



JOINT HEALTH AND SAFETY COMMITTEE (JHSC) MINUTES

February 12, 2014

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

ABSENT: Tracy Briscoe, Brian Jeffs, Mark Butt

Guest Speaker – Tim Vogelsang, eSolutions Group Limited. Tim presented a brief overview of software for the management of JHSC inspections.

1. Approval of Agenda/Minutes

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

Moved by Kelly Martin
Seconded by Erin Schwarz

The December 11, 2013 minutes were approved as written. (The January 8, 2014 meeting was cancelled due to inclement weather)

Moved by Andrea Gordon
Seconded by Larry Lemay

2. Business Arising from the Minutes

a) Lock-down Notification

A management member confirmed that there will be a Tech Shop Pilot Sound system put into place at Barrie North CI. The pilot will include installing 5 new horns and reusing 3 current horns.

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

b) Eye Wash Stations

A Preventative Maintenance (PM) program is being developed (budget submission)

Action: This item will be removed from the agenda.

c) Connaught Sensory room

A management member has scheduled a meeting to consult with the Special Education department and will report back at next meeting.

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

d) Automated External Defibrillators (AED)

A resource member has scheduled a training session for the Learning Centres for March 7, 2014 after which time the AEDs will be installed. Hyde Park and refresher training schedules are being set up.

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

e) Gym inspections

A management member confirmed that there is a Gym Inspection Committee meeting scheduled for February 26, 2014. A resource member will consult with the Committee as to how the reports are accessed, when they are done, and how they are communicated.

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

f) Interior signage (directions to main office)

The Committee discussed signage throughout school facilities with respect to traffic flow of visitors. A resource member will investigate protocol. Additional "Visitors must report to office" signs can be obtained by submitting a work order to Facility Services.

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

g) Personal lifting device inspections

A management member has scheduled a meeting to consult with the Special Education department and will report back at next meeting.

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

h) 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 and will schedule a date.

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

i) Roof drains

A Preventative Maintenance (PM) program is being developed (budget submission)

Action: This item will be removed from the agenda.

j) Port McNicoll pavement

A management member confirms that temporary patches are being made via work order (further permanent solutions are being reviewed with respect to budget allowance)

Action: This item will be removed from the agenda.

k) 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 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

Exposed wires are causing a trip hazard. A management member will investigate.

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

b) Orchard Park – Inadequate parking lot lighting

There is currently one light in the parking lot. A management member will investigate.

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. A resource member will determine if a work order has been submitted for the stairs at Minesing.

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

d) Change tables

Member of the Committee have requested that an inventory (location and condition) be completed. A resource member will consult with the Special Ed department.

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

5. Sub-Committee Reports

a) JHSC Terms of Reference

Nothing to report

b) Safety Plan Best Practices

A resource member will schedule next meeting.

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

c) Risk Assessment

A resource member sent out draft survey to the committee for comment. The resource member is working with the Research dept. with the goal of sending the survey out in March.

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

6. Ministry of Labour Reports

Nothing new to report.

7. New Business

a) Training providers

Deferred until next meeting.

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

b) Autobody medical

A resource member will have autobody shop teacher medicals scheduled.

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

c) Health and Wellness program

Group discussion around the link between the JHSC and the Health and Wellness program. A resource member explained that the JHSC mandate is directed by the Occupation Health and Safety Act. The Health and Wellness program is a general wellness directive by the board.

Action: This item will be removed from the agenda.

d) Sand and water tables

Reminder that edible substances (cereal, oatmeal, rice, etc) are not to be used in sand and water tables as they attract pests. A resource member will review procedure and report back.

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

e) Foam floor matting

Foam floor matting are not being ordered by Purchasing dept, but are still being purchased elsewhere by board employees for use in the classroom. They represent a tripping hazard, are not being cleaned properly, and have a strong chemical smell. A resource member will consult with a management member and report back.

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

f) Emergency folders

Group discussion about standard requirements. A resource member will investigate. Inconsistencies should also be identified through inspections.

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

g) Emergency egress

A worker member requested feedback from the group about standard egress in classrooms. The Banting art room was discussed as not having a proper egress. A worker member will inspect and report back.

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

h) Safe Schools forms

Student related Safe Schools forms and Aggressive Incident reports are two difference forms.

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

i) Calming rooms

What is the procedure for cleaning calming rooms. A worker member confirmed that the Operations Procedures Manual is being updated.

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 will be arranged for a new committee member.

11. **Adjournment**

Meeting adjourned at 12:45 pm

Moved by Michelle Morris
Seconded by Larry Lemay

***The next meeting will take place Wednesday, March 5, 2014 AT THE OSSTF OFFICE, 51
KING ST. UNIT 6 BARRIE, ON (705) 726-1722***

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.	Bradford Dist. H.S.
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