



JOINT HEALTH AND SAFETY COMMITTEE (JHSC) MINUTES

February 11, 2015

PRESENT: Senora Baldry, Tracy Briscoe, Kate Dewey, Jen Elliott, Robyn Ewert, Brenda Godin, Andrea Gordon, Mike Goss, Brian Jeffs, Kelly Martin, Michelle Morris, David Quinlan, Mark Twardowski

ABSENT: Mark Butt, Erin Schwarz, Adam Wright

1. Welcome

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

Moved by Kelly Martin
Seconded by Brenda Godin

The January 14, 2015 minutes were approved as written.

Moved by Andrea Gordon
Seconded by Tracy Briscoe

2. Business Arising from the Minutes

a) Lock-down Notification

A resource member confirmed that a pilot – flashing light tied into the PA system – will be conducted at a school to be determined. Group discussion took place with respect to PA systems in general, and their challenges depending on the level of noise in any given room. When conducting inspections, the committee shall identify areas where the PA system is not working effectively.

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

b) Powerschool safety plans

A resource member confirmed that Powerschool is being modified including the identification of safety plans in class lists and that a set of instructions is being developed to go with it. The resource member will invite staff from the Special Education and the Enrolment and Admissions departments to attend the March 2015 meeting for an information session.

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

c) Paper towels

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 followed up for the next meeting.

d) Ergonomic medical accommodations

A management member consulted with the Human Resources department and confirms that they are aware of the legal obligation to accommodate in a timely manner.

Action: This item will be removed from the agenda

e) 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 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) Emma King P.S. projectors.

A resource member consulted with Information Technology (IT) and was advised that the recommended height for projectors is 24 inches from the floor. With respect to the projectors at Emma King, IT advises that the school requested a lower height from the floor. A group discussion took place and it was determined that when inspections are carried out that projector heights other than 24 inches are identified and reported to the resource member. The resource member will

have a further discussion with respect to consistency of projector height within the board.

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

b) Midland Learning Centre leaks

A resource member advised that the Planning department is looking at options for a new location. A worker member will identify any current issues during the next inspection and report back to the resource member.

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

c) Nottawa E.S. yard drainage

A worker member brought forth the concern that there is excessive pooling of water in the yard near the portables. A management member will investigate.

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

d) Orchard Park outdoor lighting

A worker member expressed concern that there are still outdoor lighting issues including 1) the parking lot 2) the stairwell at the front 3) the laneway leading in to the school. A management member will investigate.

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

e) Home furnishings in the classroom

A worker member brought forth the concern that there are furnishings brought from home in many classrooms, making them unsafe. A resource member will investigate.

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

5. Sub-Committee Reports

a) JHSC Terms of Reference

A resource member will follow up to see if an update has been provided to management.

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) **Procedure for reporting injury**

A group discussion took place with regard to the process for reporting injury. A resource member confirmed that there is first aid protocol in place and indicated that there is a link on the staff website. The group also discussed the fact that the accident report form should indicate if there are unsafe conditions that should be investigated.

Further discussions occurred regarding safety information for staff and that the 10 minutes at staff meetings be used to discuss information such as accident reporting. A resource member indicated resources are being created to assist principals with agenda topics for safety meetings. The group will send an email to the resource member indicating if there are specific topics that which they feel need to be addressed. A management member confirmed the need for clear communication/guidelines for specific situations and suggested that the bargaining units inform members of the same guidelines. A resource member will follow up.

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

b) **Green screens**

Group discussion about fire retardency of the screens. A resource member will investigate.

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

c) **Garden towers**

Group discussion took place about safety and consistency of care with respect to indoor garden towers. They are in existence at Orchard Park and Hewitt's Creek. A management member will investigate.

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

d) **Health and Safety Policy**

An observer member suggested that the wording be amended. A management member will make the change.

Action: This item will be removed from the agenda.

e) **Innisdale SS drains**

A worker member requested a status update on the work being done on the drains in the science labs at Innisdale. A resource member confirmed they are mostly complete.

Action: This item will be removed from the agenda.

f) Safe Welcome FOBs

Group discussion took place about the challenge of having an insufficient amount of FOBs in portables where high needs students are concerned. A management member suggested that the union bring their concern to Facility Services

Action: This item will be removed from the agenda

8. Correspondence

- 1) Ministry of Labour reports (2) for Banting MHS were distributed
- 2) Numbered memo 2014-2015:139 was distributed

9. Recommendations

No new recommendations

10. Professional Development

A resource member will investigate and report back

11. Adjournment

Meeting adjourned at 12:05pm

Moved by Brenda Godin
Seconded by Michelle Morris

The next meeting will take place Wednesday, March 11, 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.	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.
<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