



ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD

Lighting the Way ~ Rejoicing in Our Journey

JOINT HEALTH & SAFETY COMMITTEE MEETING

Friday, October 14, 2016 - 9:00 a.m.
Catholic Education Centre, Boardroom

MINUTES

Chair: Dave Geroux

Present: John Larsh, Dina Carter, Dave Geroux, Thelma McNear, Suzanne Mills, Silvia Leggiero, Elizabeth Holmes, Bruno D'Andrea, Deana Kaufman, Gloria Knoll, Chad Coene, James Duff, Lisa Burden, Anita Mallette-Snobelen, Renee Culverwell, Brendan Deery, Len Fera, Erin Moffat

Rita Sanders-McGregor, Carol Ferguson, Richard Goure, James Firth, Larisa Lyons, Angele Monette, Laurette Carey, Kevin Carter, Michael Reeb, Chris Morris, Leslie Hauspie, Donna Pellerin, Rosaire Emery, Shannon DeKoning, Loretta Vince, Roger Roussy, Marvin McGill, Rick Sauve, Joanne Garrett, Lana Iacobelli, Wayne Freeman, Paul Bordeau

Guests: Gabe Lacroix, John Vlasman

Regrets: Tony Montanino, Ray Power, Paul Lernout

Recording Secretary: Libby Hallett

1. *Call to Order*

The chair called the meeting to order at 9:01 a.m.

2. *Opening Prayer*

The committee opened the meeting with a prayer.

3. *Welcome & Introductions*

The committee welcomed everyone in attendance. Introductions were made to acquaint the onsite health & safety representatives with the committee.

4. *Adoption of Agenda*

Moved by Dina Carter and John Larsh that the agenda be approved as printed.

5. Confirmation of Minutes – June 3, 2016

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

6. 5 Year Review of WSIB Reportable Incidents – J. Duff

Action:

- A 5 year review of the Board’s WSIB reportable incidents was conducted. Our obligation as a multi-site joint health & safety committee and the definitions regarding a WSIB reportable incident and a non-reportable incident were clarified.
- It was clarified that for a lost time incident, lost time begins the day following the incident.
- It was questioned how long the Board has been outsourcing salting and the removal of snow. Contractors have been doing this work for more than 2 years, but the custodians will do some throughout the day if necessary.

7. Review of WSIB Reportable Incident for June, July, August & September

Action:

- No discussion occurred.

8. Review of Employee Accident/Incident Reports

Action:

- The definitions of a kiss and loop and basket hold were clarified.

9. Review of Incident Trend Reports

Action:

- The reporting timelines for the WSIB reportable incidents were clarified.

10. Review of Workplace Inspection Reports

Action:

- It was noticed that there were minimal notes in the July & August inspection reports, and it was questioned how closely these inspections were completed. The summer inspections were completed by the maintenance staff as the onsite health & safety representatives do not work through the summer. There was cleanup completed during the summer where everything was taken out of the classroom into the hallway. This could contribute to minimal issues being identified.
- It was identified that during the lockout drill, the daycare staff at St. Philip did not have a key to lock the door. It was questioned what the process is when individuals who are not staff need to lock a door.
- A moment of silence was had to commemorate the passing of Marcel Deshutter.

11. Business Arising

11.1 Parklane reporting capabilities – L. Burden

Action:

- It was questioned at our last meeting if we were able to further break down the reporting of incidents to identify specific grades, specialties etc. Parklane does not current offer this option.

11.2 Freedom from Harassment and Discrimination policy update – J Duff

Action:

- Bill 132 came into effect September 8, 2016, which amends the Occupational Health & Safety Act and Bill 168. This brought a requirement forward for employers to review their policies and procedures.
- Includes amendments regarding:
 - o A new definition of harassment that includes sexual harassment
 - o Enhanced confidentiality
 - o Clarification on reporting timelines
 - o Confirmation that written results need to be provided to the complainant and the alleged harasser if they are an employee
 - o Description of the potential use of a third party investigator
- J. Duff conducted a review of the updates that have been made to both the policy and the procedure.
- This will be kept as a standing item every year going forward

11.3 Staff requiring keys update – J. Duff

Action:

- Police protocol put forward a requirement for school boards in relation to lockdowns, bomb threats etc. We must ensure staff have the ability to lock doors. We are currently looking at introducing more key into schools, managed from a Principal prospective through eBase with Facility Services.
- Our next step is communicating this abroad. J. Duff will be working with Executive Council in terms of identifying a specific date staff should have a key. A communication will be put forward to inform staff of the process of how to get a key if they do not have one.

12. New Business

12.1 – Air quality testing – L. Burden

Action:

- Air quality testing was conducted at Monsignor Uyen. On October 4, 2016 OH solutions conducted the testing. They conducted spot testing to determine potential issue areas. Testing was conducted in 2 areas of the school and the instruments were left for 48 hours to collect samples. Dust on vents was also collected and send to lab for analysis. D. Geroux attended the testing representing the joint health & safety committee and D. Kaufman was present representing OECTA. The field tests were completed on October 7, 2016. The results should be in within 10 days and the report should be available by October 24, 2016.

12.2 – MOL Visit – L. Burden

Action:

- The Ministry of Labour visited St. John Fisher elementary school on September 17, 2016. This was a routine visit. There were no issues ordered, however recommendations were made on the inspector's report. Paint in the boiler room was flaking, and it was recommended that this be tested for lead. In the custodial room there were issues with the plaster ceiling. Both of these items have been repaired and completed.

- The responsibilities of a Teacher in Charge as it relates to Ministry visits was questioned. It was clarified that the Teacher in Charge should represent the school, and walk with the inspector completing the inspection of the facility.

12.3 – Toileting – S. Mills

Action:

- A number of EA's have contacted S. Mills with concerns relating to toileting. There is a concern for the health & safety of the EA with accusations that a student may have in regards to inappropriate touching. In larger schools very often when a child is toileted they have 2 EA's with the child, but with smaller school there is only 1 EA. These EA's are uncomfortable and feel unsafe when they don't have another set of eyes on the student
- Additional concerns involve EA's working with feces. Some EA's have gloves/wipes etc, but some do not. Parents are asked to provide wipes, but this is not always the case. EA's are looking for this equipment; it should be standardized and accessible in every school for the safety of the EA.
- It was suggested that an education component be involved as well, including the risks associated, what to be protected from, health conditions etc.
- B. Deery stated that there is a personal care protocol within the Board, and he can address this with the EA's. He will look into what is currently occurring within different schools regarding providing supplies.
- There should be a personal support plan in place for any child that requires toileting to happen. B. Deery to look at what plans are in place when we are aware and what plans can be put in place when we are not aware

12.4 – Chatham office concern – J. Larsh

Action:

- There are currently a number of APSSP employees working out of the Chatham facilities office. There is a large buildup of dust and many people are allergic. They try to avoid the area, but need it to complete their work.
- J. Vlasman to have this cleaned up.

13. Onsite Health & Safety Representative Training – L. Burden

Action:

- L. Burden conducted training for the onsite health & safety representatives.

14. Adjournment – D. Geroux adjourned the meeting at 11:15 a.m.