



JOINT HEALTH AND SAFETY COMMITTEE (JHSC) MINUTES

January 14, 2015

PRESENT: Senora Baldry, Tracy Briscoe, Mark Butt, Kate Dewey, Jen Elliott, Robyn Ewert, Brenda Godin, Andrea Gordon, Brian Jeffs, Larry Lemay, Michelle Morris, David Quinlan, Erin Schwarz, Mark Twardowski, Adam Wright

ABSENT: Mike Goss, Kelly Martin

1. Welcome

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

Moved by Adam Wright
Seconded by Brenda Godin

The December 10, 2014 minutes were approved as written.

Moved by Erin Schwarz
Seconded by Tracy Briscoe

2. Business Arising from the Minutes

a) Lock-down Notification

A resource member conducted a further follow-up with the supplier of the headset tie-in to the PA system. It is possible to add a visual aid (strobe or flashing light). The resource member will look into conducting a pilot.

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

b) Powerschool safety plans

A management member confirmed that the Information Technology (IT) and Enrolment departments continue to modify the management of safety plans in Powerschool.

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

c) Work station dividers

A resource member consulted with the Special Education department and advises that the dividers are being used for privacy (not as calming areas). Some members indicated staff liked the dividers and felt they did not pose a major risk as they are light weight. Suggestion was made that other options be reviewed.

Action: This item will be removed from the agenda.

d) Paper towels

A management member provided feedback regarding the regulatory requirements for hand-washing. Group discussion took place with respect to building code/health unit, hand dryers vs paper towels, and the environmental impact of using paper towels rather than hand-dryers. When conducting inspections, the committee shall identify food preparation areas, kindergarten/daycare areas, and life skills areas that do not have paper towels or hand dryers available. The group also discussed the fact that while it is a building code requirement that facility services provide either hand dryers or paper towels, it is also an option to purchase paper towels in addition to where hand dryers exist, at school basic budget expense.

A resource member will determine the definition of a food preparation area, and consult with the Health Unit to determine if it is their practice to inspect food preparation areas.

Two management members will consult with the Superintendent of Facility Services to establish best practices for this regulatory requirement going forward.

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

e) Ergonomic medical accommodations

A management member will consult with the Human Resources department to determine timelines/procedures for accommodations.

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

f) Electrical outlets

A management member provided feedback regarding the impact on electrical infrastructure due to the increase in technology use. The IT department protocol is to install new equipment as close to existing outlets where possible. The cost for additional outlets falls under school basic budget. When conducting inspections, the committee shall identify where concerns lie (ie overuse of power cords etc.)

A management member confirmed that a case by case review is necessary to analyze need. The additional infrastructure required to meet these needs is currently unfunded. Two management members will meet to discuss possible budget allocation.

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

g) Art Safety

This item was deferred to the March 11, 2015 meeting.

Action: This item will be followed up for the March 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) Forest Hill P.S. erosion.

A resource member confirms that a work order was completed.

Action: This item will be removed from the agenda.

b) Barrie Central C.I. Woodwork shop ventilation

A resource member investigated the situation and had the space re-configured and removed flammable materials.

Action: This item will be removed from the agenda.

c) Emma King P.S. projectors

A resource member consulted with the IT department to determine protocol for height of projectors. When conducting inspections, the committee shall identify where projector height is in question. The resource member will continue to investigate.

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

d) Victoria Harbour P.S. yard

A management member confirmed that fencing will be rolled into the 2015 construction project.

Action: This item will be removed from the agenda.

e) Midland Learning Centre leaks

A management member confirmed the intention to acquire new space for the Learning Centre in Midland. A worker member suggested that the Ministry of Labour be contacted to follow up with the landlord. A resource member will follow up with Property and Planning to ensure the landlord is aware.

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

5. **Sub-Committee Reports**

a) JHSC Terms of Reference

Nothing new to report

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) Annual Health and Safety policy review

Health and Safety, Workplace Violence and Workplace Harassment provided to the committee as per the annual review process. Members are to provide the resource member with any feedback by Monday January 19, 2015.

Action: This item will be removed from the agenda.

b) Portage View snow removal

Group discussion took place with respect to snow removal practices. A resource member will consult with the Operations department to determine if any issues exist.

Action: This item will be removed from the agenda.

c) Laptop carts

Group discussion regarding best practices took place. A resource member will post an information piece to the staff website.

Action: This item will be removed from the agenda.

d) Foam mats

An observer member suggested that carpet samples be used instead of foam mats. The group agreed, however, there is still the issue of slipping

Action: This item will be removed from the agenda.

e) Duty to report harassment

An observer member brought forward the question – what is the board requirement for awareness? A resource member confirmed that there is online training for all SCDSB staff. The observer member will provide information to a resource member for review.

Action: This item will be removed from the agenda.

8. Correspondence

Nothing to report.

9. Recommendations

No new recommendations.

10. Professional Development

Nothing to report.

11. Adjournment

Meeting adjourned at 11:30am

Moved by Adam Wright
Seconded by Erin Schwarz

The next meeting will take place Wednesday, February 11, 2015 in the Georgian room at the Education Centre

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 |