



JOINT HEALTH AND SAFETY COMMITTEE (JHSC) MINUTES

June 11, 2014

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

ABSENT: Adam Wright

1. Welcome

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

Moved by Brenda Godin
Seconded Larry Lemay

The May 14, 2014 minutes were approved as written.

Moved by Larry Lemay
Seconded by Brian Jeffs

2. Business Arising from the Minutes

a) Lock-down Notification

A management member will investigate next solution with the IT department as well as Business services with respect to budget.

Group discussion also included how visitors identify the difference between a “lockdown” and just plain locked doors, as well as how to handle the timeframe between initial lockdown and police presence. A management member will investigate and determine the standard protocol.

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

b) Personal lifting device/change tables inspections

A management member will request clarification of the inventory from the Special Education department.

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

c) Sand and water tables

Revised “cleaning and disinfection of program related areas and items” was handed out. A resource member requested that feedback be provided by the end of the week.

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

d) Foam floor matting

Concerns have been raised by the group regarding 1) cleaning procedure 2) tripping hazard. A resource member will consult the fire department for advice.

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

e) Emergency folders

Discussion revolved around consistent placement of folder in each classroom. A management member will initiate a system message including information such as a) where the folder is located b) what is inside c) how it is identified

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

f) Safe schools forms

A resource member confirmed with the Superintendent of Safe Schools that forms are retained in the school office.

Action: This item will be removed from the agenda.

g) 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.

h) Huron Park – gym curtain

A management member confirmed that work will begin Summer 2014.

Action: This item will be removed from the agenda.

i) Orchard Park – parking lot lighting

A management member confirmed that work will be completed Summer 2014.

Action: This item will be removed from the agenda.

j) Portage View and Minesing outdoor stairs

A resource member and a management member will consult with the Operations department to have stairs at both locations repaired.

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

k) Inspection software

A management member confirmed that quotes are being obtained.

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

A resource member will follow up with Human Resources regarding the process with respect to timelines of notice to ensure Health and Safety Inspectors have proper notice.

4. Inspection Reports

a) Coldwater P.S.

The tarmac is in a state of deterioration. A worker member will send work order numbers to a management member to review.

b) Innisdale S.S.

Odour coming from drains in Science department .persists. A resource member will investigate further measures to correct the problem.

c) Forest Hill P.S.

A resource member will investigate tripping hazard near retaining wall at Kindergarten exit.

5. Sub-Committee Reports

a) JHSC Terms of Reference

Revised draft Terms of Reference to be sent from worker members to a management member for review.

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

b) Safety Plan Best Practices

Draft meeting notes was distributed and discussed.

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

c) Risk Assessment

Sub-Committee to meet after today's meeting.

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

6. Ministry of Labour Reports

Nothing new to report.

7. New Business

a) Health and Safety Awareness training

Discussion about the 2 types of training 1) Worker 2) Supervisor and the methods of declaration

b) New construction

Discussion about whether core samples should be filled in. A management member will follow up with Design and Construction.

c) Windows and Air conditioning

Discussion about direction when part of a school is cooled, and other parts are not. A management member confirmed that where there is no air conditioning, open windows can upset the balance and mechanical ventilation. Numbered memo 275 provides strategies to deal with the heat.

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 Jen Elliot
Seconded by Larry Lemay

***The next meeting will take place Wednesday, September 10, 2014 in the Coldwater 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.	Andrew Hunter P.S.
Larry Lemay	O.S.S.T.F.	Barrie North Collegiate
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
Mike Shillolo	E.T.F.O. (Occasional Teachers Local Simcoe County)	N/A