



ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD

Lighting the Way ~ Rejoicing in Our Journey

JOINT HEALTH & SAFETY COMMITTEE MEETING

Friday, February 6, 2015 - 9:00 a.m.
Catholic Education Centre – CEC Boardroom

MINUTES

Chair: Len Fera

Present: Thelma McNear, Gloria Knoll, Deanna Kaufman, James Duff, Len Fera, Dina Carter, Lisa Burden, Brendan Deery, Tom Baker, Tony Montanino, Silvia Leggiero, John Larsh, Bruno D’Andrea, Paul Lernout

Regrets: Ray Power, Dave Geroux, Liz Holmes, Suzanne Mills, Chad Coene, Erin Moffat-Sharpe, Anita Labadie

Recording Secretary: Kristin Winder

1. Call to Order

Len Fera called the meeting to order at 9:04 a.m.

2. Opening Prayer

The committee opened the meeting with a prayer.

3. Welcome & Introductions

Chair thanked everyone for attending, invited all to introduce themselves to our new member and started the meeting.

4. Adoption of Agenda

Moved by Bruno D’Andrea and John Larsh that the agenda be accepted as printed with the addition of 11.4 – Updated First Aid and Non-Violent Crisis Intervention Training.

5. Confirmation of Minutes – December 5, 2014

Motioned by Dina Carter and seconded by Brendan Deery that minutes be approved as presented.

6. Review of Terms of Reference

Action:

- Advised that the Terms of Reference are close to completion
- Reviewed section 2.13 in reference to alternative members; discussed advising Co-Chairs prior to meeting which was in line with previous discussions
- Discussed section 4.5 in reference to Summer Workplace Inspections; need to create a process for committee consideration; as previously discussed not all CUPE members are trained in the process and other employee groups may be interested in completing the summer inspections
- Questioned if there is a minimum requirement of members to hold an appropriate meeting based on representation; advised under the Occupational Health & Safety Act only four members are required therefore we are exceeding the requirement
- Questioned if there should be language in the Terms of Reference in relation to a quorum requirement; advised this would be looked into and reported back to the committee
 - *To be reviewed at next meeting*
- Advised section 4.9 language was changed to 'must' not 'shall'
- Discussed section 5.4 in regards to air quality and section 6.4 in relation to asbestos awareness training; advised by the Ministry of Labour that these items should be included

7. Review of Employee Accident/Incident Reports

Action:

- Provided a summary of claims for the months of December and January; four health care claims reported along with four lost time claims
- Advised that the above totals include those claims that have been denied; one health care and one lost time claim that were reported were denied
- Advised that the three lost time claims reported did not sustain significant time lost with the most significant being six days
- Questioned why an Educational Assistant was shovelling snow, as reported in one of the incident reports; it was advised they should not have been completing task and that the injury reported was not in relation to the activity of shovelling but rather a health condition as identified by the employee

8. Review of Incident Trend Reports

Action:

- No comments or discussion had in relation to the above

9. Review of Workplace Inspection Reports

Action:

- No comments or discussion had in relation to the above

10. Business Arising

10.1 Preparation of JHSC Meeting Agenda

Action:

- Advised as per the revised Terms of Reference, the agenda and draft minutes from the previous meeting will be sent electronically to Committee Members prior to the next meeting

10.2 Process of Selecting Alternatives for Monthly Inspections

Action:

- Discussed the process under section 5 of the meeting's agenda that alternative members may be selected by the appropriate parties to represent the Committee Members when such Members are unable to attend the meeting; the Committee Member shall advise the Co-Chairs in advance of the meeting that an alternate member will be attending on his/her behalf

10.3 Entitlement to time from work for JHSC duties

Action:

- Advised that this item is still outstanding but is currently being reviewed; an updated will be provided to the committee at the next meeting
 - *To be reviewed at next meeting*

10.4 Kettles and Fridges in Teacher's Offices

Action:

- Advised that there is not a formal procedure in regards appliances in offices; stated that a communication in regards to the above was sent out several years ago following OSBIE recommendations; reminders will be sent out based on previous communications
- Questioned if Health & Safety Representatives should be advising staff to remove these items from their offices; advised they should unless they are being used in the Breakfast or Life Skills room

10.5 Advisement of Co-Chairs of Alternative members attending JHSC Meetings

Action:

- Previously discussed; see section 10.2

10.6 Lieu time for Inspections conducted during prep time

Action:

- Advised that this item is still outstanding but is currently being reviewed; an updated will be provided to the committee at the next meeting
 - *To be reviewed at next meeting*

10.7 Items of Disposal from Science Labs at the High School – follow-up

Action:

- Advised that arrangements can be made for additional, unscheduled pick-ups
- Stated the Board is currently using RPR located in Hamilton but for additional pick-ups we can use a local company such as Clean Harbours

11. New Business

11.1 Phone lines in Teacher's Offices

Action:

- Questioned if phone lines in offices is a recommendation or a courtesy; advised that there is no policy or requirement in place in relation to phone lines
- Advised that in a newly built office that is being utilized by Educational Assistants working with students does not have a phone available for use; it was stated that IT advised it was too expensive to service a phone line to this room; it was stated that there is a concern for employee safety when working in this location

- Advised Facility Services would look further into the issue

11.2 Snow Clearance from Parking Lot to School Entrance

Action:

- Questioned if there is a requirement for clearance in certain areas of the schools; advised there is a map provided for each school in relation to snow clearance; drawings identify what should be cleared by the contractor – if it is identified on the map it is the contractor’s responsibility, if it is not identified then it is completed by Facilities
- Advised that the maps are available on the Board’s website in the Staff Room under the Administrator’s tab
- Advised the Custodian is required to walk the building to ensure adequate snow clearance after a snowfall; they are equipped with salt and snow blowers to assist in snow clearance
- Recommended that if there are key areas that have not been addressed after snowfall to advise the school’s Principal and Custodian immediately

11.3 Definition of ‘Hot Water’

Action:

- Questioned if there is a minimum temperature requirement for hot water; stated there is an ongoing issue in some of the older schools with receiving hot water
- Advised that Facility Services is aware of the issue and is currently looking into it, adding that the issue is in relation to the placement of the hot water tank in the schools
- Stated that from a sanitization perspective, there is no hot water temperature requirement

11.4 Updated First Aid and Non-Violent Crisis Intervention Training

Action:

- Questioned if there is a list available for those that are members of their schools Emergency Response Teams with respect to the team’s training certifications
- Questioned if the Board’s website could be updated with a listing of Emergency Response Team members and their training certifications
 - *To be reviewed at next meeting*

12. Adjournment – L. Fera adjourned the meeting at 10:00a.m.