



## JOINT HEALTH AND SAFETY COMMITTEE (JHSC) MINUTES

October 9, 2013

---

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

ABSENT: Brian Jeffs

### 1. Approval of Agenda/Minutes

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

Moved by Michelle Lemieux  
Seconded by Larry Lemay

The September 11, 2013 minutes were approved as written.

Moved by Erin Schwarz  
Seconded by Kelly Martin

### 2. Business Arising from the Minutes

#### a) Lock-down Notification

Overview of PA specification, protocol and possible solution to notification of lockdown in locations where noise is elevated was discussed. Preliminary discussion of budget line has started. ITS anticipates completion of board standard by late November.

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

#### b) Machine Guarding

Draft Technology Procedures Safety Manual is on the staff website (restricted access for review purposes) under – Teaching section K-12 programming curriculum – A schedule with training information and dates for occasional staff participation will be distributed by a resource member.

**Action:** This item will be removed from the agenda.

c) Emergency Plan Folders in Rooms

Numbered memo #68 was distributed to the committee and has been posted to the staff website.

**Action:** This item will be removed from the agenda.

d) Desk Top Cleaning

Operations procedures manual is currently under review, but currently the procedure for desk top cleaning is once per week. Daily spot clean is completed as part of the school's normal cleaning routine. Operations staff may be contacted to deal with specific issues as they occur. A worker member will put forward a committee recommendation to have the desk tops cleaned daily instead of weekly.

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

e) Foam Floor Cleaning

These foam pads are not being cleaned by Operations and are a trip hazard. A worker member will put forward a committee recommendation that all foam floor pads be removed from all school classrooms immediately.

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

f) Lockdown Procedures - Barricades

A resource member consulted with the Ontario Provincial Police (OPP) regarding recommended guidelines. The OPP advise that a barricade creates attention and wastes time. The OPP recommends that during lockdown the students/staff enter the nearest room, turn lights off, and remain quiet.

**Action:** This item will be removed from the agenda.

g) Portable Table Top Smart Boards

A resource member consulted with the ITS department over concerns that the table tops are tippy. ITS maintains that the design is meant to be portable. A resource member further review the design with ITS.

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

h) Eye Wash Stations

A resource member will consult with Facility Services to confirm that there is a Preventative Measures program in place for the maintenance of Eye wash stations.

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

i) Custodial Cart Risks - Chemicals

Corporate Risk maintains that everybody has a responsibility to handle chemicals responsibly. A resource member will have the item included in the next edition of the Corporate Risk Newsletter (scheduled to be issued at the end of November)

**Action:** This item will be removed from the agenda.

j) Connaught P.S. Sensory room issue

A management member will follow up with the classroom configuration, room number, and consult with the Design and Construction department and report back at next meeting. The room # is 126.

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

k) Nantyr Shores Alt Centre

Shared bathroom situation has been resolved.

**Action:** This item will be removed from the agenda.

l) Safety Plan – Alt Centres and Learning Centres

The process that is used by the principal of Alt Schools was reviewed and a discussion occurred if the safety plan alert process was available to the Alt Schools.

Further discussion occurred regarding the automatic availability of safety plans. A committee recommendation was made that safety plans once completed get uploaded to a central location at the board so they can be shared electronically if students move schools similar to IEP process.

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

m) Inspections at Off-site locations

A resource member will have the new Transition Site on Bayview Ave added to the inspection list, and will notify the Principal of Special Education that this will be done.

**Action:** This item will be removed from the agenda.

n) Consideration for New Meeting Location

Meeting location has been changed to the Georgian room for the following dates: February 12, 2014, April 9, 2014 and June 11, 2014. A worker member will also investigate other meeting location options.

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

3. Incident & Concern Reports

a) Aggressive Incidents

A resource member informed the committee that the electronic form for reporting is in place. Principals were reminded at their September 2013 start up meeting.

b) Concern Reports

A worker member will review the technology renewal transition during the monthly inspection at Collingwood C.I and will report back to the committee.

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

4. Inspection Reports

a) Electrical Cords

A resource member distributed a laptop cart safety and operating precautions sticker with reminder/instructions when disconnecting the power supply. ITS will be affixing these stickers to the carts.

**Action:** This item will be removed from the agenda.

b) Codrington/Maple Grove – Field Access

A management member contacted the Principals at Codrington and Maple Grove to discuss possible solutions for multi level field/yard access during winter months. Provision of stairs to connect the two levels is not a viable option as this introduces safety issues of its own during the winter. It was concluded that field conditions as well as level of supervision will be monitored regularly by school administration in maintaining safe access to the field/yard. Grade modifications at Codrington may be possible. Suitable safe access to the lower field at Maple Grove is in place.

**Action:** This item will be removed from the agenda.

c) Johnson St. Lights

A management member confirmed that the lighting controls were scheduled to be changed to switches on Friday October 11, 2013.

**Action:** This item will be removed from the agenda.

d) Terry Fox Carpeting

A management member confirmed that the carpet replacement at Terry Fox is scheduled to take place over the Christmas break.

**Action:** This item will be removed from the agenda.

e) Hillcrest Interior Stairwell - Gap

A management member confirmed that modifications to the design of the stairwell will be made.

**Action:** This item will be removed from the agenda.

5. Sub-Committee Reports

a) JHSC Terms of Reference

A management member will distribute parameters regarding the Terms of Reference to the committee and will be accepting proposals. Worker members may meet after the regular meetings to discuss.

b) Safety Plan Best Practices

APM A1435 – Management Process for Student Behaviours Causing a Risk-of-Injury is being revised through special education in consultation on with SEAC.

The committee submitted a recommendation to have safety plans organized according to homeroom in the elementary panel for ease of identification and organized according to likelihood of encounter in the secondary panel. A worker member will investigate whether there is an alert in SCARRI for supply teachers for safety plans. A separate worker member will investigate with their union for feedback.

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

c) Risk Assessment

Discussion occurred regarding leaving the risk assessment on the agenda. The need to revise the risk assessment form and to have a reassessment completed at all sites was discussed. Committee to send any comments to the form by October 16, 2013 to the resource member.

**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:

Banting Memorial H.S. – date of visit September 13, 2013  
Banting Memorial H.S. – date of visit September 17, 2013  
Elmvale District H.S. – date of visit September 20, 2013  
Barrie Central C.I. – date of visit October 7, 2013  
Barrie Central C.I. – date of visit October 8, 2013  
Midland S.S. – date of visit October 8, 2013

7. New Business

a) Automated External Defibrillators (AED)

A resource member confirmed with Simcoe County Paramedics that they have a new electronic process to assist with inspections and that they will only need to be completed monthly. The new process will be implemented over the next few months. AED's will be installed in the 6 Learning Centres before Christmas.

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

b) MSDS Database access

A resource member will include awareness of the inventory database in the next Corporate Risk newsletter and include the topic on the agenda of the next Tech teacher training workshop. A resource member will also address the occasional teacher use of substances with MSDS data sheets.

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

c) Master keys

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

d) Training Certification – part 2

Public Services Safety Association will conduct training within the next month.

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

e) FOB locks for Alt Centres

Considering they are leased properties, are they fobbed? A management member will investigate.

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

8. Correspondence

Health and Safety Procedure HS 05-31 Section 7 (new) – Non school based visitors – provide comments to resource member by Wednesday October 16, 2013.

9. Recommendations

No. 2013-14:01 Frequency of cleaning desktop surfaces  
No. 2013-14:02 Foam pad area mats  
No. 2013-14:03 Safety plans  
No. 2013-14:04 Safety plan office binders

10. Professional Development

Training Certification Part 2 - Public Services Safety Association will conduct training within the next month.

11. **Adjournment**

Meeting adjourned at 12:45 pm

Moved by Erin Schwarz  
Seconded by Michelle Lemeiux

***The next meeting will take place Wednesday, November 13, 2013***

Prepared by: Carrie Lansing



## LIST OF HEALTH AND SAFETY COMMITTEE MEMBERS

<b><u>WORKER MEMBERS</u></b>	<b><u>GROUP</u></b>	<b><u>LOCATION</u></b>
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.
<b><u>MANAGEMENT MEMBERS</u></b>	<b><u>GROUP</u></b>	<b><u>LOCATION</u></b>
Mike Briscoe	Senior Manager, Human Resources	Education Centre
Brian Jeffs	Superintendent of Business Services	Education Centre
Sheri McHardy	Principal	Cameron Street P. S.
Mark Twardowski	Manager of Design, Construction & Maintenance	Education Centre
Michelle Morris	Secondary Vice-Principal	Elmvale Dist. H. S.
<b><u>RESOURCE</u></b>	<b><u>GROUP</u></b>	<b><u>LOCATION</u></b>
David Quinlan	Corporate Risk Officer - Health and Safety	Education Centre
<b><u>OBSERVERS</u></b>	<b><u>GROUP</u></b>	<b><u>LOCATION</u></b>
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