



JOINT HEALTH AND SAFETY COMMITTEE (JHSC) MINUTES

December 11, 2013

PRESENT: Tracy Briscoe, Mark Butt, Kate Dewey, Jen Elliott, Brenda Godin, Andrea Gordon, Brian Jeffs, Larry Lemay, Michelle Lemieux, 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 Andrea Gordon
Seconded by Brenda Godin

The November 13, 2013 minutes were approved as written.

Moved by Brenda Godin
Seconded by Erin Schwarz

2. Business Arising from the Minutes

a) Lock-down Notification

A management member confirmed that there are no new developments to report at this time.

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

b) Eye Wash Stations

A Preventative Maintenance (PM) program is being developed/reinstated.

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

c) Connaught Sensory room

A management member has consulted with the Special Education department and will report back at next meeting.

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

d) Safety Plan – Alt Schools and Learning Centres

A management member confirmed that the Alt Schools have the same process as the Secondary schools, and that if the student is an SCDSB student, their safety plan will be flagged. There is no tracking or notification for Learning Centres.

Action: This item will be removed from the agenda.

e) Automated External Defibrillators (AED)

A resource member is working on a training schedule for the Learning Centres and Hyde Park. Training and installation of defibrillators to be completed in January 2014.

Action: This item will be followed up for the February 2014 meeting.

f) MSDS Database access

A resource member confirmed that binders for the science rooms are being finalized and will be distributed January 2014. The resource member is working with the Purchasing department to develop protocol for purchasing science chemicals and equipment. In order to add a new product or to make changes to the database the procedure is to notify the resource member.

Action: This item will be removed from the agenda.

g) Training Certification – part 2

A resource member indicated that training dates are tentatively scheduled for January 16th and 24th (two day training) and the Education Centre. Notification will be sent out once confirmed with the Simcoe Muskoka CDSB.

Action: This item will be removed from the agenda.

h) Laptop cart signs

A resource member will email a summary sheet reminder to Principals.

Action: This item will be removed from the agenda.

i) Upright metal cabinets

A resource member confirmed that unsecured cabinets are to be identified during inspections. A work order should be submitted to secure the cabinet (which would be at school cost).

Action: This item will be removed from the agenda.

j) Basketball/gyrm curtain inspection log

A management member confirms that a committee has been set up and are reviewing the process as well as working on an RFP.

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

k) Forest Hill septic system

The SCDSB is under Provincial Officers order to comply with regulations regarding the septic system. Currently the system is being pumped regularly, and will be replaced as budget allows.

Action: This item will be removed from the agenda.

l) Byng office window

Situation has been resolved.

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**

Nothing to report

5. **Sub-Committee Reports**

a) **JHSC Terms of Reference**

Sub-committee is meeting after the JHSC meeting.

b) **Safety Plan Best Practices**

A resource member emailed the APM 1435 Management Process for Student Behaviours Causing a Risk-of-Injury to the committee for review and comments.

Samples of Safety Plans were placed in folders for committee review.

Numbered memo 2013-14:11 Managing Personal and Confidential Information: Understanding the Laws was placed in folders for committee review

Health and Safety Procedure HS 05-31 IDENTIFYING A PERSON WITH A HISTORY OF VIOLENT BEHAVIOUR was emailed to Principals and a copy was placed in folders for committee review. A sub-committee was formed with a goal to develop a recommended notification procedure. A resource member will send an email to schedule a meeting date for this sub-committee.

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

c) **Risk Assessment**

A resource member is proceeding with the risk assessment form by way of survey monkey January 2014. The survey will identify areas for potential for violence in schools.

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

6. **Ministry of Labour Reports**

The following Ministry of Labour (MOL) Reports were distributed to the committee:

Portage View Public School – Date of Visit November 15, 2013

7. New Business

a) Signage (Directions to main office)

A group discussion involved the protocol of signage within the school according to the Safe Schools Act. A resource member will review the protocol and report back to the committee.

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

b) Personal Lifting Device inspections

A group discussion involved responsibility for inspections. A management member will conduct an inventory of all such devices with a view to establishing maintenance requirements.

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

c) Electrical

A worker member requested a “best practices” review of electrical protocol at schools. A resource member will consult with the Electrical Standards Authority for possible tutorial.

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

d) Hillsdale washroom

A worker member brought forth a concern from the school that there are several deficiencies in the washroom. A management member will determine if a work order is in place, and if not, will enter one.

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

e) Port McNicoll pavement

A worker member brought forth concern that the pavement and ground is uneven. A management worker will investigate.

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

f) Washroom needs during hold and secure

An observer member requested guidance/strategy for washroom needs where a classroom is held secure (specifically students in portables) A management member and a resource member will consult with Superintendents and report back.

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

g) Roof drains

A worker member requested a review of practice for inspections of roof drains. A management member will review and report back.

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 announced that there is new legislation regarding Health and Safety Awareness training for all staff to be in place by July 2014. The training process is currently being developed.

11. Adjournment

Meeting adjourned at 12:15 pm

Moved by Michelle Lemeiux
Seconded by Larry Lemay

***The next meeting will take place Wednesday, January 8, 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
Michelle Lemieux	C.U.P.E.	Elmvale Dist. H.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