



JOINT HEALTH AND SAFETY COMMITTEE (JHSC) MINUTES

April 9, 2014

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

ABSENT: Kelly Martin, Mark Butt

1. Approval of Agenda/Minutes

Guest Speaker Scott Moorehouse – Electrical Safety Association – deferred to May 14, 2014 meeting.

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

Moved by Brenda Godin
Seconded by Larry Lemay

The March 5, 2014 minutes were approved as written.

Moved by Brenda Godin
Seconded by Larry Lemay

2. Business Arising from the Minutes

a) Lock-down Notification

A worker member confirmed that speakers are being piloted in the Tech shop at Barrie North CI. The worker member confirmed that a test will be done on the system, and will report findings to a management member.

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

b) Gym inspections

A management member confirmed that a first draft of the RFP is complete.

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

c) Personal lifting device inspections

A resource member confirmed that a meeting is to be held with the Special Education department and a management member on April 10, 2014 to determine responsibility for inspections.

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

d) Training providers

The Committee discussed training requirements and concluded that the SCDSB should consider a variety of trainers on a go forward basis in order to meet obligations.

Action: This item will be removed from the agenda.

e) Autobody shop teacher medicals

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

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

f) Sand and water tables.

Handout "Cleaning and disinfection of program related items and areas" was distributed for comment. The Committee discussed where responsibility lies. ACTION – group to provide feedback to the resource member by April 16th.

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

g) Foam floor matting

A resource member confirms that the current Operations procedures manual does not include the cleaning of foam floor matting. The resource member will investigate a memo/procedure to clarify proper process for cleaning.

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

h) Emergency folders

A management member confirmed that there is a need to modify the procedure to identify expectations at the school level for all teachers including occasional teachers. Memo 68 contains a list of what is required to be included in the emergency folder. The committee agreed that the onus is on the Principal to keep classroom teachers accountable that the folders are updated. A management member confirmed that a reminder notice will be sent to the system about Memo 68. Issues will then start to be identified through inspections. A resource member confirmed that the issue of Emergency folders will be added to the Safety Plan Best Practices sub-committee.

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

i) Emergency egress at Banting

Direction was given to the classroom teacher to have the emergency egress clear at all times. The next Corporate Risk newsletter will contain a reminder for all schools to observe this directive.

Action: This item will be removed from the agenda.

j) Safe schools forms

Item deferred.

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

k) Calming rooms

A worker member stated that there is great difficulty in cleaning calming rooms due to their design (padding is often bolted to the wall) . The Operations manual is currently being revised, and this issue will be addressed.

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

l) Huron Park – gym curtain

A management member confirmed that a solution was attempted at Bear Creek but was not successful. Facility Services is working with a Contractor to find a suitable retrofit.

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

m) Orchard Park – inadequate parking lot lighting

A management member confirmed that the Principal has been asked to submit an APM A1230 – Alterations request – to have new lighting designed. Management members will meet to discuss source of funding.

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

n) Portage View and Minesing outdoor stairs

A management member confirmed that the situation will be dealt with once the weather permits.

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

o) Change tables

A resource member confirmed that a meeting is to be held with the Special Education department and a management member on April 10, 2014 to determine responsibility for inspections.

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

p) Inspection software

A resource member is currently obtaining quotations and will report back at next meeting.

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

4. Inspection Reports

a) Byng P.S.

Stage in library is unsafe. A management member will investigate and provide feedback.

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

5. Sub-Committee Reports

a) JHSC Terms of Reference

A worker member will coordinate the next meeting.

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

b) Safety Plan Best Practices

A resource member will coordinate the next meeting.

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

c) Risk Assessment

A management member will send a reminder to the system to complete the assessment and extend the deadline to April 30th. A resource member will send the link directly to the committee to ensure distribution to all groups.

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

A handout of the required training and process was provided. A resource member will forward the draft power point presentation to the committee for feedback. All workers must complete this Ministry of Labour regulated training by July 1, 2014. A management member will confirm with Human Resources the best way to have occasional teachers take the training.

Action: This item will be followed up next week.

8. **Correspondence**

Nothing to report

9. **Recommendations**

No new recommendations

10. **Professional Development**

Nothing to report

11. **Adjournment**

Meeting adjourned at 11:55am

Moved by Brenda Godin
Seconded by Erin Schwarz

The next meeting will take place Wednesday, May 14, 2014 at the OSSTF office, 51 King St. Unit 6, Barrie, ON

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