



ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD

Lighting the Way ~ Rejoicing in Our Journey

JOINT HEALTH & SAFETY COMMITTEE MEETING

Friday, December 4, 2015 - 9:00 a.m.
Catholic Education Centre, Boardroom

MINUTES

Chair: Len Fera

Present: John Larsh, Dina Carter, Dave Geroux, Suzanne Mills, Silvia Leggiero, Deanna Kaufman, Gloria Knoll, Lisa Burden, Tony Montanino, Paul Lernout, Anita Labadie, Tom Baker, Brendan Deery, Len Fera, Erin Moffat-Sharpe, Thelma McNear, Tom Burns, Renee Culverwell

Laurette Carey, Lesley Hauspie, Annalyssa Marazita, Kevin Carter, Marvin McGill, James Firth, John Quirion, Sherrie Daudlin, Donna Pellerin, Rosaire Emery, Deb Maloney, Megan Stuart, Shannon Murphy-Dekoning, Michael Reeb, Steve Legault, Nicole Carron, Maria Maola, Rita Sanders-McGregor, Lana Iacobelli, Connie Whitely, Roger Roussy, Chris Morris, Paul Bordeau, Rick Sauve

Regrets: Chad Coene, Janice Manton-Burns, Elizabeth Holmes, Bruno D'Andrea, James Duff, Ray Power

Recording Secretary: Libby Hallett

1. Call to Order

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

2. Opening Prayer

The committee opened the meeting with a prayer.

3. Welcome & Introductions

The committee and school health & safety representatives introduced themselves to all in attendance.

4. Adoption of Agenda

Moved by Tom Baker and Renee Culverwell that the agenda be approved as printed.

5. Confirmation of Minutes – October 16, 2015

Motioned by John Larsh and seconded by Dina Carter that minutes be approved as presented.

6. Review of Employee Accident/Incident Reports

Action:

- There were a total of 39 incidents for October and November. 77% were no injury, 4 were health care and 1 was lost time. With regards to the lost time incident, an EA stepped off a curb incorrectly and rolled their ankle. There was no hazard present (curb in good repair, no pot holes, no trip hazard), they simply stepped incorrectly. The EA lost a few days until they were back in the classroom.

7. Review of Incident Trend Reports

Action:

- No discussion occurred.

8. Review of Workplace Inspection Reports

Action:

- It was brought forward that when the health & safety representative is electronically entering their inspection, specifically when entering detailed comments in the description section, the comments will save, but they are not transferred to the administration when the inspection is submitted for review. L. Burden to follow up individually.

9. Business Arising

9.1 Updated Employee Accident/Incident reports for June, July, August & September and Incident Trend reports for June, July & August

Action:

- Reviewed reports. No discussion occurred.

9.2 Update on Aggression incident at St. Joseph, Chatham

Action:

- We have added additional support at this location. There is a behaviour team in place with personnel at the school to work with the particular child creating most of the concerns. There has also been a job posted to support this. When speaking with the Principal and behaviour team representative, it is believed that these are the initial steps that need to be taken in order to solve the issues that are occurring.

9.3 School Board Cooperative Statistics

Action:

- School Board Cooperative annually provides a report that outlines the yearly statistics for Health & Safety, however this report has not yet been received. The report is expected to be received at any time and will be provided at the next meeting.

9.4 Outline of Mentor Duties

Action:

- A guideline is currently in progress, and it is hoped this will be provided at the next meeting.

9.5 – Update on mould/fume hood concern at Ursuline College

Action:

- A concern was brought forward during the October meeting regarding possible mould on a fume hood at Ursuline College. A work order has been entered and assigned to the maintenance team

9.6 – Workplace Violence and Harassment policy review

Action:

- During the October meeting, the Board's obligation in terms of reviewing the Workplace Violence and Harassment policy was brought forward. A review of the Board's obligations under the Occupational Health & Safety Act was completed, and it was determined that there are 3 main requirements.

Firstly, under section 4.4 the Joint Health & Safety Committee must review incidents of aggression by students towards employees to determine trends. This is our current practice and is done at every Joint Health & Safety Committee meeting.

Secondly, under section 7.11 the Joint Health & Safety Committee must review incidents of workplace violence for possible trends, future actions required and make recommendations to the Board. This is also our current practice and is done at every Joint Health & Safety Committee meeting.

Lastly, under section 1.6 the Workplace Violence and Harassment policy shall be reviewed annually with the Joint Health & Safety Committee. We are providing a copy of this policy to members of the Joint Health & Safety Committee today for review, and discussion on this policy will be had at the next meeting

9.7 – Availability of Safe Schools Reporting form on website

Action:

- This form is available under the forms section of website under Health & Safety.

9.8 – CYW room concern

- At the October meeting it was noted that the CYW office had a sharp ledge near the door. P. Lernout to follow up.

10. New Business

10.1 MOL Inspections – L. Burden and T. Montanino

- The MOL paid 3 visits: St. Philip Catholic School, Ursuline College Chatham Catholic School and St. Patrick's Catholic High School
 - St. Philip Catholic School:
 - This was a drop by visit. 3 orders were issued and all have been complied with. Firstly the floor surfaces outside of the main office and between the boys' and girls' washroom were obstructed; this has been rectified.

Secondly, ladders were being stored against the wall outside the main office. Removal of the ladders has been completed and a work order was submitted to assist with safe storage. Thirdly there was a water damaged ceiling tile in the hallway outside of the gym; this has been rectified.

It was not issued as an order, however it was noted that we are to provide the contents of our asbestos management program to the MOL as the designated substance reports were not clear. The report for 2015 has been updated to indicate it is a designated substance. Additional training was provided to custodial and maintenance staff.

- Ursuline College Chatham Catholic School
The MOL received an anonymous call concerning the safety of the netting over the orchestra pit in the theatre. A removable stage has been placed over the pit. The inspector stated that this is a concern, and the resulting order indicated that we are to have the netting inspected by professional services. Until this was completed the staging was kept in place. It was determined that further review is required as there were a number of deficiencies indicated in the assessment. Further review will be completed; until this time the net will remain tagged out of service and the staging will remain in place.
- St. Patrick's Catholic High School
Recently there was an incident where a student was drilling into a wall in the construction shop, nicked electrical wire and caused a power outage. This was reported to the MOL. There was no injury and it was not required to be reported, however due to the nature of the incident it was reported. Several orders were issued as a result:
 - The Employer shall provide the policy regarding penetrating wall surfaces in training. This was provided to the MOL.
 - The Employer shall provide information, instruction and supervision to the workers for alterations to buildings. The workers had not received this training, therefore it was provided to all staff at St. Patrick's by Principal R. Cicchelli. An additional training session in this procedure was also scheduled for the next staff meeting. A copy of this attendance will be provided to the MOL. Training will be provided to all staff at all locations in the near future.
 - The Employer must take every precaution in the protection of workers in keeping doorways free from obstructions. The doorway was found to be obstructed at the time of the visit, and this was taken care of immediately.

Confirmations of all orders have been sent to the MOL as completed.

- T. Montanino confirmed that there was a 4th MOL visit to Facility Services in Sarnia to review the asbestos protocol. It was clarified that the removal of asbestos never occurs with staff in the building, and that prior to any remediation a media release is issued to inform the school community that removal occurs after hours. Removal is completed by OH Solutions. While reviewing, T. Montanino received a call from R. Cicchelli informing him of the situation at St. Patrick's. It was then that the MOL Inspector travelled to St. Patrick's Catholic High School.

It was determined that communication needs to be improved relating to the designated substances vs asbestos reports. It was clarified that the Board currently has both the designated substance and asbestos reports together as 1 report. It is a Ministry requirement to have both, and they do not need to be separate. The report is entitled Designated Substance Survey and all schools have a copy.

It was questioned what the representation for Adult Supervisors is on the committee. L. Burden to follow up.

If the MOL visits a school while the Principal is out, the management representative (TIC) and the worker representative should be present. The Principal should be contacted as soon as possible as there may be an opportunity for them to return to the school.

10.2 Safety Representative Training Program – L. Burden

- L. Burden led discussion on annual H&S Representative safety training

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10.3 eBase Review – L. Burden

- L. Burden reviewed the process of entering a workplace inspection electronically.

11. Adjournment – D. Geroux adjourned the meeting at 10:43 am.