

**JOINT HEALTH AND SAFETY COMMITTEE (JHSC)
MINUTES**

September 11, 2013

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

ABSENT: Mike Briscoe

1. Approval of Agenda/Minutes

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

Moved by Erin Schwarz
Seconded by Andrea Gordon

The June 12, 2013 minutes were approved as written.

Moved by Brenda Godin
Seconded by Larry Lemay

2. Business Arising from the Minutes

a) Lock-down Notification

Guest Bob Turner from I.T.S. addressed the matter of PA specification and protocol and possible solution to notification of lockdown in locations where noise is elevated. During a site visit to Barrie North tech shops, it was discovered that there was a need for additional speakers in order to hear PA announcements over the noise of the machines. Possible solutions moving forward include automatic adjustments to the volume of the announcements as well as possible visual systems. The committee concluded that this is a sizable systems issue. ITS is developing a proposed board standard for PA. A management member agreed to follow up with I.T.S. regarding next steps.

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

b) Machine Guarding

A resource member passed the draft technology procedures manual around for review by the committee. Training is scheduled for late October for all technological education staff as well as relevant committee members. A schedule will be distributed by a resource member.

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

c) Emergency Plan Folders in Rooms

A management member will send a numbered memo to the system which will address the need for consistent information for occasional staff and outline the key information to be included.

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

d) Harassment Via Social Media – Penalties (Re-added per request)

Further discussion took place regarding the fact that new APMs are now in place. APM A1300 Information and Computing Technology – Appropriate Use Guidelines for Students and APM A1350 Information and Computing Technology – Appropriate Use Guidelines for Employees. Both policies have been posted to the staff website.

Action: This item will be removed from the agenda.

e) Desk Top Cleaning

A discussion was had among committee concerning frequency of student desk top cleaning. A resource member will consult with Operations and the Custodial Procedures Manual.

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

f) Foam Floor Cleaning

A discussion was had among committee concerning cleaning procedure of foam flooring. A resource member will consult with the Operations Department.

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

g) Lockdown Procedures – Barricades

A discussion took place regarding whether classrooms should be barricaded during lockdown. A resource member will consult with the Ontario Provincial Police regarding recommended guidelines.

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

h) Lockouts

Nothing to report.

Action: This item will be removed from the agenda.

i) Smoke Alarms/Fire Detectors in Portables

A management member confirmed that there is a regulatory requirement for a pull station and a horn in portables. The fire department signs off on this requirement prior to occupancy being given.

Action: This item will be removed from the agenda.

j) Portable Table Top Smart Boards

A resource member will consult with I.T.S in regards to the stability of the units and whether there is a need to have them strapped down.

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

k) Eye Wash Stations

A management member will consult with the Preventative Maintenance program to determine if there is a protocol in place.

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

l) Custodial Cart Risks – Chemicals

A worker member within Operations confirmed that the only spray cleaner on the cart is a glass cleaner. Discussion revolved around general awareness of safety of chemicals/dangerous substances within the board. A resource member will include this as a general awareness piece in the Corporate Risk newsletter.

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

m) Connaught Public School – Lockdown Issues

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.

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 hand out. It will be posted to the staff website. A resource member will develop a large sticker to be added the cart for reminder/instructions when disconnecting the power supply. In addition, long extension cords are now available under “Business machines” on the Purchasing tender list.

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

b) Codrington/Maple Grove – Field Access

A management member will contact the school principals to determine possible solutions for multi level field/yard access during winter months.

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

c) Shanty Bay Portable Floor

Portable 714 - sloped floor has been corrected.

Action: This item will be removed from the agenda.

d) Johnson Street Lights

A management member confirmed that lighting control in seven classrooms in the older section of the school is being corrected. Lighting is currently being controlled by circuit breakers – will change to switches.

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

e) Terry Fox Carpeting

A management member confirmed that new carpeting in the library and office is on the list for fall 2013 completion.

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

f) Hillcrest Interior Stairwell

A management member confirmed that the stairwell gap will be investigated. The stairwell is located in the middle of the school.

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

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.

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.

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

6. Ministry of Labour Reports

Inspectors from the Ministry of Labour will be conducting random inspections in random locations from September 9, 2013 to October 13, 2013. The primary focus will be science and technology education areas. An additional blitz will occur in January 2014 with the focus being construction in active workplaces.

7. New Business

a) Nantyr Shores Alt Centre

Currently there is one bathroom being shared by staff and students, with no lock on the outside. A worker member will provide management member with details.

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

b) Safety Plan – Alt Centres and Learning Centres

A management member will investigate the concern that there is a safety plan in place for adult students.

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

c) Inspections at Off-Site Locations

A resource member and a management member will investigate whether they are on the inspection list.

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

d) Consideration for new meeting location

A resource member will investigate the possibility of changing to a bigger meeting room.

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

8. Correspondence

Nothing to Report.

9. Recommendations

Nothing to Report.

10. Professional Development

A management member informed the committee that the part 2 training will take place in the fall.

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

11. Adjournment

Meeting adjourned at 12:15 pm

Moved by Erin Schwarz
Seconded by Kelly Martin

The next meeting will take place Wednesday, October 9, 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>
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.
<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