



ST. CLAIR CATHOLIC  
DISTRICT SCHOOL BOARD

*Lighting the Way ~ Rejoicing in Our Journey*

## JOINT HEALTH & SAFETY COMMITTEE MEETING

**Friday, April 7, 2017 - 9:00 a.m.**  
**Catholic Education Centre, Boardroom**

### MINUTES

**Chair: Dave Geroux**

Present: James Duff, Lisa Burden, Brendan Deery, Dina Carter, Liz Holmes Deana Kaufman, Len Fera, Bruno D'Andrea, Dave Geroux, Anita Mallette-Snobelen, Gloria Knoll, Janice Manton-Burns, Chad Coene, Renee Culverwell, Suzanne Mills, John Larsh

Guests: Gabe Lacroix, John Vlasman,

Regrets: Silvia Leggiero, Erin Moffat, John Larsh, Ray Power, Paul Lernout, Suzanne Mills, Thelma McNear

Recording Secretary: Libby Hallett

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

The chair called the meeting to order at 9:03am.

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

The committee opened the meeting with a prayer.

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

The committee welcomed everyone in attendance.

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

Additional items to agenda:

11.2 Update on keys for OT's – L. Holmes

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

#### ***5. Confirmation of Minutes – February 10, 2017***

Under item 11.1 there was a typo “Police” which will be corrected to “Policy”

Motioned by Bruno D’Andrea and seconded by Dina Carter that the minutes be approved as presented.

### ***6. Review of WSIB Reportable Incidents for February & March***

Action:

- S. Mills brought forward that CUPE members, specifically EA’s are having concerns with the amount of aggression in the schools. EA’s feel frustrated; that filling out incident reports is not helping them and that they are not being supported. This is being brought forward with respect to receiving more training.
- Training called Violence in the Workplace has been arranged with the public Board to take place in May and June. They will be given educational information regarding legislature, safety wear, the right to refuse, to call 911 etc. PPE is currently available and it is in our schools where we have the need for it.
- It was questioned if the administration at each school deal with issues consistently across schools; if the same procedures would be followed. It comes down to an individualized response. Cases are often student by student, so it is not always possible to have a consistent response across schools.
- The process when an incident form is filled out was questioned. What forms should be filled out and when. Development of a flow chart for staff – safe school form vs incident report form – was discussed.
- It was questioned if daily occasional teachers or occasional teachers in LTO assignments are aware of the incident report forms; some may not be aware of the process.
- It was clarified that one incident could potentially result in both the incident report form as well as the safe schools report form being filled out.
- Changing the culture regarding filling out incident report forms was discussed. We need to move away from the negative connotations associated with filling out the incident report forms as filling out the forms is a compliance piece as well as for your own protection.

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

Action:

- There were 3 incident reports submitted on February 17, 2017 at St. Anne, Blenheim. It was confirmed that these were a result of the same incident.

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

Action:

- No discussion occurred.

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

Action:

- It was clarified that an outdoor environmental hazard would be classified as something in the environment that is array (not gas).
- The status of obtaining better reporting from eBase was questioned. We have let them know a number of times what we would like to see on these reports, and at this time it is not available to us.

- Clarity regarding the completion date recorded on the reports was sought. This date indicates the date the work was actually completed, not the date it was reviewed by the administrator

## **10. Business Arising**

### **10.1 Online training modules for April 28<sup>th</sup> PD Day – L. Burden**

Action:

- Additional professional development was a result of central bargaining for OECTA. A half day is now dedicated to Health & Safety. We have decided for next year this PD day will be in October.
- Currently looking at building the need to have vs nice to have list of modules, and are also looking at any items the committee thinks should be included
- We are also currently engaged in finding a different software program for tracking training. Any irritations with the system have been asked to be brought forward so we are able to work better with what we have
- Suggestions including training on responding to aggressive behaviour, as well as mental health issues with employees were brought forward. We are currently looking at our EFAP provider and have asked them to prepare a module regarding these issues.
- OTIP offers a mental health & wellness modules called Feeling Better Now which could be available to the Teacher groups. CUPE may also be able to access through Canadian Benefits.

## **11. New Business**

### **11.1 – UCC Update – J. Duff**

Action:

- Staff at UCC have come forward with possible health ailments possibly connected to the building
- A process has been established whereby an indoor air quality form will be filled out by staff in order to collect more detailed information
- At the meeting on February 22<sup>nd</sup>, it was made very clear that the issue regarding squirrels in the ducts had to be addressed. We permitted the contractors the ability to inspect for squirrels, but not to clean. Cleaning could not happen until the testing occurred.
- The ducts were cleaned. Currently undergoing investigations to determine exactly how this unfolded. There is damage to trust across all fronts
- Once this happened we came together as a group, involving senior administration speaking to UCC staff.
- Experts were brought in to determine if we have compromised the Xavier building in particular. It was determined that we have not compromised the ability to get the type of testing we need.
- A list was put together of areas of the building of concern. This was used to guide where the testing would occur, primarily in Xavier building at UCC and a few other spots. Every area identified underwent generic air quality testing (particulate levels, amount of dust in air, temperature, humidity, carbon dioxide levels). In any area specifically identified involving possible health concerns, additional testing occurred (some areas bulk sampling of dust left, VOC testing, volatile organic compounds testing). Spore and mould testing occurred in certain areas. The identified areas were toured twice, one round in the morning and one in afternoon. In the morning there was a visual inspection of mould, water damage, and contributing factors and this guided where to do more testing in second round in the afternoon
- Initial results reported on temperature, relative humidity, carbon monoxide, carbon dioxide and particulate levels. Several were in correct range or lower than they had to be. An area of

concern was in the Xavier building. There were elevated carbon dioxide levels above what would be considered average if there was good circulation happening. It became clear there are a number of spaces that are not getting a good exchange of air flow.

- More information will be brought forward at the next meeting.

***11.2 – Update on Keys for Occasional Teachers – L. Holmes***

Action:

- The implementation is progressing well. Wrinkles are being ironed out on a case by case basis.
- Some people are doing a good job, others need a bit of help.
- Will continue to work with J. Manton-Burns and occasional teachers.
- A memorandum was sent out outlining expectations but currently there is no formal policy/procedure.

***12. Adjournment*** – D. Geroux adjourned the meeting at 10:55am.