



ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD

Lighting the Way ~ Rejoicing in Our Journey

JOINT HEALTH & SAFETY COMMITTEE MEETING

Friday, June 6, 2014 - 9:00 a.m.
Catholic Education Centre – CEC Boardroom

MINUTES

Chair: Joe Vasko

Present: Thelma McNear, Joe Vasko, Deanna Kaufman, James Duff, Len Fera, Dina Carter, Lisa Burden, Bruno D’Andrea, Lisa Demers, Lorraine Willemse, Ray Power, Tom Baker, Dave Geroux, Paul Lernout, Liz Holmes

Regrets: Michelle Johnston, Erin Moffat-Sharpe, Tony Montanino, John Larsh, Suzanne Mills, Anita Labadie

Recording Secretary: Kristin Winder

1. Call to Order

Joe Vasko called the meeting to order at 9:03 a.m.

2. Opening Prayer

The committee opened the meeting with a prayer.

3. Welcome & Introductions

Chair thanked everyone for attending.

4. Adoption of Agenda

Moved by Bruno D’Andrea and Dave Geroux that the agenda be accepted as printed.

5. Confirmation of Minutes – April 11, 2014

Motioned by Dina Carter and seconded by Thelma McNear that minutes be approved as presented.

6. Review of Employee Accident/Incident Reports

Action:

- Questioned if a Critical Injury is always reported to the Ministry; advised that is the case and we air on the side of caution for all incidents; Discussed the investigation into critical injuries
- Discussed the details in regards to the two lost time incidents for the months of April & May
- Questioned if it is possible for the committee to have a list or report of all aggression related incidents involving the same student or teacher
 - *To be reviewed at next meeting*

7. Review of Incident Trend Reports

Action:

- Questioned if there was training available to those dealing with aggression; advised we currently have in place: NVCI, conducted Autism training for EA group last year
- Questioned if there is a set protocol for dealing with aggression incidents; advised this is done on a case by case basis; there are behavioural plans developed to assist but staff also use professional judgement and report to their immediate supervisor

8. Review of Workplace Inspection Reports

Action:

- Discussed the progress of the eBase system; advised that although the inspection has been inputted and the tasks completed, the system will not reflect this until it has been checked off in system – misrepresenting on report
- Advised that when report indicated ‘Report Completed’ with no items below, there was nothing to report
- Questioned for future meetings that all items be sent to committee electronically 48 hours prior; indicated Terms of Reference not being followed; advised that the Terms of Reference have been revised

9. Business Arising

9.1 Gap identified in Accident/Incident Report and Incident Trend Report

Action:

- Advised that the table was not including some of the incidents identified for the months of February & March; this has now been corrected

9.2 Plan development for asphalt

Action:

- Advised facilities has developed a 5-10 year plan and upgrades will begin to occur throughout the summer months
- Advised that this project will target both interior and exterior of our properties based on a priority basis
- Questioned if there is a safety regulation in regards to asphalt; Facilities advised that they are not aware of any such regulation(s)

10. New Business

10.1 eBase Workplace Inspection Module Training – Feedback from Inspectors

Action:

- Advised that the new module has been adapted fully by our Site-Based Representatives and Administrators, all entries from April onward have been utilizing the new system
- Facilities indicated that more details need to be provided for the Work Orders generated from the Workplace Inspection
- Users will be provided with ongoing training and reminders to ensure the process is running smoothly

10.2 Emergency Response Folders

Action:

- Discussed emergency response folders in classroom's and the importance in particular for Occasional Teachers in the classroom; advised that gymnasiums do not have a place for an emergency response folder and this needs to be addressed
- Indicated that class lists have been reported to be outdated and folders have been missing procedural information, ie. Tornado Drill Protocol
- Questioned whose responsibility it is to be updating the folders within each school
 - *To be reviewed at next meeting*

10.3 Student Injury Prevention – Safety Science & Tech

Action:

- Advised that we received additional funding which will be used in the Science and Tech classrooms
- Advised that the funding received has been allocated amongst certain projects which has been reported to CODE, along with an assessment findings; we may receive additional funding for outstanding items

11. Adjournment – J. Vasko adjourned the meeting at 10.05 a.m.