



## JOINT HEALTH AND SAFETY COMMITTEE (JHSC) MINUTES

December 10, 2014

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

ABSENT: Brian Jeffs, 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 November 12, 2014 minutes were approved as written.

Moved by Erin Schwarz  
Seconded by Andrea Gordon

### 2. Business Arising from the Minutes

#### a) Lock-down Notification

A resource member is working through the feasibility of a headset tie-in to the PA system.

A resource member also discussed the matter with the Superintendent responsible for Safe Schools and determined there has been no protocol change. The resource member will look more closely at other options.

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

#### b) Personal lifting device/change tables inspections

A management member confirmed that inspections are underway with an expected completion date of the end of January. Stickers indicating a pass or fail are used once inspections are complete and a copy of the inspection report is provided to the school. In the event that a piece of equipment fails, it will be put out of service and a work order would be submitted for the repair. Inspections will be done annually.

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

c) Inspection software

A resource member confirmed the final arrangements are being made. Five worker members will pilot the program. Training will be scheduled once the program is finalized.

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

d) Powerschool Safety Plans

A handout of how to enter Safety Plan notification in Power School was distributed and discussed. The document can be found under reference materials on the Powerschool page on the staff website. A resource member will make arrangements to have the Principal of Special Education and the Assistant Manager of Enrolment and Admissions attend a future JHSC meeting.

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

e) School buzzers and height/wheelchair accessibility

A management member confirmed that this unfunded item will be addressed in next year's budget.

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

f) Woodshop racks

A management member confirmed that shelving will be restricted to lower levels and a schedule is under way to adjust shelving units.

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

g) Paper towels

Group discussion took place with respect to regulatory requirement for designated handwashing stations. A management member and a resource member will investigate.

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

h) Filter deliveries

A management member confirmed that Custodians are not obligated to assist with the unloading of filters. The management member also confirmed that there is adequate storage space in SCDSB schools for filters.

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

i) Work station dividers

A resource member visited schools where the dividers exist and discovered that the dividers are used by Special Education as an initiative to block visual distractions. The resource member will follow up with Special Education.

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

j) Ergonomic medical accommodations

A group discussion took place regarding the process for assembly of the equipment. A worker member indicated they will monitor future accommodation issues.

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

k) Huron Centennial holding tanks

A management member confirmed that the odour situation has been resolved by either replacing the pump if it is broken, or installing strainers on the drains.

**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) Forest Hill P.S. erosion.

A resource member confirms that there is a work order in place to build the area up, however, the slope of the yard is difficult. The resource member will follow up on the status of the work order. A worker member advised of a similar situation at Shanty Bay P.S.

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

b) Barrie Central C.I. Woodwork shop ventilation

A group discussion took place regarding situations where ventilation is required based on code requirements. A resource member will investigate and report back at the next meeting.

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

c) Emma King P.S. projectors

A worker member initiated a group discussion about the use of long arm vs. short arm projectors. The short arm projectors are at a level that is hazardous. A resource member will follow up with IT Services.

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

d) Victoria Harbour P.S. yard

A group discussion took place with respect to the community using the school yard during school hours (all terrain vehicles, trucks, snowmobiles) A management member will consult with the Design and Construction department to determine if fences will be installed as part of the renovation project of 2015.

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

e) Midland Learning Centre leaks

Ceiling leaks continue to be a problem. A resource member will consult with the Planning department to determine if the landlord is aware of the situation.

**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) **Electrical cords**

Group discussion took place regarding the increased requirement for electrical outlets with the increased use of technology. A management member will consult with IT.

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

b) **Art supply toxicity**

Group discussion took place regarding the safe use of art supplies. A resource member confirmed that an art safety manual including a restricted list is being developed.

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

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 Brenda Godin

***The next meeting will take place Wednesday, January 14, 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