



ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD

Lighting the Way ~ Rejoicing in Our Journey

JOINT HEALTH & SAFETY COMMITTEE MEETING

Friday, April 12, 2019 - 9:00 a.m.
Catholic Education Centre, Boardroom

MINUTES

Chair: Len Fera

Present: Lisa Burden, Len Fera, Brendan Deery, Mark Bernard, Silvia Leggiero, Dave Geroux, Chad Coene, Mat Roop, Steven Whyte, Gloria Knoll, Dina Carter, Deanna Kaufman, Beau Cockburn, Liz Holmes, Paul Lernout, Tony Montanino

Guests: Heather Carron-Doyle,

Regrets: John Larsh, James Duff, Thelma McNear, Ray Power, Erin Moffat

Recording Secretary: Libby Perry

Interpreter(s): Kim Wells, Lauri Doig

1. Call to Order

The chair called the meeting to order at 8:58am.

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:

12.3 – Class sizes and building code - C. Coene

Moved by Heather Carron-Doyle and Dina Carter that the agenda be approved as printed.

5. Confirmation of Minutes – February 8, 2019

Motioned by Mark Bernard and seconded by Silvia Leggiero that the minutes be approved as presented.

6. Review of WSIB Reportable Incidents for February & March

Action:

- No discussion occurred.

7. Review of Employee Accident/Incident Reports

Action:

- No discussion occurred.

8. Review of Incident Trend Reports

Action:

- C. Coene questioned if it was possible to provide incident trend reports that clarify the last 2 months vs. the entire school year. The report currently identifies trends for the entire school year. High bars could be misleading as toward the beginning of the year there may have been more incidents, but in the last 2 months there may have only been 1 or 2 incidents.
- L Burden clarified that when we move to the online incident reporting system this may enable us to provide more in depth reporting to the committee. We are certainly being attentive to the reporting features of the new system. We can look at providing a different chart which outlines the trends by month.
- It was clarified that if one incident occurred but there were many staff involved (that were injured) that each employee injured would fill out a separate incident report and these would be recorded individually.

9. Review of Incomplete Workplace Inspection Notes for December & January

Action:

- We have been doing some work over the last couple of months to ensure we have a good process in place to ensure employees who have work assigned to them go back into the system and close off the item once it is complete. We were finding we had incomplete inspection notes but in follow up the work had already been completed.
- We provided each location with incomplete inspection notes that had been assigned to a person, developed a cheat sheet with screen shots showing the employee how to go back in to the system and close off the notes. This has been very successful in the last couple of months

10. Review of Workplace Inspection Reports

Action:

- Under the March inspection for Sacred Heart, Sarnia a name is mentioned. Names should not be mentioned due to privacy concerns.
- L. Burden to send out a reminder that people are not to include actual names when entering inspection notes
- C. Coene questioned if there is any type of urgency scale in terms of work items entered in the inspections.
- T. Montanino clarified that the work order system has 5 categories and that health & safety concerns take the highest priority.

11. Business Arising

11.1 Update on confidentiality at JHSC meetings – L. Burden

Action:

- This issue arose from having our site based safety reps at the October meeting and the confidentiality associated with materials presented. At this time, this may be an item that will be addressed in the Parmar decision, which is currently under a central grievance
- Right now we have until October to determine what this will look like. This will be kept as a standing items on the agenda.

11.2 Update on terms of reference status – L. Burden

Action:

- We are currently waiting on information from the Ministry of Labour. We have had verbal confirmation that the terms have been approved, but we are still waiting to receive the official letter.

12. New Business

12.1 eBase Online Incident Reporting Update – L. Burden

Action:

- The eBase system is going to be the online incident reporting system (also the violent incident reporting system). We are in the last stages of developing the online form.
- Next step is to do a run through with union partners to give them an outline of what the form will look like. Then we will be looking at pilot schools to identify any bugs or gaps and will continue from there.
- L. Holmes questioned if the system will have a capability to print out hard copies of the incident reports entered. L. Burden believed that yes, the system has this capability. Each employee also has their own personal login, and each report submitted is automatically saved to their profile.

12.2 Scent Aware Procedure Update – L. Burden

Action:

- L. Burden shared the draft procedure with the committee and asked for questions. There were none.
- We are in the final stages of rolling this procedure out. The last step is to look at communication and the posters. From there, it will be submitted to Executive Council for review. Several posters have been researched. L. Burden showed sample posters to the committee and asked for feedback.
- L. Holmes suggested creating a poster specifically for students in elementary schools. Something more geared toward primary levels.
- G. Knoll suggested creating something more forceful that clearly states that scents are not to be used. She was in agreement that posters specifically geared toward elementary students would be helpful.
- It was questioned if there will be multiple styles of posters or just one. L. Burden clarified that there could potentially be a couple of different poster styles. We are looking at having a consistent poster to be used at all board locations as well as a brochure outlining the highlights of the program. We are also hoping to have communication pieces to provide to each location for them to include in the school community, staff meetings etc.

12.3 Class Size and Building Code – C. Coene

Action:

- As we are aware we may have very large class sizes introduced. It was questioned if there are guidelines that exist surrounding the number of students allowed in a classroom (how much space a student needs).
- T. Montanino clarified that there is a standard Ministry document that exists. It was created in 2010 by a panel of experts with facility managers throughout the province. The document is called Building our Schools, Building our Future. T. Montanino will circulate the document to the committee.
- A design guideline was put together. A standard classroom is 750 sq ft for both elementary and secondary. A kindergarten classroom is 1200 sq ft. The document outlines how they have come to these numbers (for example, each student requires X number of sq ft). The document also gives a formula to calculate the correct amount of space.
- When community use uses the spaces, gyms etc, we have the architect review the spaces to identify the number of people the space is capable of holding. There should be a plaque or something similar in each room that states the number of people the space is capable of holding.
- Each space will have 3 numbers associated to it – the number of people that can fit if standing, the number of people that can fit if seated and the number of people with furniture in the classroom. This is done for fire safety purposes.
- M. Roop provided a historical perspective on the size of classrooms. The buildings were built when there were higher classroom capacities. In the 1990's, the standards that outlined elementary and secondary classrooms stated they were 850 sq ft and kindergarten classrooms were 1500 sq ft, simply because they used to house more students. Class sizes decreased, which now creates an issue when we are seeing the numbers increase again.
- It was questioned if there is a hard number to cap students at with regards to classroom size.
- L. Holmes questioned the cap at the number of students in the kindergarten rooms at Holy Trinity and St. Matthew and how this compares to classroom size. T. Montanino to look into and report back to L. Homes.

13. Adjournment

L. Fera adjourned the meeting at 9:49am.