



ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD

Lighting the Way ~ Rejoicing in Our Journey

MINUTES

JOINT HEALTH AND SAFETY COMMITTEE MEETING

Friday, December 5, 2008 - 9:00 a.m.

St. Louis Room - Catholic Education Centre

Chair: Brendan Deery

Present: Joe Vasko, Tom Baker, Brendan Deery, Doreen Edwards, Sherry Eenink, Deanna Kaufman, John Larsh, Suzanne Mills, Ron Turner, Len Fera, John Davidson, Paul Lernout, Eileen Core, Vince Dettinger, Gloria Knoll

Regrets: Dave Geroux, Thelma McNear, Bruno D'Andrea, Kerry Matthyssen, Martin Forster, Bruce Hannah, Anita Labadie, Linda Ward, Doug Cruickshank,

Recording Secretary: Silvia Leggiero

1. Call to Order

Chair Brendan Deery called the meeting to order at 9:13 a.m.

2. Welcome and Introductions

Chair thanked everyone for attending and started meeting with member introductions as there is a new member on the committee, Gloria Knoll.

3. Opening Prayer

The committee opened the meeting with a prayer.

4. Adoption of Agenda

Moved by Ron Turner and seconded by Doreen Edwards that the agenda be accepted as printed.

5. *Confirmation of Minutes – October 3, 2008*

-Page 3, item # 8.4, Move last sentence “Best Start programs at school program sites will also be included as they are part of the building and maintained by our custodial employees” to Page 4, under item #10.

Item #10 on page 3 now reads:

10) Questions came up regarding Health & Safety Inspections to Best Start areas. As the areas are maintained and repaired by the school, Inspections should occur in the Best Start areas. MSDS Inventory - Best Start programs at school program sites will also be included as they are part of the building and maintained by our custodial employees. Although, Bleach is not part of the MSDS Inventory at the St. Clair Catholic School Board, the Best Start sites are allowed to use this product as per the Health Unit. Safety & Disability Administrator will obtain an MSDS sheet for Bleach and have this posted at sites where Bleach is used.

Moved by John Davidson and seconded by Sherry Eenink that minutes from October 3rd, 2008 have been clarified and adjusted.

6. *Review of Employee Accident/Incident Reports*

-At this point, not ready to be distributed. Report is pending and will be distributed to each member as soon as possible by the Safety & Disability Administrator.

7. *Review of Workplace Inspection Reports*

1) For the month of December, Workplace inspection report only showing that 4 sites have been completed. This is as a result of inspections happening any time during the month, as the month progresses more reports will filter through. For November there were approximately 10 inspections completed. A suggestion was made that a memo needs to go out to all the principals and the JHSC members outlining the following:

- a) Importance of completing Inspection Reports as there have been other boards recently fined for not have them completed.
- b) An explanation of the Hazard Types as type ‘A’ is being used incorrectly. Type ‘A’ should only be used in the event of a critical injury to an employee.
- c) The addition of a column after the “Action” column which will be for a completion date. This assists when an Inspector comes in and asked when this will be completed.

2) Safety & Disability Administrator would like to change the wording on the Workplace Inspection Report from “All items present” to “All items present, inspection completed” to better clarify when an inspection has been completed.

- 3) Safety & Disability Administrator will be sending out the inspection reports for October, November and December to be discussed in the next JHSC meeting on February 6th, 2009.
- 4) Member brought up a couple of concerns that she had when completing a workplace inspection at St. Peter Canisius including:
- a) Older & worn carpets starting to curl up and may become a trip hazard. This includes entrance & classroom carpets. Mainly in the primary classrooms were they have area rugs and carpets. Member advised the teacher they could speak to their principal to purchase a new one or to tape down the carpet to avoid a trip hazard. Facility Services can replace entrance carpets, an order is required.
 - b) Bathroom Doors are still being propped open in schools. Safety & Disability Administrator indicated that he would send out a memo to principals and copy the JHSC members addressing this concern as per the fire code. Safety & Disability Administrator will add this to the website in the Health & Safety folder and the General folder where staff can view this information.
 - c) Mold noticed on a shelf in a classroom which also had an odor to it. Coordinator - Facility Services indicated that the principal should be advised as Facilities Services has a procedure for this. Coordinator - Facility Services to follow up at next meeting regarding mold.
- 5) Member had concerns of schools not conforming to the 20% of paper wall coverage issue that has been addressed several times. Teachers/schools indicate they have been given permission by Fire Marshall or the board but can never remember exactly who. This includes the decoration around the doors; some schools have been told that the decoration must be at least 1 foot from the doors. The Safety & Disability Administrator to gather information from the Fire Marshalls. JHSC Members need to recognize that they are there through the mentoring program to guide and assist with any Health & Safety issues but it is not up to them to enforce these concerns.
- 6) Regarding Fire Marshalls, schools need to forward any orders received by Fire Department Inspectors to the attention of Facility Services and the Safety & Disability Administrator.

8. *Business Arising*

- 1) Violence Prevention Training Update – Approximately 650 active employees remaining to complete the training. Target date is December 12th, 2008. A member had concerns with occasional teachers not having access to a computer or having a hard time to use the program as it is web based. All employees are required to complete this training including Yard Supervisors etc. An email has been sent out to remind those who have yet to complete this.

- 2) MSDS Year End Inventory Update - Safety & Disability Administrator would like to thank all the principals and custodial staff for submitting this in a timely manner. A list with the common products used will be ready for the JHSC meeting scheduled for February 6th, 2009.
- 3) First Aid & CPR Training Update – Tentative schedules have been confirmed. Safety & Disability Administrator to email employees who require this training. North – January 16th, 2009 @ Ursuline College; South – January 23rd, 2009 @ St. Christopher's. A question was brought up regarding the policy on principals needing this training as well. Safety & Disability Administrator to confirm this.
- 4) CPI Training Update – January 28th & 29th, 2009 scheduled for new employee training on Crisis Prevention Intervention. Refresher for others will be (North February 17th, 2009 @ Ursuline College; South –February 3rd, 2009 @ Ursuline College). All principals are required to obtain this training
- 5) Emergency Response Program update – Emergency Code System meeting to be addressed at the next Administrators meeting so that information can be presented by Safety & Disability Administrator for follow up.

9. *New Business*

- 1) JHSC Member Training - Some members still require Level 1 Health & Safety Certification; this is to be scheduled before the 1st of the year. Dates and information will follow from the Safety & Disability Administrator. This certification does not expire.
- 2) Ladder Safety Training – A DVD is going to be downloaded on the website to be web based training for custodians. Teachers and other staff will be reviewed in March 2009.
- 3) Asbestos Management & Reporting Process Report – A new report dated September 2008 has been generated and will be distributed by email once Management has reviewed and approved this report. Safety & Disability Administrator will send an electronic copy to the principals to be posted on the Health & Safety boards.
- 4) Door Stoppers – Custodial staff still seeing doors propped open. The Safety & Disability Administrator to contact Fire Marshall to attain more information of the fire codes on doors. Facility Services has slowly started to install magnetic door stoppers in schools but budget does not allow to do all of them & quickly.
- 5) Recycling Bins – Some schools have been told by the Fire Marshall that they have to keep their recycling bins in specific areas or a specific distance from the building in case they catch on fire. Students have set recycling bins on fire several times in the past little while. Some schools have taken their bins inside to avoid this issue but then it becomes an issue from an obstacle stand point. What should be the standard on this issue? The Safety & Disability Administrator to return to the next meeting with more information from the Fire Marshall.

- 6) The site inspection team list has disappeared from the website; the Safety & Disability Administrator will have this added again with the proper names.
- 7) Incident occurred at Sacred Heart where a student was shocked from pulling a laptop into a plug with exposed wires. During Inspections that should be something to look at.
- 8) Head-sets – At a past meeting it was understood that if a secretary is requesting a head set it would be provided without a physician note. This information was for clarification purposes.

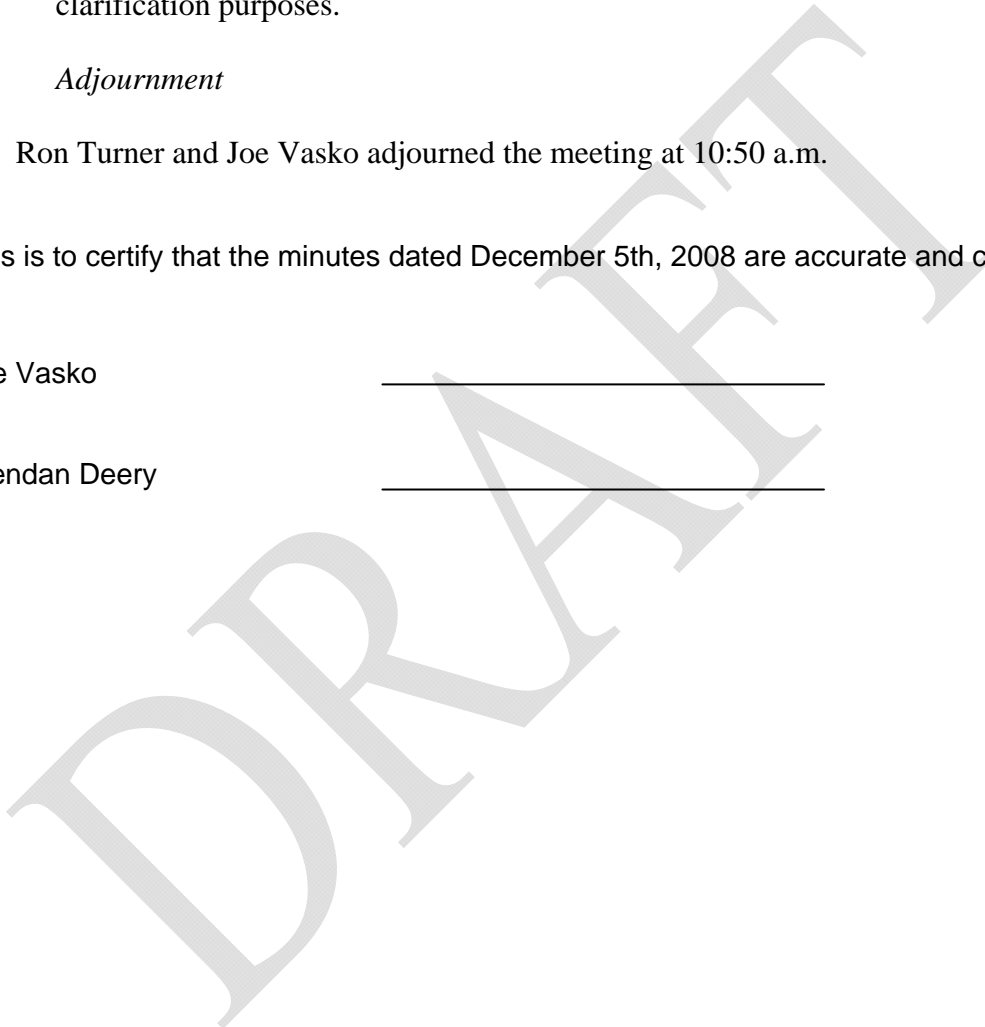
10. *Adjournment*

Ron Turner and Joe Vasko adjourned the meeting at 10:50 a.m.

This is to certify that the minutes dated December 5th, 2008 are accurate and correct.

Joe Vasko

Brendan Deery



Filename: December 5 2008 JHSC minutes.doc
Directory: K:\Human Resource Services\JOINT HEALTH AND SAFETY\JH&S
Minutes\Minutes 2008 2009
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