



ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD

Lighting the Way ~ Rejoicing in Our Journey

JOINT HEALTH & SAFETY COMMITTEE MEETING

Friday, February 8, 2019 - 9:00 a.m.
Catholic Education Centre, Boardroom

MINUTES

Chair: Dave Geroux

Present: James Duff, Lisa Burden, Dave Geroux, Silvia Leggiero, Len Fera, Brendan Deery, Mark Bernard, Steven Whyte, Dina Carter, Thelma McNear, Beau Cockburn, Gloria Knoll, Paul Lernout, Len Fera, Tony Montanino

Guests: Heather Carron-Doyle, Janice Manton-Burns, Mat Roop, Daniel Portelance

Regrets: Deanna Kaufman, John Larsh, Liz Holmes, Chad Coene, Ray Power, Erin Moffat

Recording Secretary: Libby Perry

Interpreter(s): Lori Doig

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

Item 12.5 will be addressed under item 12.1.

Additions to agenda:

12.5 Update on number of incident reports from Holy Trinity – G. Knoll

Moved by Silvia Leggiero and Dina Carter that the agenda be approved as printed.

5. Confirmation of Minutes – December 7, 2019

Motioned by Beau Cockburn and seconded by Thelma McNear that the minutes be approved as presented.

6. Review of WSIB Reportable Incidents for December & January

Action:

- No discussion occurred.

7. Review of Employee Accident/Incident Reports

Action:

- No discussion occurred.

8. Review of Incident Trend Reports

Action:

- It was clarified that the EA incidents are a combination of elementary and secondary EA's. To differentiate between elementary and secondary you can look to the incident/accident reports which lists the school the incident took place.

9. Review of Incomplete Workplace Inspection Notes for October & November

Action:

- It was questioned why there appears to be many incomplete notes assigned to custodians. It was clarified that the issues likely have been completed, but have not been closed off in the system.

10. Review of Workplace Inspection Reports

Action:

- It was noticed that there are two schools that have incomplete inspections for two months in a row, St. Peter Canisius and St. Vincent.
- L. Burden clarified that when there are incomplete inspections there is constant follow up with administrators and staff. In some cases the inspection has not been entered into the system and in some cases the "submit" button has not been clicked. Also, the reports provided to the committee are run a week in advance to the meetings, so it may also be a matter of a time lag.
- G. Knoll questioned a note on the December inspection for Sacred Heart, Sarnia. The note was in reference to mouse droppings and indicated that the Board does not provide this service. T. Montanino clarified that it is not the Board's common practice and that in the case of animal evidence our pest control contractors are called in.
- L. Burden to follow up with employee who entered the note to provide education regarding clarity when entering inspection notes (e.g. the Board does not provide this service, it is contracted out).

11. Business Arising

11.1 Ontario Building Code re: number of bathrooms in schools – T. Montanino

Action:

- When issues like this arise, it is the Board's practice to have an architect review and create a plan. In reviewing, the facility meets the standards for number of bathrooms, however the concern was more surrounding the limited time for staff to use the bathroom (e.g. only on breaks).

11.2 Update on risk assessment – J. Duff & L Burden

Action:

- In working with the MOL at the meeting in May 2018 it was determined all school boards are to perform site based risk assessments. The board conducted a system wide risk assessment in 2010. Individual assessments of each school will now be completed.
- J. Duff, L. Burden, D. Geroux and P. Lernout sat down with the Principal and site based safety representative at Good Shepherd and piloted the risk assessment document. We are now looking at turning it into an electronic document and picking a second pilot school. Once we are confident the document is working in good order we want to roll it out and have it be completed for all school locations before the end of this year.
- The document will be re-assessed once a year to keep it up to date; or if something changes in the environment to warrant a re-assessment.
- Once the document is complete, we also need to identify a communication plan to all staff.

11.3 Update on scent awareness – J. Duff & L. Burden

Action:

- At the last JHSC meeting the topic of scent awareness was discussed as well as the question of extending it to the entire board. We did some best practice research, looked into our procedures and have arrived at a draft scent awareness procedure.
- The next steps involve sharing it with Executive Council, sharing it with the union presidents and then bringing it to the JHSC to review. From there it will be put out to the system.
- The question of body odour was brought up as it relates to student hygiene and this procedure. It was clarified that body odour is outlined in the procedure document. L. Burden was able to find verbiage which tools for discussion on navigating this matter.

11.4 Procedural policy review – Furniture and equipment not owned by the Board – J. Duff

Action:

- An issue was raised at the last meeting where a staff member brought in a chair and over time the back of the chair gave out. An Occasional Teacher came in unaware of the state of the chair, sat in it and the back fell out.
- Part of the dialogue includes the board's policy of people bringing in their own furniture. If non-board furniture is being brought in, what are we doing to ensure that these items are in working order and maintains in working order
- P. Lernout referenced a procedure that was revised in 2018 regarding furniture brought in that is not owned by the Board. The committee reviewed the document.
- The Principal's approval process and the process for ensuring the item remains in good working order was questioned. This issue will be brought forward at the next Administrator's meeting.

11.5 Communication of policies/procedures – J. Duff

Action:

- Trustee approved policies and procedures are on the main public website. Standard operating procedures are located in the Staff Room.
- Some policies/procedures are reviewed on a cyclical/annual basis, some are reviewed at staff meetings etc.
- Executive Council is having good dialogue on the communication surrounding policies/procedures. We are open to hearing if there are things we can contemplate to enhance the awareness people have. The committee was asked for feedback.

12. New Business

12.1 Canada SDS online system – L. Burden

Action:

- WHMIS 2015 fully came into effect December 1, 2018 after a gradual implementation schedule. All suppliers of controlled substances had to change from MSDS to SDS. Along with that, we had to ensure all of our employees have up to date WHMIS 2015 training and that the new SDS's are being provided.
- We provided a full chemical inventory to the vendor to ensure every chemical the Board is using has an SDS and is captured in the new online system. Suppliers send in new SDS's as products are ordered. When shipments come in, our SDS binders are updated with the new sheets.
- We have a new vendor called SDS Canada as well as an online SDS system. We've transitioned from our old system to our new system and have gone live as of last week. L. Burden demonstrated the new system to committee.
- For WHMIS 2015 training, we are 80% complete. The 20% includes people who are leave and also includes occasional/casual staff. For occasional/casual staff, they are completing their training as they have assignments.
- The vendor provided us with an information sheet that shows employees the step by step process of accessing the website. This can be found on the Staff Room under Departments > Health & Safety > Safety Data Sheets (SDS).
- The online system is based on our current inventory. If we stop using a product we have the ability to archive it.

12.2 Parmar decision & agenda items – D. Geroux

Action:

- Discussions have occurred between the union and association presidents and the Boards regarding which items are currently being provided, which could be provided, which items the Board's are apprehensive to provide (legal or privacy concerns)
- J. Duff stated that Toronto Catholic was contemplating appealing this award, but isn't sure if they are currently in process.
- There is a list generated from this decision and all Boards across province are being asked to comply. For our Board, we've been having open conversations with union leaders to try and unpack it. We've been seeking information from the province, trustee association, and lawyers as it comes to our own understanding of privacy legislation.
- We have been able to come up a list of things we already provide, however we are not currently in a position to provide confirmation that we can provide all requested information.

- The Board's inability to confirm their willingness to share certain pieces of student information will most likely invoke formal processes. We understand this and will respect process from this.
- D. Geroux stated that the provincial bodies have confirmed that the Board's have had a couple of months to try and provide answers as it relates to this. As the Board is not able to provide answers today, he is looking for the committee to put forward a recommendation to the Board that they will provide all of the information that the PARMAR award recommend. D. Geroux is looking for a consensus from the JHSC today.
- No consensus was reached. We will not put a recommendation from the committee as a whole.

12.3 Confidentiality – D. Geroux

Action:

- A confidentiality issue was discussed at the last meeting. It stemmed from our initial meeting this school year in which the site based safety representatives attended and information that was intended to be confidential to this committee had made its way out to employees. We wanted to have an open the discussion with the committee again to identify solutions to handle this going forward.
- One possible solution could be in situations where we have employees coming in to our meetings, we could have some sort of confidentiality communication, through an email or upon their arrival.
- We could create a confidentiality agreement for the JHSC and guests which would lay out expectations we have as it relates to information shared at this meeting.
- J. Duff to complete best practice review to identify if there is a template available or will create a template for a confidentiality acknowledgement that is specific to the JHSC and will bring research back to the committee at the next meeting.

12.4 Update on terms of reference status – D. Geroux

Action:

- The revised terms have been submitted to the ministry, but we have not yet received them back as approved. During the meeting the MOL verbally confirmed it had been approved and we should be receiving written confirmation soon.
- L. Burden to call regional office to follow up on the status of written confirmation and will provide an update to the committee.

12.5 Update on number of incidents at Holy Trinity – G. Knoll

Action:

- The Principal shared that employees are aware of filling out accident/incident reports. However, as it relates to physical violence, incidents are not prevalent. There are a lot of safe schools forms being filled out as there are many instances of verbal behaviour from students as well as students upsetting classrooms and equipment/furniture. Employees are not being injured which is why the accident/incident reports are not being filling out.

13. Adjournment

D. Geroux adjourned the meeting at 11:10am.