



## JOINT HEALTH AND SAFETY COMMITTEE (JHSC) MINUTES

April 8, 2015

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

ABSENT: Mark Butt, Brian Jeffs

“Safety Plans and Powerschool” presentation by the Special Education and Enrolment departments

### 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 March 11, 2015 minutes were approved as written.

Moved by Tracy Briscoe  
Seconded by Brenda Godin

### 2. **Business Arising from the Minutes**

#### a) **Lock-down Notification**

A resource member confirmed that a pilot for a “non-electrical” option is being planned in the autoshop at Eastview S.S. once an appropriate LED lighting option is chosen.

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

#### b) **Powerschool safety plans**

Special Education and Enrolment provided an overview of modifications made to Powerschool in regards to safety plans. A group discussion took place regarding the presentation.

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

c) Paper towels/Hand dryers

A management member confirmed that the matter of providing paper towels as well as hand dryers is an unbudgeted item and will be raised at the next set of budget discussions.

**Action:** This item will be deferred to the June 2015 agenda.

d) Electrical outlets

A management member confirmed that the issue will be addressed once problem areas are identified. Joint Health and Safety committee members are to assist in identifying areas of concern during their inspections.

**Action:** This item will be deferred to the June 2015 agenda.

e) Procedure for reporting injury

A resource member will send out a draft power point presentation to the committee for feedback. An information handout on the reporting process was discussed. Discussion took place with respect to timelines and who/how incidents are reported to the Health and Safety department, and the procedure that follows if repairs/improvements to facilities are required.

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

f) Green screens

A resource member is working with the Principal of Innovation and the Purchasing department to provide proper fire retardency information to the schools. Options moving forward are to either have the green screens treated with fire retardant material at school cost, or seek out new screens. The resource member will also investigate proper storage procedures for green screens.

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

g) Garden towers

Group discussion took place regarding the use of the towers. A management member provided further details regarding the towers, and has made contact with the company. The management member is awaiting confirmation from the company that the units are CSA approved.

**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) Midland Learning Centre leaks.

The committee agreed to submit a recommendation to suggest that the centre move to a new location.

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

b) Nottawa E.S. yard drainage

A management member confirmed that the yard is being monitored on a regular basis.

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

c) Orchard Park outdoor lighting

A management member will consult the building code with respect to a railing for the stairwell at the front.

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

d) Home furnishings in the classroom

Worker members will continue to identify areas of concern.

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

**5. Sub-Committee Reports**

a) JHSC Terms of Reference

A worker member has emailed an update to the worker committee members. A group discussion took place with respect to the structure of the committee. A resource member will investigate next steps regarding structure and report back to the committee.

**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) Port McNicoll and Victoria Harbour construction project

A management member will provide an update at the next meeting.

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

8. Correspondence

1) Ministry of labour reports (2) for Banting MHS and one for East Oro were distributed.

9. Recommendations

No. 2014-15:01 Midland Learning Centre

10. Professional Development

A resource member advised that approval has been granted for 3 committee members to attend one day of the Partners in Prevention conference on April 28<sup>th</sup> - 29<sup>th</sup>, 2015. Interested members are to express their interest to the resource member asap.

11. Adjournment

Meeting adjourned at 12:15pm

Moved by Brenda Godin  
Seconded by Michelle Morris

***The next meeting will take place Wednesday, May 13, 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