



JOINT HEALTH AND SAFETY COMMITTEE (JHSC) MINUTES

November 13, 2013

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

1. Approval of Agenda/Minutes

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

Moved by Larry Lemay
Seconded by Michelle Lemieux

The October 9, 2013 minutes were approved as written.

Moved by Erin Schwarz
Seconded by Larry Lemay

2. Business Arising from the Minutes

a) Lock-down Notification

A management member met with ITS to further discuss lockdown notification audibility when loud noise is present in the classroom. ITS is investigating the viability of 2 possible solutions 1) expand speaker locations strategically throughout the room to improve the likelihood of someone in the room being able to hear the notification 2) add auto sensing equipment to boost volume in times of notification.

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

b) Desk Top Cleaning

Response to Recommendation No. 2013-14:01 regarding the frequency of cleaning desktop surfaces provided to the committee.

Based on the resources available the present cleaning procedure outlines weekly cleaning of furniture and counters, but a daily spot cleaning for furniture and counters.

During the flu season, operations staff is advised to clean/disinfect contact points (i.e. door knobs, light switches, railings) more frequently.

The Health Unit also advises that the best defense is for individuals to wash their hands frequently and properly throughout the day to prevent the spread of viruses and bacteria.

Action: This item will be removed from the agenda.

c) Cleaning of foam flooring

Response to Recommendation No. 2013-14:02 regarding the cleaning of foam pad area mats provided to the committee.

The area foam flooring was discussed by Purchasing and Operations for the potential use in FDK classrooms. A decision was made not to use this type of flooring and recommended that area carpets are more suitable. Area foam flooring is not included as part of the tender catalogue. A message will be sent to the principals indicating that the foam pad area mats are removed and replaced with area carpets as required.

Action: This item will be removed from the agenda.

d) Portable table top Smart boards

A resource member confirmed that ITS does not provide support for portable table top smart boards and recommend using permanently mounted boards going forward. It was recommended that portable table top smart boards be secured similar to TV's.

Action: This item will be removed from the agenda.

e) Eye wash stations

A management member will investigate the maintenance of eye wash stations within the PM program. A worker member brought up an issue regarding a particular eye wash station at one of the schools. The worker member will provide the name of the school and room # to a resource member for further investigation.

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

f) Connaught P.S. Sensory room issue

A management member consulted with the Special Education dept. regarding the specific needs and current configuration of the room. The Special Education dept. will review and advise.

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

g) Safety Plan – Alt Centres and Learning Centres

A management member consulted with the Principal of the Alternative Centres and confirms that they have the same process as Secondary Schools. A management member will consult with Continuing Education regarding specifics of how safety plans are handled in particular how and if they are flagged.

Response to Recommendation No. 2013-14:03 Safety plans provided to the committee.

In the present PowerSchool system, when a student is enrolling from another SCDSB school and the student has an active Safety Plan, an alert icon will be displayed. The existing plan shall then be obtained from the previous school. The plan is to be reviewed and revised, if necessary, and communicated to school staff prior to the student entering his or her classroom placement as per APM A1435.

In creating a centralized database there is a concern that the information will not be maintained up to date and as such be inaccurate. The present system of flagging and sharing safety plans will be followed.

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

h) Consideration for new meeting location

Two worker members will investigate new meeting location and will forward dates and location to the Administrative assistant.

Action: This item will be removed from the agenda.

i) Automated External Defibrillators (AED)

A resource member is coordinating training sessions and the installation of defibrillators for the Learning Centres as well as Hyde Park P.S. and is looking into the requirement at area maintenance shops.

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

j) MSDS Database access

A chemical inventory was completed this summer. Once the Material Safety Data Sheet (MSDS) data base is finalized the binders for Science will begin to be assembled. Revisions to the Secondary Science Safety Procedure Manual is nearing completion. The Purchasing dept. is working on a process for purchasing chemicals for science labs.

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

k) Master keys

No information provided.

Action: This item will be removed from the agenda.

l) Training Certification – part 2

A resource member is in the process of setting up dates for January 2014 and will advise the group once dates are confirmed.

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

m) FOB locks for Alt Centres

A management member confirmed that leased buildings do not have FOBs as there is no network link to the Lenel system.

Action: This item will be removed from the agenda.

n) Laptop cart signs

Signs have been given to the ITS dept. to put on carts. Extra signs were given to the committee to have with them during their inspections. An observer member suggested a memo go out to administrators as a reminder.

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

3. Incident & Concern Reports

a) Aggressive Incidents

Nothing to report.

b) Concern Reports

A worker member asked a question regarding the technology renewal and timelines to complete equipment guarding features. A resource member will follow.

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

4. Inspection Reports

a) Midland S.S.

A worker member advised that there are balusters existing in various stairwells at MSS that are wider than code. A resource member will follow up.

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

5. Sub-Committee Reports

a) JHSC Terms of Reference

A worker member will prepare a rough draft of the Terms of Reference and bring to next meeting.

b) Safety Plan Best Practices

A management member will consult with the Superintendent of Education responsible for APM A1435 regarding its timeline for completion.

Response to Recommendation 2013-14: 04 – Safety Plan Office Binders provided to the committee.

Administrative Procedure Memorandum A1435 Management Process for Student Behaviours Causing a Risk-Of-Injury is presently being reviewed. The section that deals with staff absences will be reviewed to provide clarification on how safety plans are organized and shared with occasional staff.

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

c) Risk Assessment

The risk assessment form is being modified for the survey system. A resource member will consult the Research dept. regarding timeline, and type of search engine/spreadsheet they will be using.

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:

Bear Creek S.S. – date of visit October 9, 2013
Bradford District H.S. – date of visit October 21, 2013
Penetanguishene S.S. – date of visit October 22, 2013
Twin Lakes S.S. – date of visit October 23, 2013
Barrie North C.I. – date of visit October 23, 2013
Stayner C.I. – date of visit October 29, 2013
Nantyr Shores S.S. – date of visit October 30, 2013
Nottawasaga Pines S.S. – date of visit October 30, 2013
Orillia District C.V.I. – date of visit October 30, 2013

7. New Business

a) Upright metal cabinets

The stability of tall storage cabinet was discussed. JHSC Committee will identify where concerns are during their inspections.

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

b) Basketball/curtain inspection log

A committee has been formed to review and will be putting out an RFP. A management member will provide update at next meeting.

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

c) Forest Hill Septic

A Provincial Officer's order is in place. The septic bed is at the end of it's life. Anybody who would like details can contact the Principal or Vice-Principal. Studies are being done for long term solution.

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

d) Byng office window

A worker member brought forth a concern from the school that their office window doesn't open and there is no ventilation. A worker member will find out more information about the problem – A management member suggested submitting a work order regarding the issue.

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

e) East Oro power outages

A worker member brought forth concern that there have been several power outages since the beginning of the school year, and are requesting a generator (particularly for their well) A management member will investigate.

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

f) Fieldcrest Exit door E4

Exit door E4 does not seal properly and concern is raised with respect to Safe Schools. A resource member will investigate whether the issue is with the door, or with the grading outside the door.

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

g) Nottawa portable steps

Water pooling at the bottom of the steps – presents a slipping concern. This is a repeat item as it has not been rectified. A resource member will review the committee inspection report and follow up.

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

h) Photocopier inspections

A resource member suggests checking photocopier roomsto ensure general ventilation is present during their inspections.

Action: This item will be removed from the agenda.

i) Calming room cleaning

A worker member raised a question about procedure for cleaning of calming rooms. A resource member will consult with the Operations dept.

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

j) Fastening of file cabinets

Discussion about procedure occurred. Committee confirmed that they are being completed regularly (not just at Christmas and March break)

Action: This item will be removed from the agenda.

k) Access to work orders

A management member raised the question about who has access to work orders (In particular why Principals and Vice Principals do not have access). A management member confirmed that the system is being reviewed with the view of providing access for Principals to have the ability to review status of work orders.

Action: This item will be removed from the agenda.

l) Projectors mounted in portables

A worker member brought the issue of protocol for projectors mounted in portables. A resource member will consult ITS for protocol.

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

8. Correspondence

Nothing to report.

9. Recommendations

No new recommendations

10. Professional Development

Nothing to report.

11. Adjournment

Meeting adjourned at 12:15 pm

Moved by Erin Schwarz
Seconded by Michelle Lemeiux

The next meeting will take place Wednesday, December 11, 2013

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