



ST. CLAIR CATHOLIC  
DISTRICT SCHOOL BOARD

*Lighting the Way ~ Rejoicing in Our Journey*

## **JOINT HEALTH & SAFETY COMMITTEE MEETING**

**Friday, April 10, 2015 - 9:00 a.m.**  
**Catholic Education Centre – CEC Boardroom**

### **MINUTES**

**Chair: Dave Geroux**

**Present:** Thelma McNear, Gloria Knoll, Deanna Kaufman, James Duff, Len Fera, Dina Carter, Lisa Burden, Brendan Deery, Tom Baker, Bruno D’Andrea, Paul Lernout, Dave Geroux, Chad Coene, Erin Moffat-Sharpe, Anita Labadie, Janice Manton-Burns

**Regrets:** Ray Power, Liz Holmes, Suzanne Mills, Tony Montanino, Silvia Leggiero, John Larsh

Recording Secretary: Kristin Winder

#### ***1. Call to Order***

Chair called the meeting to order at 9:05 a.m.

#### ***2. Opening Prayer***

The committee opened the meeting with a prayer.

#### ***3. Welcome***

Chair thanked everyone for attending and started the meeting.

#### ***4. Adoption of Agenda***

Moved by James Duff and Bruno D’Andrea that the agenda be accepted as printed with the addition of 11.4 – Monsignor Uyen.

## **5. Confirmation of Minutes – December 5, 2014**

Motioned by Thelma McNear and seconded by Brendan Deery that minutes be approved as presented.

## **6. Review of Terms of Reference**

Action:

- Discussed proposed language for quorum for committee; advised it has been added to the definitions of the revised Terms of Reference outlining quorum to be half worker members and half employer members – James put language together for consideration (re: 3.18 of the revised Terms of Reference)
- Advised there is no restrictions or regulations in the Occupational Health & Safety Act with respect to quorum, the committee can determine the parameters
- Indicated that revised language also states the committee meeting will be held with at least three worker members and three employer members however the committee would not vote or make any recommendations on any matters
  - Motion to approve revised quorum language as presented in section 3.18 of the revised Terms of Reference:
  - Vote: 16 in favour, 0 opposed
  - Resolved: Motion carried
- Questioned if the meeting would be held if neither Chair could attend the meeting (ie. due to inclement weather)
  - Advised that ideally both Chairs would be in attendance at every meeting, however the language states ‘ideally’ not ‘required’
  - Questioned if Chairs could appoint an alternative person to Chair the meeting
  - Stated it would be preferable to have one of the regular members to Chair the meeting as the committee is familiar with the structure; if quorum is reached, Co-Chair would identify committee member
  - Motion to approve new language stating absent Co-Chair is to identify current member to Chair meeting:
  - Vote: 16 in favour, 0 opposed
  - Resolved: Motion carried
- Advised that the language in the Terms of Reference regarding compensation would remain and any questions/concerns would be addressed between the Board and the Union
- Motion to take revised Terms of Reference to the Unions and Chair of the Board for review and discussion and then submit to Ministry of Labour for approval, with the addition of the quorum and alternative Co-Chair language:
  - Vote: 16 in favour, 0 opposed
  - Resolved: Motion carried

## **7. Review of Employee Accident/Incident Reports**

Action:

- Provided a summary of claims for the months of February and March; four health care claims reported along with two lost time claims
- Advised that the two lost time claims reported did not sustain significant time lost with the most being three days due to a dislocated knee due to a slip and fall
- Advised that with two of the four health care claims there were no hazards present and one was due to a personal illness
- Identified that Ursuline College had a number of aggression incidents involving a number of different students; to address the ongoing concern, Non-Violent Crisis Intervention training will be provided to those involved

## **8. Review of Incident Trend Reports**

Action:

- No comments or discussion had in relation to the above

## **9. Review of Workplace Inspection Reports**

Action:

- Questioned if the drills conducted and identified in the monthly workplace inspection reports could be carried over to each month's reporting to easily identify the number of drills conducted to-date
  - Advised this has been brought to the attention of eBase, the system provider, and we are currently awaiting a response

## **10. Business Arising**

### ***10.1 Terms of Reference – Quorum Requirement***

Action:

- Discussed under section 5 of the meeting's agenda - 'Review of Terms of Reference – Presented by James Duff'

### ***10.2 Entitlement to time from work for JHSC duties***

Action:

- Discussed under section 5 of the meeting's agenda - 'Review of Terms of Reference – Presented by James Duff'

### ***10.3 Lieu time for Inspections conducted during prep time***

Action:

- Advised that the current practice would continue – lieu time would be provided

### ***10.4 Updated First Aid and Non-Violent Crisis Intervention Training***

Action:

- Clarified that the request was for the information to be sent to Health & Safety representatives rather than posting on the Board's website; advised that this practice will begin in the upcoming 2015-2016 school year – the listings will be provided during the month of October after receiving the revised listings of Emergency Response Team members from each school

## **11. New Business**

### ***11.1 Ministry of Labour – Sacred Heart, Sarnia***

Action:

- An anonymous concern was reported to the Ministry of Labour (MOL) in relation to Sacred Heart Sarnia's Asbestos Management Program and presence of mould
  - This resulted in an unannounced inspection of Sacred Heart School Sarnia; the Ministry of Labour field inspection report concluded that no potential mould was observed in areas inspected during the visit
  - The inspector also indicated that he was satisfied the Board has in place all of the components of an appropriate Asbestos Management Program; as a result of the visit we were issued one order - "The St. Clair Catholic District School Board shall get the

ventilation duct work at Sacred Heart Catholic School assessed for asbestos contamination. The assessment must be carried out by a person having expertise, knowledge and experience in the field of industrial hygiene”.

- The assessment was carried out 04/06/15 by OH Solutions, with a finding that no asbestos was detected in the air samples collected at the site. The notice of compliance relating to the order was sent to the MOL 04/10/15.
- Questioned if there was a benefit in providing the information with respect to asbestos management in the school newsletters to avoid resulting in a similar situation – an awareness piece for the parents/guardians of the children within the schools
- Advised that safety prevention or discussions could still result in the same outcome as it could be taken out of context or misinterpreted

### ***11.2 Air Quality Testing- Ursuline College***

Action:

- Advised an in-depth analysis in terms of mould was conducted; it was tested for viable mould and to identify the species of mould that was present in the Guidance Office
- Indicated this was being reviewed as part of an accommodation of an employee returning as it relates to the health of the employee
- Advised that the report from the vendor will be provided to the committee once received
  - *To be reviewed at the next meeting*

### ***11.3 Terms of Reference – Final Review and Vote***

Action:

- Motioned under section 5 of the meeting’s agenda - ‘Review of Terms of Reference – Presented by James Duff’; document was approved as presented with the addition of the quorum and alternative Co-Chair language

### ***11.4 Monsignor Uyen***

Action:

- Advised that this item was recently discussed at a Joint Liaison Meeting between OECTA Elementary and the Board; some of the staff at Monsignor Uyen have been diagnosed with cancer – with asbestos being present there are some individuals who are concerned with the unknown
- Stated that cancer contributed to asbestos contributes to the lining of the lungs
- Due to the workforce becoming uneasy, the Board is working with Facilities to have testing conducted prior to the construction beginning within the building over the summer months
- Questioned if radon testing has or will be conducted; advised that has not been conducted and that it is typically in the basement area which very few of our schools have basement levels
  - *To be reviewed at the next meeting*

***12. Adjournment*** – D. Geroux adjourned the meeting at 10:07a.m.