



ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD

Lighting the Way ~ Rejoicing in Our Journey

JOINT HEALTH & SAFETY COMMITTEE MEETING

Friday, April 8, 2016 - 9:00 a.m.
Catholic Education Centre, Boardroom

MINUTES

Chair: Len Fera

Present: James Duff, Len Fera, Dina Carter, Gloria Knoll, Bruno D'Andrea, Lisa Burden, Liz Holmes, Dave Geroux, Chad Coene, John Larsh, Deanna Kaufman, Tom Baker, John Van Heck, Paul Lernout, Suzanne Mills, Thelma McNear, Erin Moffat, Tony Montanino,

Guests: Anita Labadie

Regrets: Brendan Deery, Silvia Leggiero, Ray Power

Recording Secretary: Libby Hallett

1. Call to Order

Chair called the meeting to order at 9:06am.

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 Bruno D'Andrea and Dina Carter that the agenda be approved as printed.

5. Confirmation of Minutes – February 19, 2016

Motioned by Tom Baker and seconded by John Larsh that the minutes be approved as presented.

6. Review of Employee Accident/Incident Reports

Action:

- Upon review of the incident reports, B. Deery and L. Burden noticed an increase in the number of aggression incidents at Christ the King. Additional reporting has been provided specifically for aggression incidents at this location involving the same student. They visited the school to further investigate the reports, and spoke with the Principal and EA's that work directly with the student. The behavioural team has attended the school and a behavioural plan is currently in place for the student. The student is also receiving external assessments and testing. Once this is complete, the behavioural team will return to the school to look at the plans in place and assess the situation further.

A discussion with the EA's involving Personal Protective Equipment (PPE) was also had. The EA's confirmed that they have not suffered injuries as a result of the reported incidents, and do not feel PPE is needed at this time and that they feel safe working with the student. They will continue to monitor the situation. The EA's feel PPE would further escalate things with the student.

Follow up with St. Matthew's also occurred due to the increase in aggression incidents submitted. It was established that most incidents involve the same 2 students, and that one occurrence resulted in several incident reports being submitted. It was determined more follow up is required and a visit to the school is planned for next week.

S. Mills addressed a concern brought forward by an ECE at Holy Trinity. If a child runs off of school property, the ECE is unsure if they should chase after the student or not and is concerned this may be a liability. J. Duff to follow up with L. Callaghan and B. Deery. Clarification will be sought regarding the liability of the situation, and this could establish a best practice going forward. L. Holmes also asked for the issue of any employee being directed to chase a child off of school grounds to be addressed as this could potentially place the employee in danger of slips/falls.

7. Review of Incident Trend Reports

Action:

- G. Knoll questioned why there was no separate report outlining the types of incidents submitted for ECE's. It was clarified that only the 2 positions with the highest number of incident reports submitted are reported on.

8. Review of Workplace Inspection Reports

Action:

- D. Geroux commented that a lot of issues seen on the inspection reports appear very generic and questioned if further detail could be provided. L. Burden confirmed that further detail is included in the inspections online, and that we have been in discussion with eBase regarding more in depth reporting.

L. Burden confirmed that an inspection will remain open until it is completed. It does not close off at a certain date/time.

S. Mills completed a mentor inspection at Gregory A. Hogan and identified that the custodian was not able to log into the system to electronically enter the work that had been assigned. L. Burden confirmed that custodians have a log in for their school, and will follow up to make sure this custodian can access the inspections electronically.

9. Business Arising

9.1 SBCI Follow Up

Action:

- At the February meeting the SBCI report was discussed and preliminary information was given at that time. The document contains personal and confidential information, but there was some information that could be shared. J. Duff presented the report to the committee.

9.2 Freedom from Harassment and Discrimination Policy Review

Action:

- At the February meeting the committee discussed having a review of this policy. On March 8, 2016 there was a new law put in place regarding sexual harassment/violence, thus requiring us to review our policies to ensure we are up to speed with new legislation. J. Duff asked the committee to table this item for the next meeting as we can look at the new items coming forward and share at the next meeting.
- L. Holmes questioned if this topic would be included in the April 15th PD day training. It was clarified that this will not be included.
- C. Coene asked the committee to look at the concept of parental harassment, and questioned if the employer feels this will be covered under the Freedom from Harassment and Discrimination policy. J. Duff clarified that the procedures would typically cover anyone who may be in the work environment, however a parent may not always be physically in the environment (e.g. through communication).

9.3 Staff Requiring Keys Update

Action:

- L. Demers is currently working with the public board and police services regarding the new police protocol. This will be a document from a provincial prospective putting in place best practices for lockdown, bomb threats and emergency related items. Included in the protocols being put forward is the ability to lock a door. Discussions and review have been happening. At this point it appears to be coming from a directive stand point, and this may modify the manner in which key distribution has been happening.
- S. Mills confirmed that 20 permanent CUPE members do not have keys. T. Montanino clarified that it is the function of a Principal to distribute keys in their schools, and if they are short on keys they are to make a request to Facility Services.
- J. Duff confirmed that this needs to be in place by September, and we will continue to come back to the committee with updates as provided. This will be kept as a standing item on the agenda until conclusion is reached.

9.4 School Telephones

Action:

- Questions were brought forward regarding our current phone system, outlining concerns over training and situations when secretaries are not able to answer the phones. It was determined that this warrants a review, and that targeted discussion is required to better understand each specific environment.

10. New Business

10.1 Monsignor Uyen Concerns

- There have been 12 cases of cancer and numerous other serious illnesses at Monsignor Uyen. OECTA is looking to alleviate the concern of staff, and wondering if it is possible

to have testing conducted by a third party looking at specifically testing water and air quality, and having the ducts and heat radiator shields cleaned. To the staff's knowledge they are not aware if they have been removed and cleaned. The water also is brown and orange at different times at the school.

- J. Duff identified that we will turn our attention to what may be considered. At this time we are not making any commitments, but the issue has been raised and it warrants a review. J. Duff to review with T. Montanino.

10.2 April 15, 2016 PD Day Update

- An email has been sent out to OECTA leaders summarizing day. Staff must complete mandatory modules first, and then move on to secondary modules. Expectations and instructions for the day will be sent out individually to staff.
- It was questioned if the training is being extended beyond OECTA. J. Duff stated that this has been brought to Executive Council, and discussions have been had with supervisors responsible for non-teaching staff.
- L. Holmes questioned if any worker group will not have a paid opportunity to complete the training. It was clarified that all worker groups will be paid for the day as set out in their collective agreement. Daily occasional teachers will not have a paid opportunity as vetted through OECTA and OCSTA.
- C. Coene questioned if there will be a PD day with this topic a going forward. J. Duff to look for input from OECTA and OCSTA. C. Coene to look into and report back to the committee.

11. Adjournment – L. Fera adjourned the meeting at 10:48