



ST. CLAIR CATHOLIC  
DISTRICT SCHOOL BOARD

*Lighting the Way ~ Rejoicing in Our Journey*

## JOINT HEALTH & SAFETY COMMITTEE MEETING

Friday, February 19, 2016 - 9:00 a.m.  
Catholic Education Centre, Boardroom

### MINUTES

**Chair: Dave Geroux**

Present: James Duff, Silvia Leggiero, Dave Geroux, John Larsh, Dina Carter, Bruno D'Andrea, Deanna Kaufman, Gloria Knoll, Chad Coene, Lisa Burden, Len Fera, Paul Lernout, Suzanne Mills, Tony Montanino, Brendan Deery

Guests: Wayne Bechard, Tom Burns

Regrets: Erin Moffat-Sharpe, Ray Power, John Van Heck, Thelma McNear, Liz Holmes, Tom Baker

Recording Secretary: Libby Hallett

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

Chair called the meeting to order at 9:08 am.

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

The committee opened the meeting with a prayer.

#### **3. *Welcome & Introductions***

The committee welcomed everyone in attendance.

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

Moved by Tom Burns and Dina Carter that the agenda be approved as printed.

#### **5. *Confirmation of Minutes – December 4, 2016***

Motioned by Silvia Leggiero and seconded by John Larsh that the minutes be approved as presented.

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

### Action:

- The total number of incidents indicates 5 lost time claims; however 2 of these claims were denied bringing the total number of lost time incidents down to 3. Two of the lost time incidents resulted in 1 day of lost time and the third incident was lost time due to a concussion. For this incident, early interventions were in place as well as a return to work specialist from WSIB. The employee has since returned to full duties and hours.
- There were 12 incidents at Christ the King alone due to student aggression. B. Deery to follow up with the school to identify why this is happening and assess whether additional support may be required.

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

### Action:

- Holy Trinity and St. Matthew schools appeared spilt across columns; this will be corrected. It was also confirmed that the incidents that are reportable to WSIB are health care and lost time incidents for up to 2 weeks after the date of incident.

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

### Action:

- It was questioned what exactly it means when the comment “report incomplete” appears under a school’s inspection. L. Burden clarified that this means the report is not electronically complete in the eBase system.

The inspection is in an “inspecting” state when the onsite health & safety representative conducts the inspection. Once entered electronically by the health & representative, the inspection goes into a “reviewing” state. In this state the supervisor is responsible for assigning the work (if there is work identified to be assigned), or completing the inspection if there is no work to be assigned. Once the work is assigned, the inspection then goes into a “working” state. Once all work is completed, the inspection enters the “completed” state.

In some instances, the inspections were still in a reviewing state where the work either needed to be assigned or the inspection needed to be completed if there were no items identified to be assigned. The inspections have physically been completed in the schools; electronically it remains incomplete until the work is assigned and completed, or if there is no work to be assigned it remains incomplete until the supervisor completes the inspection.

- It was questioned why the electrocution issue at Holy Trinity was not completed. T. Montanino followed up with Maintenance.
- B. D’Andrea questioned who should be contacted regarding issues with large items purchased for a school. T. Montanino clarified that large item issues are to be brought to the attention of Facility Services to contact the supplier. T. Montanino also stated that the Board is currently looking at who is responsible for costs associated with areas that are currently not being inspected (e.g. weight rooms) and that this information should be available in September.
- It was identified that the committee does not currently receive follow up regarding monthly inspections for schools with actionable items identified that do not have action

details entered. J. Duff confirmed that we will turn our attention to this item, perhaps by providing the past 3 months inspection information vs the past 2 months that is typically provided.

- L. Burden confirmed that all custodians, even those not completing the inspections, have access to the eBase system.

## ***9. Business Arising***

### ***9.1 Workplace Inspection Entering Issue***

Action:

- During the last meeting it was brought to our attention there was an issue in eBase where the Administrator could not see the comments that were entered into the Inspection by the onsite health & safety representative. When comments are entered by the health & safety representative to the comment board, they must click save and then post so that they become visible to the Administrator. If anyone continues to experience this issue, they are to advise Lisa Burden of the inspection number and she will follow up with eBase.

### ***9.2 School Board Cooperative Statistics***

Action:

- Each year we are provided a report from SBCI regarding our performance for health & safety. With regards to total frequency of incidents, from 2013-14 to 2014-15 we are up from 29 to 36 reportable incidents. Lost time claims have also increased from 8 in 2013-14 to 16 in 2014-15. 60% of lost time incidents were for 5 days or less. In 2014-15 the number one cause of lost time incidents were slip, trips and falls. This was consistent with 2013-14. The number two cause in 2013-14 as well as 2014-15 was struck by/against. Due to the increase in lost time and overall incidents we are looking at taking action with preventative measures moving forward.

The duration of our claims from lost time is 12.33 days. This is below our peer group. The medium claim time frame is 6-20 days. Our average is 9.25 days which is also below our peer group. The length of time for lost time claims shows we have been managing our claims with early intervention successfully.

J. Duff to review the report and advise if a copy can easily be provided to the Joint Health & Safety Committee.

### ***9.3 Outline of Mentor Duties***

Action:

- In the fall a request was made to have a more detailed look at what is involved in being a mentor and the subsequent mentor duties. There is currently an outline under our terms of reference; however the request was looking specifically at what a mentor should be doing when they are conducting mentor school visits. We would like to provide this information through training when we do our yearly JHSC meeting with the onsite health & safety representatives. L. Burden will be sending out a request for what items the JHSC would like to see in this mentor duty training.

### ***9.4 Discussion of Workplace Violence and Harassment policy***

## Action:

- The JHSC is responsible as it relates to this policy; specifically stated is an annual review. This policy was updated as of April 28, 2015 with the only changes being made to the formatting and updating definitions.

It was questioned if this policy is inclusive of workplace harassment. As the Board has a separate policy that covers workplace harassment, it was then questioned if the JHSC needs to be reviewing both policies. The requirement of the JHSC is workplace violence; however, as a committee, if we wish to discuss any policy or procedure that may pertain to harassment, discrimination etc. is it up to the committee to decide if they wish to discuss this. The freedom from harassment and discrimination policy will be sent out to the committee to be reviewed at the next meeting.

**9.5 – Sharp Ledge near CYW room**

## Action:

- This has been completed since the last meeting.

**9.6 – Adult Supervisor Representation**

## Action:

- Historically it does not appear that Adult Supervisors have been serving on the JHSC. It was identified that perhaps because of their limitation in hours they seem more casual and they may not contribute to the extent that someone who is non-union that works 35 hours/week could. There is a non-union seat on the committee that is currently filled by ASG. Should the seat become vacant there is consideration for Adult Supervisors to become part of the committee.

**10. New Business****10.1 Keys for LTO Staff – D. Geroux**

- LTO and occasional staff do not necessarily have access to open or lock classrooms for lockdown drills, shelter in place etc. Currently there is not a consistent handling of keys for these staff, and there seems to be a lot of scrambling especially if a large number of permanent staff are out of the building.

We have previously utilized a large number of keys out in the schools, however many would go missing causing us to replace keys, re-key locks etc. This became very costly. We have also operated under a “collateral” system in the past; however we do not want to place secretaries in the position for securing such collateral. There is a new police protocol coming into place in September, and although at this time we are unsure if it expressly states if each employee requires the ability to have a key or lock a door, it may give us the opportunity to consider our processes to ensure staff are able to lock doors. An update will be provided at the next meeting if further information is released.

- The accessibility of keys for the emergency eye-wash stations was also questioned. Staff do not normally have access to these keys, so in the case of an emergency where the custodian or principal was not present it was unclear how staff members would access the eye-wash stations. T. Montanino confirmed that the eye-wash stations are located directly in the rooms containing the hazardous chemicals therefore resolving this issue.
- A number of permanent CUPE staff were not issued keys at specific schools last year. S. Mills will send out an email confirming all permanent CUPE staff have a key.

Further information detailing who should have keys in the schools is required. J. Duff to discuss at the next meeting.

### ***10.2 April 15, 2016 PD Day- J. Duff***

- For OECTA members, the first half of the newly established PD day on April 15, 2016 is to be devoted to Occupational Health & Safety. We have been given shared documents from OECTA and OCSTA, but these are suggestions and are not necessarily designed in a format ideally suited to our needs. A matrix was presented outlining legislative requirements, what we currently offer for health & safety training and what would be “nice to have”. It is being brought forward to the committee to offer suggestions on potential topics to be covered during this half-day.

J. Duff clarified that other union groups cannot lose pay for this day, but they do not have to participate. It is still being decided on what this day will look like. It could be an opportunity for all workers to complete any outstanding training.

Other ideas brought forward included:

- Identifying training that is applicable to all staff to begin the day with, then providing choice to staff on other topics they could be trained in that are self-sufficient and accessible for the remainder of the time.
- BMS practise time
- Completion of Offence Declarations

Any additional topics were asked to be sent to James Duff.

### ***10.3 Asbestos Report – T. Burns***

- As the Designated Substance report is changing, it was questioned if there should be a manual sign in check until online set-up is fully operational. T. Montanino confirmed that any contractor coming into the schools already has this training, and that we are less than 2 months away from fully going live online.

### ***10.4 Ontario Early Years Centres in Schools – T. Burns***

- In some schools where the Early Years program is taking place, exterior doors are being propped open therefore deeming the entire building insecure. This will be tied into item 10.1 and will be followed up on at the next meeting.

### ***10.5 Additional Concerns Brought Forward***

- T. Montanino received feedback regarding the electrocution issue at Holy Trinity. The administrator had assigned the work, but had not yet clicked the button to activate the work order. The administrator’s role in eBase will be touched on at the next administrator’s meeting.
- A piece of a school had been recently torn down due to being hit by a snow plow. It is currently fenced off and is being repaired on the weekend.
- A concern about school telephones being left unattended in the office was brought forward as a potential health & safety issue. This item requires further review and will be discussed at the next meeting.

**11. Adjournment** – D. Geroux adjourned the meeting at 11.14 a.m.