal's meeting in September.

**Action:** This item will be followed up at the September 2015 meeting.

c) Green screens

A resource member confirmed that the Innovation department will be sending out a memo identifying procedures for green screen use with respect to fire approval rating. Committee member will continue to identify hazards during inspections. The resource member will share the information from the memo with the committee once it is in its final stage.

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

d) Garden towers

A management member confirmed that the towers are approved to CSA standards.

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

e) Port McNicoll/Victoria Harbour construction project

No new information.

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

f) Midland Learning Centre

A group discussion took place regarding recommendation 2014-2015:01. A resource member confirmed that the Planning department is in the process of investigating a viable alternative location. The resource member also confirmed that the Simcoe Muskoka District Health Unit is investigating waste material that entered the space through the ceiling to ensure proper disposal of waste is being adhered to by the tenants above. A management member confirmed that the Board has been actively pursuing other options but space is limited in the Midland area.

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

g) Nottawa E.S. yard drainage

A management member confirmed that measures continue to be taken to reduce the amount of water, however, the space requires grading. Draining improvements are being planned for late summer/early fall as budget allows.

**Action:** This item will be followed up at the September 2015 meeting

h) Orchard Park

A management member confirmed that there is no requirement for a railing at the front steps according to the building code. Lighting improvements have been scheduled. A management member will confirm when this takes place.

**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) Huronia GFI plugs.

A worker member requested clarity regarding the protocol for their use. A management member will investigate.

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

b) Victoria Harbour portable clean-up

A resource member confirmed that the clean-up is underway, but will follow up to be sure and will report back to the committee.

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

c) Bayview parking lot fence

A worker member expressed safety concerns that the parking lot is so close to the playground. A management member will investigate the feasibility of a fence.

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

d) Andrew Hunter construction

A worker member expressed safety concerns that the construction area is not being sufficiently blocked off. A resource member advised that the project coordinator has addressed the concerns with the contractor.

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

e) Oakley Park

A worker member expressed concern regarding the baseball diamond being washed out. A resource member will investigate whether a work order has been submitted.

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

f) Birchview Dunes

A worker member expressed concern about the outlet plates fusing to the plugs in the portable and kindergarten rooms. The worker member will advise a management member of the portable number for investigation. On the same topic, another worker member expressed concern that the renovation at Oakley Park does not appear to have enough outlets. The management member will investigate with the Design and Construction dept.

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

5. **Sub-Committee Reports**

a) JHSC Terms of Reference

A management member indicated no discussions with the Ministry of Labour are planned at this time.

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

b) Safety Plan Best Practices

Nothing new to report

c) Risk Assessment

Nothing new to report

6. **Ministry of Labour Reports**

Nothing new to report

7. **New Business**

a) Portable exits

A group discussion took place with respect to smoke detectors and the number of exits that are necessary according to the fire code. According to fire code, no smoke detectors are necessary, and one exit is necessary. An observer member put forth a request that the SCDSB consult with the fire department to reconsider a second source of egress, and staff be trained on emergency situations. A management

member confirms that in order to be granted a building permit, all of the elements of the building and fire code must be met.

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

b) Ergonomics due to Safe Welcome implementation

A worker member raised concern that the Safe Welcome door button is causing strain on the arm due to constant reaching especially in large schools. A management member advised that the door button should be somewhat portable (should have 30 ft cord) the group discussed the possible relocation of the consoles and possible funding sources for a second console. Each school has a different set up and needs to be addressed individually. A management member will look at a potential solution.

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

c) Cabinets

A worker member expressed concern about the piles on top of cabinets. A management member confirmed that when the fire department conducts their inspections they address these types of operational items. A resource member led the discussion regarding the role of Health and Safety in meeting code requirements regarding combustibles. A management member expressed concern that there are 4 different sets of inspections – Custodial, Health and Safety, Fire and Electrical and a discussion took place regarding the difficulty in the coordination of all of them. A worker member inquired about frequency of fire extinguisher inspections. A resource member will investigate.

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

d) Hazardous products

An observer member brought forth new Health and Safety regulation as of February 2015 which indicated that hazardous products will have new hazard symbols. They would also have new safety data sheets, and therefore new WHMIS training required. A resource member will assemble info with new symbols for the health and safety bulletin boards.

**Action:** This item will be followed up at the September 2015 meeting.

e) Solar Panels

An observer member brought forth concern that in case of a fire, would the existence of solar panels cause problems due to the increase in electricity. A management member confirmed that the SCDSB is in compliance with the ESA regulations, and furthermore, that the power is being sent back to the grid not into the school.

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

f) Sand boxes

A worker member requested that the memo outlining procedure for sandboxes and water tables be reissued. A resource member will review the reissuing of the memo.

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

g) Epi-pens

An observer member requested a discussion about the existence of epi-pens as a standard in schools. A group discussion took place regarding consistency and the use of due diligence. A management member will investigate.

**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 on April 28<sup>th</sup> - 29<sup>th</sup>, 2015 was informative and useful to attend.

11. Adjournment

Meeting adjourned at 11:55am

Moved by Brenda Godin  
Seconded by Erin Schwarz

***The next meeting will take place Wednesday, June 10, 2015 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
Adam Wright	C.U.P.E.	Portage View 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.
<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