

**JOINT HEALTH AND SAFETY COMMITTEE (JHSC)
MINUTES****September 10, 2014**

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

ABSENT: Brian Jeffs

1. Welcome

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

Moved by Andrea Gordon
Seconded by Mark Twardowski

The June 11, 2014 minutes were approved as written.

Moved by Larry Lemay
Seconded by Kelly Martin

2. Business Arising from the Minutes**a) Lock-down Notification**

A management member confirmed that as a result of the ongoing investigation, the issue of hearing protection has become the focus. A resource member will consult with the working group for this project.

A worker member confirmed that there is a school board in Ontario that currently uses strobe lights as lock-down notification. The worker member will provide the school board contact information to a management member.

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

b) Personal lifting device/change tables inspections

A management member provided clarification of the inventory to the group. The management member awaits estimate for inspections that would be carried out yearly. The management member will also 1) Follow up with the Special Education department with respect to process 2) Confirm with the Special Education department that there is a process in place to track unused equipment in the system so that it can be utilized where required, and 3) Confirm with the

Special Education department that there is a process in place to keep the inventory current.

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

c) Sand and water tables

Revised memo “cleaning and disinfection of program related areas and items” to go to Admin Council for approval. A resource member will provide a copy of the memo to the committee once approved.

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

d) Foam floor matting

A resource member confirmed that the Fire department is currently reviewing the use of foam mats. The tripping hazard issue still needs to be reviewed. A resource member confirmed that when committee members carry out their inspections that they should identify where they exist.

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

e) Emergency folders

A resource member distributed a handout and demonstrated a new school emergency information folder (trimmed in red) for discussion and feedback. The committee voted in favor of utilizing the new folder. The resource member will ensure that each school gets an appropriate supply according to the number of classrooms.

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

f) Calming rooms

A resource member confirmed that the Operations department continues to work on the procedures manual. The resource member will provide an update to the committee when the manual is complete (tentatively October 2014)

Action: This item will be followed up for the October 2014 meeting.

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) New Construction

A management member confirmed that it is standard practice that bore holes are filled in.

Action: This item will be removed from the agenda.

i) Inspection software

A resource member confirmed that the SCDSB is going ahead 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. The committee agreed that inspections would start after the middle of October.

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) Coldwater P.S.

The tarmac is in a state of deterioration. Item has been deferred to the October 2014 meeting. A management member will investigate current work orders.

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

b) Innisdale S.S.

A resource member confirmed that additional traps are going to be added this fall in an attempt to alleviate the issue of odour in the science rooms and will report back at the October 2014 meeting.

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

c) Forest Hill P.S.

A resource member confirmed that a work order is in place to have the kindergarten area tripping hazard renovated, and will report back at the October 2014 meeting.

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

5. Sub-Committee Reports

a) JHSC Terms of Reference

A resource member confirmed that a management member will report back to a worker member with a view of moving forward.

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

b) Safety Plan Best Practices

A discussion took place around the importance of consistency between schools, and the importance of summarizing risk for occasional teachers. A resource member will consult with a management member and report findings to the committee before the next meeting (October 2014)

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) Locking of school doors

Due to a mandatory Ministry initiative all elementary school doors will be locked during school hours. A group discussion revolved around the new process. A management member provided an overview. All staff will be provided with FOBs once their pictures have been taken. Schools currently have one FOB per portable.

b) Powerschool safety plan

A worker member raised the concern that safety plans aren't always in place in time for students starting school. A resource member suggested that the procedure of delayed entry should be adhered to. A worker member suggested that if the safety plan was in Powerschool it would be accessible to all where appropriate. A resource member will follow up with the Special Education department to determine what the process is for safety plan information being entered into Powerschool so that a flag comes up.

c) School buzzers and height/wheelchair accessibility

A management member confirmed that a spending plan is being developed to customize some buzzers where necessary. A management member will report back to the committee at the October 2014 meeting.

d) Weight restrictions for lifting

A resource member confirms that there is currently no weight restriction in place, but will consult with the Special Education department regarding lifting training and equipment and report back to the committee at the October 2014 meeting.

8. Correspondence

Nothing to report.

9. Recommendations

No new recommendations.

10. Professional Development

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

11. Adjournment

Meeting adjourned at 12:30pm

Moved by Erin Schwarz
Seconded by Kelly Martin

The next meeting will take place Wednesday, October 8, 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