



JOINT HEALTH AND SAFETY COMMITTEE (JHSC) MINUTES

March 5, 2014

PRESENT: Tracy Briscoe, Mark Butt, 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

1. Approval of Agenda/Minutes

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

Moved by Brenda Godin
Seconded by Erin Schwarz

The February 12, 2014 minutes were approved as written.

Moved by Tracy Briscoe
Seconded by Larry Lemay

2. Business Arising from the Minutes

a) Lock-down Notification

A management member confirmed that a purchase order has been issued to add more speakers to the Tech shop at Barrie North CI. The speakers will serve as a prototype.

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

b) Connaught Sensory room

A management member confirmed that the door is being relocated to provide better egress and to correct the present situation.

Action: This item will be removed from the agenda.

c) Automated External Defibrillators (AED)

A resource member confirmed that a training session is scheduled for the Learning Centres for March 7, 2014 and Hyde Park is scheduled for March 25, 2014.

Action: This item will be removed from the agenda.

d) Gym inspections

A management member confirmed that there was an RFP meeting held March 4, 2014.

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

e) Interior signage (directions to main office)

The Committee discussed signage throughout school facilities with respect to traffic flow of visitors. A resource member confirmed that there is no written procedure for signage. It is at the discretion of the school if additional signage is required. Additional "Visitors must report to office" signs can be obtained by submitting a work order to Facility Services.

Action: This item will be removed from the agenda.

f) Personal lifting device inspections

A management member confirms that an inventory has been completed. Next step is to establish inspection process.

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

g) Electrical

A resource member confirms that the Electrical Safety Authority is willing to conduct a Question and Answer session with the Joint Health and Safety Committee. Scheduled date is the May 14, 2014 meeting.

Action: This item will be removed from the agenda.

h) Washroom needs during hold and secure and lockdown

Superintendent direction has been provided to Principals that during hold and secure, all students are to be transferred from portables to school. With respect to lockdown, direction is to stay put and deal with the situation as it is.

Action: This item will be removed from the agenda.

i) Training providers

Worker members would like the Workers Health and Safety Centre used for training. Resource members indicated they do not want to lose flexibility by using just one organization. Use most appropriate organization for need. Resource/Management members will review.

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

j) Autobody shop teacher medicals

A Resource member will obtain quotes from medical providers, then set up a schedule.

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

k) Sand and water tables

A resource member will revise Health and Safety procedure as some information has changed. Resource member will provide draft to committee for review once revised.

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

l) Foam floor matting

The use of foam floor matting will be reviewed further.

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

m) Emergency folders

A worker member raised concern about schools not having folders in classrooms. Group reviewed numbered memo 2013-2014:68. Consistent information for both permanent and occasional is required.

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

n) Emergency egress at Banting MHS

A worker member confirmed that the egress by art room 152 is restricted/blocked. A resource member will review.

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

o) Safe schools forms

Item is deferred to next meeting. A worker member is gathering more information.

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

p) Calming rooms

Item is deferred to next meeting. A resource member is gathering more information.

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) Huron Park - Gym Curtain

A management member reported that Facility Services is investigating options to enclose cables up to a certain height.

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

b) Orchard Park – Inadequate parking lot lighting

A management member reported that Maintenance Services has reviewed the location and is investigating options to provide additional lighting.

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

c) Portage View and Minesing – Outdoor stairs

A chipped step at Portage View has been spray painted for identification, and will be repaired when weather permits. The stairs at Minesing were investigated and some stairs are wearing and chipped. Options are being investigated for repairs.

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

d) Change tables

A resource member will confirm that the Special Education department is conducting an inventory of change tables.

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

5. Sub-Committee Reports

a) JHSC Terms of Reference

A response to workers proposal has been received from management. The response will be reviewed and discussed by worker members.

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

b) Safety Plan Best Practices

There will be a meeting after the next meeting.

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

c) Risk Assessment

A resource member confirmed that the Research dept. has completed the survey and it will be sent to the committee for review. Survey will then go to Administrative Council for approval and distribution after the March break. Staff will have a two week window to complete.

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

6. Ministry of Labour Reports

Nothing new to report.

7. **New Business**

a) **Chris Hadfield – Inspection list**

A resource member confirmed that Chris Hadfield PS will be added to the inspection list.

Action: This item will be removed from the agenda.

b) **Inspection software**

A resource member confirmed that the new inspection software is acceptable. Group discussed availability of tablets at each site. IT support for hardware to be reviewed.

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

8. **Correspondence**

Nothing to report.

9. **Recommendations**

No new recommendations

10. **Professional Development**

A resource member indicated that Certification Training for a new member to be scheduled.

11. **Adjournment**

Meeting adjourned at 12:00 pm

Moved by Brenda Godin
Seconded by Larry Lemay

The next meeting will take place Wednesday, April 9, 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.	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