



## JOINT HEALTH AND SAFETY COMMITTEE (JHSC) MINUTES

May 14, 2014

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

ABSENT: Brian Jeffs

### 1. Welcome

- a) Guest Speaker Scott Moorehouse – Electrical Safety Association – presentation to raise awareness of electrical safety. [www.esasafe.com](http://www.esasafe.com)
- b) The Agenda was approved as written. Moved by Mark Twardowski, Seconded by Tracy Briscoe
- c) The April 9, 2014 minutes were approved with the following corrections: 2 (d) The Committee discussed training requirements that the SCDSB should consider a variety of trainers on a go forward basis in order to meet obligations. In addition, item 2 (o) Change tables - will be followed up at the next meeting. Moved by Mark Twardowski, Seconded by Tracy Briscoe.

### 2. Business Arising from the Minutes

#### a) Lock-down Notification

A worker member confirmed that modifications were tested in the Tech shop at Barrie North CI. Further modifications are required. A management member will investigate next solution with the IT department as well as Business services with respect to budget.

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

#### b) Gym inspections

A management member confirmed that a second draft of the RFP is complete. Tentative schedule for inspections is October 2014.

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

c) Personal lifting device inspections

A management member confirmed that an inventory is complete and funding is in place. Quotes are being obtained.

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

d) Autobody shop teacher medicals

A resource member confirmed quotes are being finalized. Medicals will be scheduled thereafter.

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

e) Sand and water tables

A resource member will obtain feedback and comments on the revised procedure from the Special Education department as well as the Full Day Kindergarten Coordinator regarding direction.

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

f) Foam floor matting

Foam matting will be allowed in schools, however, area carpeting is preferred as foam matting will not be cleaned by Operations staff. Discussion occurred regarding the need for guidelines on the use of foam matting.

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

g) Emergency folders

Sub Committee met May 12, 2014. Hand out of meeting notes was distributed and discussed.

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

h) Safe schools forms

A worker member asked how the information gets to the Ministry of Education. A resource member will discuss the matter with the Superintendents of Education.

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

i) Calming rooms

A resource member confirmed that the Operations department manual is still being reviewed and revised and will follow up on the status.

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

j) Huron Park – gym curtain

A management member confirmed that retrofits will be put into place at various locations.

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

k) Orchard Park – parking lot lighting

A management member confirmed that a quote is being obtained. Funding source is to be determined.

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

l) Portage View and Minesing outdoor stairs

A management member confirmed that the stairs at Minesing are closed until budget allows. The chipped areas of the Portage View stairs have been marked off with paint to ensure safety. A resource member will have follow up discussions regarding funding solutions.

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

m) Change tables

A resource member confirmed that an inventory is complete and funding is in place. Quotes are being obtained.

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

n) Inspection software

A management member and a resource member are working with eSolutionsgroup Limited to have a demonstration site set up.

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

o) Byng library stage

A management member confirmed that the structure has been investigated, and will be repaired in conjunction with the Full Day Kindergarten project in the summer of 2014.

**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.

**4. Inspection Reports**

a) Nothing to report.

**5. Sub-Committee Reports**

a) JHSC Terms of Reference

A Sub-Committee meeting took place. Worker members will forward the revised terms of reference to a management member for review. Once a final document is agreed to by all parties it is then submitted to the Ministry of Labour for review and approval.

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

b) Safety Plan Best Practices

Sub Committee met May 12, 2014. Hand out of meeting notes was distributed and discussed.

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

c) Risk Assessment

The Research department is currently summarizing the data into a report. A resource member will email the report to the Sub-Committee when received.

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

6. **Ministry of Labour Reports**

Nothing new to report.

7. **New Business**

Nothing new to report.

8. **Correspondence**

Nothing to report.

9. **Recommendations**

No new recommendations.

10. **Professional Development**

Nothing to report.

11. **Adjournment**

Meeting adjourned at 1:00pm

Moved by Brenda Godin  
Seconded by Jen Elliot

***The next meeting will take place Wednesday, June 11, 2014 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.	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.
<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
Mike Shillolo	E.T.F.O. (Occasional Teachers Local Simcoe County)	N/A