



ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD

Lighting the Way ~ Rejoicing in Our Journey

JOINT HEALTH & SAFETY COMMITTEE MEETING

Friday, December 7, 2018 - 9:00 a.m.
Catholic Education Centre, Boardroom

MINUTES

Chair: Len Fera

Present: James Duff, Lisa Burden, Dave Geroux, Silvia Leggiero, Thelma McNear, Chad Coene, Dina Carter, Beau Cockburn, Brendan Deery, Len Fera, Liz Holmes, Paul Lernout, Gloria Knoll, Mark Bernard, Steven Whyte, John Larsh

Guests: Gabe Lacroix, Mat Roop, Wayne Bechard, Lori Doig

Regrets: Deanna Kaufman, Tony Montanino, Ray Power, Erin Moffat

Recording Secretary: Libby Perry

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. Mat Roop was welcomed by the committee.

3. Welcome & Introductions

The committee welcomed everyone in attendance.

4. Adoption of Agenda

Additions to agenda:

12.9 Additional furniture brought into the classroom – L. Holmes

Moved by Gabe Lacroix and Thelma McNear that the agenda be approved as printed.

5. Confirmation of Minutes – October 12, 2018

It was noted that the interpreter at the meeting should be captured in the minutes as an attendee of the meeting. This will be captured going forward.

Motioned by Paul Lernout and seconded by Dina Carter that the minutes be approved as presented.

6. Review of WSIB Reportable Incidents for October & November

Action:

- It was clarified that that health care and lost time incidents are printed on 2 separate reports
- The committee receives email notification of all reportable incidents. These emails come from L. Burden. We will ensure the school where the incident took place as well as the location in the school where the incident took place are included in these emails.

7. Review of Employee Accident/Incident Reports

Action:

- It was clarified that the reports provided to the committee include all accident/incident reports that were submitted to the board prior to the date they were run. The reports are run the day before they are provided to the committee.

8. Review of Incident Trend Reports

Action:

- There is only one incident of aggression reported at Holy Trinity for the 2018/19 school year. This appears to be an issue as the school has called for a meeting specifically due to the amount of aggression that is occurring.
- We need to identify where the gap is. If there is a gap in terms of getting the completed reports to the Board office or if the workforce is not filling out the reports
- There is also confusion around what reports should be filled out and when they should be filled out.
- Clarification on the SafeSchools form was given. SafeSchools forms are intended to alert the Principal that something has happened where a student has done something that warrants suspension or expulsion. The employee sends form to the Administrator, the Administrator then investigates and responds back to the employee with Part II of the form. The Administrator keeps a record of this documentation. These reports do not come to the committee.
- It was noted that it would be interesting to know if there are statistics related to aggression for students. For example, do they tend to typically receive special education services or are they not identified students? It would be interesting to find out what students are demonstrating more aggression with regards to their placement, their identification, or potentially not enough resources available to them.
- It was stated that we will be speaking to this further in the agenda. These matters have been raised at a provincial level as it relates to all Joint Health & Safety Committee's in the province. We must be able to provide good information while respecting privacy and confidentiality of the student

9. Review of Incomplete Workplace Inspection Notes for June, July, August & September

Action:

- There was an outstanding issue where it appeared a bar had still not been installed in the bathroom at Holy Family. This has been rectified and the bar has been installed.

10. Review of Workplace Inspection Reports

Action:

- It was questioned if a big incident came through if it would be noted on these reports. For example, the Board Office had a large water issue, but there is nothing on the workplace inspection report. It was clarified that if something like this happened a work order would be submitted. The inspection reports are from when the onsite safety rep is doing their monthly walkthrough of the school.
- There were some concerns on the inspection reports surrounding fire alarms. Some schools have strobes, but the inspection sheet doesn't include anything about strobe lighting of fire alarms.
- L. Burden clarified that the inspection of the fire alarms and testing is done separately through Facilities, not the workplace inspections. This information can be found on the board website for every building.
- The building code is very clear on the number of bathrooms required in schools. Over the years as the schools filled up, we have been challenged with this. Every school has been reviewed with the number of washrooms, and it usually turns out there are more than the minimum as set by the Ontario Building Code in each school
- J. Duff to connect with T. Montanino to see if he can submit something to us by way of documentation/email or if his preference is to bring to the committee at the next meeting for further discussion

11. Business Arising

11.1 Occupational health & safety policy review – L. Burden

Action:

- At the last meeting, we provided the Health & Safety policy and procedure for review as part of our annual review process. At this point were looking at questions or feedback on those documents.
- No questions/comments

12. New Business

12.1 Risk assessment – J. Duff

Action:

- The document that was shared at our last meeting has been shared with union presidents, other professionals and we are now rounding out the edges. It was intentionally created as a more a robust document.
- Discussions have occurred outlining assisting a small school in the south to pilot this assessment – what works and what doesn't. Once this is complete, another pilot will be conducted with a larger school.
- Site-specific risk assessments are going to be completed annually. However, we want a risk assessment document that can also be re-assessed. The hope is that every school will be able to complete risk assessments on their own.
- We are hopeful we will be able to do out first pilot in January, then give feedback to this committee and then have a discussion around rolling it out to all schools

12.2 Online reporting system – L. Burden

Action:

- We are looking at moving toward an online system for reporting injuries, incidents, accidents, safe schools forms. We want a system that is user friendly, efficient and has great reporting capabilities. In a parallel process, are there other things we can also be asking this system to do? We are currently looking at other boards to see what they are doing, what forms they are utilizing the system for etc. The system has to have the ability to cut down on keystrokes and be more efficient than the manual paper process.
- We are looking at this process as a workflow, versus individual forms. It will guide you through the process on which forms you should be filling out, which will be especially helpful when staff aren't sure what they should be filling out
- L. Burden gave a demonstration of the online reporting system

12.3 AED unit update – L. Burden

Action:

- AED units have been installed in each location.
- Since our last meeting, L. Burden has been in touch with the EMS supervisor with Sarnia/Lambton. They have an AED program where we can register our AED's with them. They will then provide an annual check, a site visit to each location to ensure they are installed properly, calibrated properly and may do a small orientation with staff. Chatham/Kent does not have this program currently, however in speaking with Sarnia/Lambton the EMS supervisor is going to speak with his Chief so we can include our south locations as well.
- L. Burden is meeting with him in new year to see how he can support us and begin making visits to the schools

12.4 Scent awareness – J. Duff

Action:

- We currently have a scent aware environment, which can be viewed as a re-active approach vs a pro-active approach. When we have been contacted by an employee or supervisor, we, in a re-active manner, send out information such as a scent aware poster or an email.
- With this approach, potentially part of our workforce (casual/occasional) may not go to a certain school because of the scents (casual/occasional)
- G. Knoll brought forward that this was discussed about 5 years ago with this committee, but nothing further was ever done
- J. Duff will look at the current language, with the potential for enhancing it further. Research around best practices/building language is being completed as our goal is to have something we can put up in the school.

12.5 Hallway furniture and egress/tipping – D. Geroux

Action:

- We are starting to see furniture in the hallways on a regular basis in some schools. Furniture (e.g. student's desk) is placed in the hallway for temporary reasons and ends up sitting there for longer periods of time. This limits and narrows the hallway space and becomes an egress/throughway concern.
- An additional concern is the fact that we work with a number of different Fire Inspectors across our Board and each have a different opinion. Because of this inconsistency, we find that some schools are keeping the furniture clear of the hallways and some aren't

- This is addressed clearly in Ontario Building Code. Only 1 table and 2 chairs, non-flammable, are allowed. This could be a good reference to provide to the schools for clarification surrounding this.
- J. Duff asked P. Lernout to send the Ontario Building Code to himself as well as L. Burden too identify what may exist in terms of expectations. This will be brought back to the committee next meeting.
- It was agreed to move Agenda item 12.9 Additional furniture bought into the classroom to item 12.6 as it has relevance to item 12.5

12.6 Additional furniture brought into the classroom – L. Holmes

Action:

- This first came to light with learning in the 21st Century and bringing furniture (that is not traditional classroom furniture) into the classroom.
- A resource teacher sat on a stool that was brought in and it collapsed under her and she was 6-7 months pregnant.
- Are there any rules/regulations or standards furniture has to meet in order to it to be brought into the classroom? Is there any inspection or regulations set for regular classroom furniture?
- T. Montanino is currently working on putting together a policy for the furniture. Whenever an employee brings any furniture into the building it needs to be Board approved through the Principal. However, it appears some staff are bringing furniture in without getting approval from the Principal.
- L. Burden stated that there is a facilities procedural guideline under Health & Safety on the Facilities Service page of the Staff Room. It is specifically on furniture and equipment not owned by the board. L Burden to send the link to the committee.
- J. Duff recommends the committee review and it be put it on the next agenda

12.6 Power failure policy/procedure – D. Geroux

Action:

- The direction to staff in the event of a power failure is not always clear, how to handle it, what the thresholds for looking at alternative arrangements are etc. It was clarified that there is a policy/procedure outlining this available online. Facilities is also looking at providing an Emergency Outage Kit to each site, consisting of the policy/procedure, instructions, steps to take etc. They will be distributing to all sites in the New Year.
- This is a new policy. Separate from this are standard operating procedures and they are available online in the Staff Room.
- There will be one kit provided to each school. What is included in each kit will be determined by the needs of each individual school
- The dissemination of policy/procedure information is not always happening very well. J. Duff to bring the communication of our procedures and policies to Executive Council to identify what our current practice is and if it can be modified. Will bring back to the committee.

12.7 OECTA letter re: Parmar decision and statutory duties – D. Geroux

Action:

- D. Geroux referred this item to C. Coene to speak to
- In the arbitration between Toronto Catholic and OECTA regarding the Parmar Case there was an award written that said there is a lot of information that the Joint Health & Safety Committee should have access to and should be receiving.
- OECTA then contacted its local union presidents and asked them to send a letter to the Directors of Education outlining the award that was written and the items they are looking to have provided to the Joint Health & Safety Committee. Since then CUPE has also requested the same of their presidents.

- The document provided to the Director is from OECTA provincial. It outlines what they identified they believe the Parmar award would say when it comes to information being provided to the committee
- The letter requested a response by November 30, 2018. OECTA did receive a response and the response was the Board is not in disagreement, but we need more time. OECTA is looking forward to getting another response coming down the road.
- It was noted that the committee is currently receiving a lot of information that is on the list, or it has been discussed at previous meetings.
- In terms of next steps, OECTA is interested in having a discussion right now, but also putting forward a 21 day recommendation from the committee and hoping to have consensus.

13. Adjournment – The meeting was called to an end at 11:07am when L. Doig had to leave. We will have 2 interpreters at the following meetings to ensure we may continue for longer period of time. We will open the conversation for agenda items 12.7 and 12.8 online. An email was sent to the committee to further continue the dialogue.

L. Fera adjourned the meeting at 11:07 am.