



JOINT HEALTH AND SAFETY COMMITTEE (JHSC) MINUTES

November 12, 2014

PRESENT: Senora Baldry, Tracy Briscoe, Mark Butt, Kate Dewey, Jen Elliott, Brenda Godin, Andrea Gordon, Mike Goss, Brian Jeffs, Kelly Martin, David Quinlan, Erin Schwarz, Mike Shillolo, Mark Twardowski, Adam Wright

ABSENT: Michelle Morris, Robyn Ewert

1. **Welcome**

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

Moved by Kelly Martin
Seconded by Tracy Briscoe

The October 8, 2014 minutes were approved as written.

Moved by Jen Elliot
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 investigated the method (rotating red light) used as a pilot by the Rainbow DSB. Concerns with the direction being recommended for lockdown will be discussed with the Superintendent responsible for Safe Schools.

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 scheduled to start as soon as the Special Ed dept provides a list of equipment they would like added to the list. The management member will consult with the contractor with respect to how proof of inspection will be displayed.

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

c) Foam floor matting

A resource member consulted with the Purchasing dept. and discovered that foam floor mats are not in the purchasing catalogue. The Purchasing dept. confirmed that they recommend area carpets instead. A worker member advised that the mats have been banned in many countries due to the toxins they emit. When inspections are carried out, all Committee members shall identify the locations of the mats in their reports.

Action: This item will be removed from the agenda.

d) Portage View P.S. and Minesing P.S.outdoor stairs

A resource member confirms that the stairs at Portage View have been repaired with the exception of the railing which is “legal non-conforming” and is on the project renewal database as a future planned project. The new railings have been installed at Minesing.

Action: This item will be removed from the agenda.

e) Inspection software

A resource member confirms that the database is being set up. Various worker members will pilot the inspection software. A demonstration of the software will be planned for the pilot users once the database is complete.

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

f) Powerschool safety plans

A resource member pointed out that APM A1435 – section 6 – provides directions to identify a safety plan. A resource and management member consulted with the Special Education dept. regarding the best practices recommended by this committee. Group discussion took place regarding the challenges of managing safety plans at the secondary level. A resource member will consult with the Special Education dept. with a view of making the system consistent.

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

g) School buzzers and height/wheelchair accessibility

These items have been addressed at the Safe Welcome Committee meeting and have been identified, however, are unfunded. The items have been submitted for consideration. A worker member will investigate whether the Safe Welcome Committee minutes can be shared with the Joint Health and Safety Committee. A worker member confirmed that there will be a FAQ posted on the Corporate Risk page of the staff website in due course. Group discussion took place with respect to logistics/time and number of FOBs per portable that the Safe Welcome

program provides. A management member confirmed that a vendor for FOBs has been selected and the roll out is anticipated for the first of December.

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

h) Wood shop racking/shelving

A management member will investigate the possibility of acquiring funding through technology renewal for stairs to properly access to the top shelves of the new racking system.

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

i) Paper towels

A resource member consulted with the Operations dept. regarding the use of paper towels vs. hand dryers. The Building Code states that either one or the other is acceptable in washrooms. Therefore, if a school has dryers but wish to have paper towels as well, they can purchase them at school cost. Considering that some hand dryers are old and very weak, a resource member will consult the Building Code to determine if there is a minimum requirement for the strength of the hand dryers. A group discussion took place regarding handwashing practices/designated areas, and how the budget is set up for these practices. When inspections are carried out, all Committee members shall identify the locations of the old hand dryers in their reports.

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

j) Barrie North C.I. office

A resource member will follow up regarding next steps and any further measures.

Action: This item will be removed from the agenda.

3. Incident & Concern Reports

a) Aggressive Incidents

A group discussion took place regarding the different mechanisms that are in place for reporting aggressive incidents, as well as a discussion regarding the definition of workplace violence.

b) Concern Reports

Nothing to report.

c) Notice of Occurrences

Nothing to report.

4. **Inspection Reports**

a) **Coldwater P.S.**

Temporary patching of the tarmac has taken place.

Action: This item will be removed from the agenda.

b) **Oakley Park P.S.**

A management member will investigate whether an APM A1230 has been submitted for a ramp at the fire exit.

Action: This item will be removed from the agenda.

c) **Forest Hill P.S.**

A resource member confirmed that the area in question has been repaired. A worker member is concerned that erosion may still occur as well as concerns regarding the pooling of water by portables. A worker member will forward work order numbers to a resource member for further investigation.

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

d) **Barrie Central C.I.**

A resource member will investigate reports of woodwork shop ventilation issues.

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

5. **Sub-Committee Reports**

a) **JHSC Terms of Reference**

The worker committee members will meet after the December 10, 2014 meeting to discuss.

b) **Safety Plan Best Practices**

Nothing to report.

c) **Risk Assessment**

Nothing to report.

6. **Ministry of Labour Reports**

Nothing new to report.

7. **New Business**

a) **Filter deliveries**

Group discussion took place regarding delivery of large boxes of filters with no room to store them. A management member will investigate a solution.

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

b) **Work station dividers**

Group discussion took place regarding portable work station dividers being used in ASD rooms. There is a concern that they are unsafe. A resource member will investigate.

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

c) **Emergency folders (red folders)**

Group discussion took place regarding the clarification of consistent use of folders across the SCDSB. Group confirmed that the use of the red folders is required. When inspections are carried out, all Committee members shall identify the locations where the red folders are not being properly utilized. A management member will bring a reminder of the mandatory use of the red folders to the December Regional Principals meeting. Extra folders can be ordered by contacting Corporate Risk – Health and Safety.

Action: This item will be removed from the agenda.

d) **Ergonomics**

Group discussion took place regarding the process and timelines of medical accommodations to work spaces. A management member will consult with Human Resources.

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

e) **Huronian Centennial holding tanks**

A worker member brought forward the concern that the holding tanks for the sinks on the external walls emit a strong odour. A management member will investigate.

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

8. **Correspondence**

Nothing to report.

9. **Recommendations**

No new recommendations.

10. **Professional Development**

Nothing to report.

11. **Adjournment**

Meeting adjourned at 12:00pm

Moved by Erin Schwarz
Seconded by Jen Elliott

The next meeting will take place Wednesday, December 10, 2014 in the Couchiching 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	DECE	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