



JOINT HEALTH AND SAFETY COMMITTEE (JHSC) MINUTES

June 13, 2018

PRESENT: Tracy Briscoe, Kate Dewey, Jennifer Elliott, Mario Emestica, Robert Hollinger, Joe Lamoureux, Cory McKeown, Michelle Morris, Hanne Nielsen, David Quinlan, Mike Shillolo, Mark Twardowski

ABSENT: Mark Butt, Siobhan Campbell, Brian Jeffs, Kelly Martin, Anne Miller, Garry Wiggins

1. Welcome

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

Moved by Jen Elliot
Seconded by Mario Emestica

The May 2018 minutes were approved as written.

Moved by Michelle Morris
Seconded by Tracy Briscoe

2. Business Arising from the Minutes

a) Notification of Lockdown

A management member reported that a pilot to utilize the Building Automation System (BAS) to disable the machinery in tech rooms in order for lockdown notification to be heard was conducted at Collingwood C.I. over the March break with good results. The concern was raised that projects that are in progress on the CNC Router and the 3D printer cannot be restarted when the power is shut down, and the question was posed whether a separate circuit can be installed. The management member confirmed that it is possible to install a separate circuit. A group discussion took place regarding the budget aspect of modifications to the circuits, and agreed that moving forward, separate circuits should be a consideration for newly built schools.

Action: This item will be removed from the agenda.

b) Electrical Breaker Operation

A resource member reported that three quotes are being sought for preventative maintenance inspections of electrical breakers. A revised procedure is being presented to the next Admin Council meeting.

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

c) Inventory of Kilns

A resource member confirmed that an inventory survey of kilns in secondary schools has been conducted. Results will be shared as they become available.

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

d) Violent Incident Reporting

A management member reported that work is being done towards converting to a new database as per Ministry requirements. Various vendors have been identified. Modifying the existing system is also being considered. A group discussion took place regarding the importance of the system's ability to generate reports for data review while remaining in compliance with Ministry requirements.

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

e) Heat Stress

A resource member confirmed that a reminder email regarding protocol for managing heat stress was sent to administrators.

Action: This item will be removed from the agenda.

f) Student Transitions

A guest speaker (Software Development Coordinator) provided an update on protocol on students in transition with safety plans which was derived from the safety plan sub-committee. A draft procedure was presented with a view to consistency board wide. The procedure will be presented at the next Admin Council meeting.

Action: This item will be removed from the agenda.

g) JHSC Training

Certification of JHSC will take place in the fall of 2018 when the new structure is in place. The union representatives that were present at the meeting advised that the preference is that training take place through the Workers Health and Safety Training Centre.

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

h) Inspection Checklist (ipads)

A resource member reported that the pilot for use of ipads for inspections will be clarified but also explained that it will need to be consistent and tracked due to the high volume of inspections. A worker member proposed that the pilot be conducted by a JHSC member ahead of the new format. It was also proposed that JHSC members be provided with the ipad prior to roll out which would provide the chance to review the system by experienced inspectors.

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

i) Online Threat Protocol/Active Aggressors

A joint Ministry of Education and Labour memorandum related to workplace violence provides a commitment to improve the process and ensure schools are safe for staff and students. training. Motion of support for the changes was carried. Proposal was made to form a sub-committee to address the challenges.

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

3. Incident & Concern Reports

a) Aggressive Incidents

A resource member addressed a work refusal situation at Bear Creek regarding student behavior. The situation was managed and resolved by special education staff. A group discussion took place regarding work refusal protocol and the importance of communication between all parties.

b) Concern Reports

A worker member addressed the need for better access to air quality reports as well as a better system to resolve concerns. Suggestion was to consider online reporting process which may expedite resolution. A recommendation was put forward.

c) Notice of Occurrences

Nothing to report

4. Inspection Reports

a) Fire Route Exit Signage

Concern was raised that fire route exit signage should show more detailed directions. A resource member indicated that fire safety plans are on the staff website under the Health and Safety manual, but indicated that the current procedure would be reviewed.

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

b) Innisdale S.S. Ceiling Collapse

A management member provided details of a ceiling collapse in a classroom at Innisdale. There was a collection of water over time which went undetected. The management member confirmed that the ceiling will be replaced during the summer of 2018.

Action: This item will be removed from the agenda.

c) Bradford D.H.S Air Return

A worker member expressed concern about the blower fan and will provide details to a management member for investigation.

Action: This item will be removed from the agenda

d) Nottawasaga Creemore Exit Doors

A worker member expressed concern over the self-closing mechanism on the exit doors leading to the school yard. A resource member will consult with Design and Construction regarding building code requirement and will provide clarification at the next JHSC meeting.

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

e) Bear Creek S.S. Rooftop Access

Concern was expressed that staff and students have access to the roof to view solar panels. A management member reminded the committee that the Roof Edge Control Zone and health and safety procedure for roof access is to be followed. A resource member reminded the committee that roof access signage procedure is posted.

Action: This item will be removed from the agenda.

f) Barrie North C.I. Emergency Folder

Concern was expressed at the lack of folder in appropriate location. The JHSC inspector for this location was reminded to follow up at next inspection.

Action: This item will be removed from the agenda.

g) Mountain View E.S. Trip Hazard

Concern was expressed at the unevenness of the floor in the kindergarten room. A worker member will send a management member the specifics for investigation and the management member will report directly back to the worker member.

Action: This item will be removed from the agenda.

5. Sub-Committee Reports

a) JHSC Terms of Reference

A resource member distributed the draft updated documents for discussion. Timelines for training were discussed. The documents will be sent to the presidents of the bargaining units.

b) Safety Plan Best Practices

The JHSC agreed to support the new practices as described by the guest speaker and the motion was carried.

c) Risk Assessment

Results are posted for the committee members to review on the JHSC links on the staff website. A meeting is scheduled for June 13, 2018.

6. Ministry of Labour Reports

No new orders.

7. New Business

a) Staff Washrooms

Concern was expressed that with the introduction of gender neutral signage, there is now a shortage of staff washrooms. A management member indicated that gender neutral washrooms are single use (locked and private) and advised that schools meet Ontario Building Code regulations based on population. The concern remains that there are not enough for staff. The management member will investigate further and report back.

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

b) Water Coolers

Are water coolers allowed in classrooms? Group discussion and agreement that they fall under home furnishings. A reminder was issued to inspectors accordingly.

Action: This item will be removed from the agenda.

c) 2018 – 2019 JHSC Meeting Schedule

Under the new format there will be 8 meetings rather than 10. The revised schedule will be sent to the JHSC.

Action: This item will be removed from the agenda.

d) Boyne River P.S.

Concern was expressed about the use of small appliances as well as items hanging from the walls in day care centres. A worker member will send specifics to a resource member and the resource member will investigate and report back to the JHSC.

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

e) Asbestos – Contractor Sign-off

A worker member raised the question regarding contractors signing off when asbestos might be present. A management member confirmed that every work order specifies

asbestos procedure. The management member also advised that the asbestos program is currently being reviewed.

Action: This item will be removed from the agenda.

f) Ventilation in Elementary Tech Rooms

Concern was raised about ventilation where sawdust is present. A management member confirmed that an exhaust system should be in place as part of the standard operation of a room, depending on the degree of work. A reminder was issued to inspectors to report issues on individual basis. A worker member will send specific information to the management member for review. A resource member will investigate procedure with the program department. The resource member also advised that there is an in-house training program for elementary teachers.

Action: This item will be removed from the agenda.

8. Correspondence

Nothing to report.

9. Recommendations

Recommendation submitted: "Electronic Reporting of Health and Safety Concern Reports".

10. Professional Development

Nothing to report.

11. Adjournment

Meeting adjourned at 1:00 p.m.

Moved by Tracy Briscoe
Seconded by Mario Emestica

***The next meeting will take place Wednesday September 12, 2018 in the Kempenfelt room
at the Education Centre***

Prepared by: Carrie Lansing

LIST OF HEALTH AND SAFETY COMMITTEE MEMBERS

<u>WORKER MEMBERS</u>	<u>GROUP</u>	<u>LOCATION</u>
Robert Hollinger	A.E.S.P.	Education Centre
Mario Emestica	C.U.P.E.	Algonquin Ridge E.S.
Joe Lamoureux	O.S.S.T.F.	Student Success
Jennifer Elliott	S.C.E.T.F.	Nottawasaga/Creemore P.S.
Kelly Martin	O.P.S.E.U.	OPSEU Office
Mark Butt	S.C.E.T.F.	SCETF Office
Garry Wiggins	C.U.P.E.	Tecumseth North Maintenance Centre
Tracy Briscoe	D.E.C.E.	Boyne River P.S.
Anne Miller	A.P.S.S.P.	Special Education
Siobhan Campbell	O.P.S.E.U.	Huron Park P.S.
<u>MANAGEMENT MEMBERS</u>	<u>GROUP</u>	<u>LOCATION</u>
Brian Jeffs	Superintendent of Business Services	Education Centre
Cory McKeown	Elementary Principal	Algonquin Ridge E.S.
Mark Twardowski	Manager of Maintenance and Environmental Services	Education Centre
Michelle Morris	Secondary Vice-Principal	Collingwood C.I.
Hanne Nielsen	Superintendent of Education/ Partnerships/Lifelong Learning	Education Centre
<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	Simcoe County Elementary Occasional Teachers Federation	N/A