



JOINT HEALTH AND SAFETY COMMITTEE (JHSC) MINUTES

October 8, 2014

PRESENT: Senora Baldry, Tracy Briscoe, Kate Dewey, Jen Elliott, Robyn Ewert, Andrea Gordon, Larry Lemay, Kelly Martin, Michelle Morris, David Quinlan, Erin Schwarz, Mark Twardowski, Adam Wright

ABSENT: Brian Jeffs, Mark Butt, Brenda Godin

1. Welcome

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

Moved by Tracy Briscoe
Seconded by Larry Lemay

The September 10, 2014 minutes were approved as written.

Moved by Senora Baldry
Seconded by Larry Lemay

2. Business Arising from the Minutes

a) Lock-down Notification

A resource member will investigate the feasibility of a headset tie-in to the PA system.

A resource member advised that the school board in Sudbury is currently installing strobe lights as lock-down notification. Further information has been requested of the board.

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 next week and will take approximately one month to complete. Inspections will be conducted on an annual basis. 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) Sand and water tables

Revised Health and Safety Procedure HS 05-20 “cleaning and disinfection of program related areas and items” has been approved and will be updated on the staff website. An email will be sent to Principals. The Health and Safety Procedures on the staff website are the official documents. Instruction poster for accessing the Health and Safety procedures can be found on the Corporate Risk page of the staff website.

Action: This item will be removed from the agenda.

d) Foam floor matting

A resource member confirmed that the Fire department indicates that there is no regulation in force but does recommend limiting size and area of use. The tripping hazard issue still needs to be reviewed. A resource member will investigate whether these mats are in the Purchasing catalogue.

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

e) Emergency folders

Group discussion was had regarding the School Emergency Information Folders memo that was distributed to the system September 15, 2014.

Action: This item will be removed from the agenda.

f) Calming rooms

A resource member confirmed that the Operations department continues to work on their procedures manual. The resource member will provide an update to the committee when the manual is complete.

Action: This item will be removed from the agenda.

g) Portage View and Minesing outdoor stairs

The stairs at Portage View and Minesing were repaired during the summer. Some concerns were expressed that are still concerns. A resource member will follow up with Facility Services staff to ensure the stairs have been repaired.

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

h) Inspection software

A resource member confirmed that the SCDSB is proceeding with the new inspection software. Details will be provided to the committee as they develop. The next round of inspections are to be status quo until the new software is in place.

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

i) Powerschool safety plans

Group discussion was had regarding the process for safety plans. Specifically, who is responsible for ensuring the safety plan is flagged properly in Powerschool. The sub-committee on safety plans best practices will meet after the regular meeting to review the information to be forwarded to special education.

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

j) School buzzers and height/wheelchair accessibility

Group discussion was had regarding challenges of having the doors locked during the prescribed regular school day. A management member confirmed that the Safe Welcome Implementation Committee is working through obstacles as they occur.

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

k) Weight restrictions for lifting

A resource member consulted with the Special Education department and confirmed that Principals can arrange to have lifting training through their respective Occupational Therapist. The Special Education department will remind Principals of this process.

Action: This item will be removed from the agenda.

3. Incident & Concern Reports

a) Aggressive Incidents

A resource member will discuss with management the addition of the Joint Health and Safety Committee members to the Aggressive Incident summary reports.

b) Concern Reports

Nothing to report.

c) Notice of Occurrences

Nothing to report.

4. Inspection Reports

a) Coldwater P.S.

The tarmac is in a state of deterioration. A management member confirms that the repair/replacement is being considered as a capital project, but in the meantime, the management member will investigate temporary patching.

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

b) Innisdale S.S.

A resource member confirmed that work on the drains will be started shortly.

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 will also inspect.

Action: This item will be removed from the agenda.

5. Sub-Committee Reports

a) JHSC Terms of Reference

A management member provided a revised terms of reference to a worker member.

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

b) Safety Plan Best Practices

The committee will meet briefly today.

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

c) Risk Assessment

Nothing to report.

6. Ministry of Labour Reports

Nothing new to report.

7. **New Business**

a) Wood shop stairs/platform for use with new wood racks

A management member will investigate the connection with the current Technology renewal program.

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

b) Safety glasses for shops

A resource member confirmed that safety glasses for students will be distributed to the schools by the end of October. The resource member will send an email to Principals and technology chairs.

Action: This item will be removed from the agenda.

c) Science inspections

Group discussion was had regarding teachers perceived liability associated with doing monthly inspections on equipment. A resource member advised that the monthly check is part of the science safety procedures manual and it is part of the teacher's job to ensure safety and due diligence for students. A worker member will provide the resource member with specific examples.

Action: This item will be removed from the agenda.

d) Paper towels

A group discussion was had regarding the use of paper towels vs. hand dryers in staff washrooms. A resource member will consult with the Operations department about protocol.

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

e) Barrie North office

A resource member confirms that testing has been conducted on a musty odour and awaits results. An interim fix is being looked into until the problem is found and solved.

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

f) Lysol wipes

Group discussion was had regarding the use of Lysol wipes, and it was confirmed that non-bleach wipes are allowed.

Action: This item will be removed from the agenda.

8. Correspondence

Sally Potts, Principal of Special Education, provided information on Personal Protective Equipment regarding a new design for foam pads. The general consensus among the committee was that the committee endorses the new foam pad design.

The Committee also discussed the definition of a calming room and how it is used. APM A8525 provides information about calming rooms.

9. Recommendations

No new recommendations.

10. Professional Development

A resource member will set up certification training for the new Committee members.

11. Adjournment

Meeting adjourned at 12:30pm

Moved by Erin Schwarz
Seconded by Michelle Morris

The next meeting will take place Wednesday, November 12, 2014 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.
Larry Lemay	O.S.S.T.F.	Barrie North C.I.
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