



ST. CLAIR CATHOLIC  
DISTRICT SCHOOL BOARD

*Lighting the Way ~ Rejoicing in Our Journey*

## **JOINT HEALTH & SAFETY COMMITTEE MEETING**

**Friday, April 13, 2018 - 9:00 a.m.**  
**Catholic Education Centre, Boardroom**

### **MINUTES**

**Chair: Len Fera**

Present: James Duff, Lisa Burden, Len Fera, Renee Culverwell, Dave Geroux, Dina Carter, Anita Mallette-Snobelen, Paul Lernout, Tony Montanino, Chad Coene, Deanna Kaufman, Gloria Knoll, Liz Holmes, Erin Moffat, Brendan Deery

Guests: Gabe Lacroix

Regrets: Bruno D'Andrea, Thelma McNear, John Larsh, Silvia Leggiero, Ray Power, Suzanne Mills

Recording Secretary: Libby Hallett

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

The chair called the meeting to order at 9:04am.

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

The committee opened the meeting with a prayer.

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

The committee welcomed everyone in attendance.

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

Additions to agenda:

11.2 - Workplace risk assessments – L. Burden

11.3 - Discussion of training – D. Geroux

Moved by Gabe Lacroix and Paul Lernout that the agenda be approved as printed.

## **5. Confirmation of Minutes – March 9, 2018**

Motioned by James Duff and seconded by Dave Geroux that the minutes be approved as presented.

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

Action:

- The committee recently received notification of 2 WSIB reportable incidents that occurred in April – looking to get an update on these
- The 2 reportable incidents resulted from the same incident. Both involved EA's with 2 different students.

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

Action:

- No discussion occurred.

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

Action:

- Monsignor Uyen has had 53 aggression incidents. It was questioned what action should be taken when we see an outlier like this.
- Table this until B. Deery joins the meeting
- R. Culverwell spoke to aggression incidents at Christ the King indicating that 4 of the 6 incidents from the past month are from the same student. She is working with B. Deery and the parents, and the behaviour team has been in to work with the student.

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

Action:

- It was clarified that in the case where a custodian has entered a work order outside of the system (for timeliness) they should still enter that issue into eBase when entering their monthly workplace inspection. They are to then advise the administrator, who can select “not actionable” when reviewing the inspection.

## **10. Business Arising**

### **10.1 Reporting capabilities of Parklane – L. Hallett**

Action:

- We are currently unable to provide reporting that breaks down the classification of incidents by position with the current export generated from the system. We have reached out to the vendor to see if there is another export that can be provided that further breaks down incident classifications.

### **10.2 Funding for defibrillators – L. Burden**

Action:

- We are waiting to hear back regarding our eligibility to receive funding for defibrillators for multiple locations.

**10.3 Completion report from previous month's workplace inspection – J. Duff**

## Action:

- As we have now provided mentors the ability to access their schools inspections, the committee was in agreement that we will come back to this at our June meeting to make a decision going into the 2018/2019 school year.

**10.4 Update re: sending first aid protocol/ process for first aid kits – L. Burden**

## Action:

- We will be putting this out to staff through the SafeSchools training platform. We are still working through a couple of items with the system (e.g. employees on leave) and it will be sent out once resolved.

**10.5 Update re: checklist for investigation of aggression incidents – L. Burden**

## Action:

- This is an ongoing item we are looking at. In February, the MOL released a guide for workplace violence for school boards. We are looking at this and reviewing the guide as we are working through the checklist.
- It was clarified this guide has already been distributed to the committee by D. Geroux and it is also available on the MOL website.

**11. New Business****11.1 MOL Visit – J. Duff**

## Action:

- We received a phone call last week letting us know the MOL was coming to pick up documents based on a letter that was sent in January; however, this letter did not make it to J. Duff. The field report provided outlines the documents the MOL were looking for.
- The next step is a formal sit down with MOL, having both management and worker representation. J. Duff has reached out to union leaders (copying the co-chairs of the committee) in order to identify a representative from each employee group, which will be balanced with himself, L. Burden and a representative from Special Education for a group of 8-10 people.
- Once we hear back from unions regarding their representative, J. Duff will send an email to the MOL outlining 3-4 dates of mutual availability. Feedback from that meeting will then be offered to the committee

**11.2 Workplace Risk Assessments – L. Burden**

## Action:

- Research has been conducted regarding the last time risk assessments were completed. In 2008, a survey was conducted across the system and in 2010 those results were provided to the committee. These survey results became what is now our workplace violence procedure.
- Every year since, as part of our review, we look at the workplace violence policy and procedure, but it is now time to do another workplace violence survey
- L. Burden to look at other boards surveys to see what has already been completed in regards risk assessments, as well as have a dialogue with the MOL on how to be effective with risk assessments
- If the committee sees anything with regards to risk assessments feedback is welcome
- It was clarified that our current survey was not site specific – it was completed system wide

- A risk assessment would be more appropriate on a site specific basis going forward; as a group we need to contemplate how we are going to get the participation rate we are looking for
- It was suggested that once risk assessments have been completed they should be living documents, with changes being made and updated as needed (e.g. new student comes or leaves)

### ***11.3 – Training – D. Geroux***

Action:

- Looking for updates on the SafeSchools training platform and training in general
- As mentioned in previous meetings, we are currently working with OECTA to ensure we are completing the training matrix document; however, we are leveraging this training for all groups. Legislatively required training must be completed first.
- We have also received an additional 57 modules from OCSTA/OECTA
- Frequency of training was also questioned – annually, at time of hire, job specific (e.g. science/tech teachers, EA’s etc) as well as type of delivery
- J. Duff to reach out to the committee to start this dialogue

### ***11.4 – Continuation from item number 8***

Action:

- It was clarified that Monsignor Uyen has gone through changes as the school year has evolved. The behaviour support team as well as Chris Preece and the mental health well being team have both been in the building working with and following up with the specific students and families involved in the aggression incidents.
- When more issues involving a specific student were being noticed, a school plan for student safety was put in place
- We are also ensuring EA’s are trained in BMS. The BMS trainer has also been sent in to review the training practices
- We are also keeping in touch with the Principal who is working with the families to ensure we are all working through this together
- The safety of the other students in the classroom was questioned and it was clarified that it is not always an “up and out” that occurs, it depends on the plan that is in place for that student.

### ***12. Adjournment*** – L. Fera adjourned the meeting at 10:17 am.