



ST. CLAIR CATHOLIC  
DISTRICT SCHOOL BOARD  
*Lighting the Way ~ Rejoicing in Our Journey*

## MINUTES

### JOINT HEALTH AND SAFETY COMMITTEE MEETING

Friday, December 4, 2009 - 9:00 a.m.

CEC Boardroom Suite - Catholic Education Centre

**Chair: Brendan Deery**

Present: Joe Vasko, John Larsh, John Davidson, Gloria Knoll, Dave Geroux, Bruno D'Andrea, Doug Cruickshank, Tom Baker, Brendan Deery, Ron Turner, Paul Lernout, Anita Labadie, Ray Power, Hollie Rice-Mitchell, Thelma McNear, Suzanne Mills

Regrets: Bruce Hannah, Lisa Demers, Sherry Eenink, Eileen Core, Deanna Kaufman, Len Fera

Recording Secretary: Silvia Leggiero

1. *Call to Order*

Chair Brendan Deery called the meeting to order at 9:01 a.m.

2. *Opening Prayer*

The committee opened the meeting with a prayer.

3. *Welcome*

Chair thanked everyone for attending and started the meeting

4. *Adoption of Agenda*

Addition of the following agenda item:

9.3 First Aid Training John Davidson

Moved by Bruno D'Andrea and John Davidson that the agenda be accepted as revised.

5. Confirmation of Minutes –October 9, 2009

Moved by Joe Vasko and seconded by John Larsh that minutes from October 9th, 2009 be approved as presented.

6. Review of Employee Accident/Incident Reports

There were no issues to address for the Accident/ Incident reports from September, October, and November. Brendan Deery stated that it was nice to see the decrease in the number of incidents occurring in the school board.

7. Review of Workplace Inspection Reports

1) John Davidson noticed that 2 schools (St. Anne, Sarnia & St. Benedict) are missing the Form 82 Poster and suggested that a new poster be sent to all of our schools in case there are others who are missing the poster and haven't reported it. A package was sent to each school with a memo and poster.....Closed

2) Bruno D'Andrea wanted to have clarification on the phrase "No Hazards to Report" and if anything is generated when a school does not complete the online Workplace Inspection Report. Silvia Leggiero indicated that the phrase means that the school completed a workplace inspection and found no hazards. Also, the phrase "No Report Completed" automatically shows up in the workplace inspection report if the school does not go into the database.....Closed

3) Hollie Rice-Mitchell stated that the Walkie-Talkie issue related to radio interference at St. Michael's is being addressed with the supplier. John Davidson indicated that Wyoming is having the same issue. Ursuline College has the same issue with radios located in a specific area of the school indicated Joe Vasko. Hollie Rice-Mitchell will follow up with these school to ensure that they are on the proper channel .....Open

4) Ray Power questioned the "hooks in the female coaches washroom" and if they should be replaced to collapsible hooks. Silvia Leggiero clarified that at the April 3<sup>rd</sup> meeting this was discussed and determined only hooks located in areas not supervised were to be changed to collapsible hooks and that they are still in the process of changing some hooks in school as time permits.....Closed

There was also discussion that the placement of the hook was a potential hazard as it was affixed at eye level, it was agreed that the solution would be to have the hook removed altogether. Hollie Rice-Mitchell to follow up .....Open

5) Silvia Leggiero indicated that there are still schools that are not completing their workplace inspection as required and that reminder emails are sent out to principals at the end of the month to ensure these are completed. Silvia Leggiero asked if Mentors would ensure that their schools are following this process. Going forward, the school based representatives will also receive a copy of the reminder email .....Closed

- 6) Ron Turner was concerned that the list of the school based Health & Safety Representatives are not listed on the board website and that the Representatives should be trained as stated in the Joint Health & Safety Committee terms of references. It was agreed by the members of the committee in attendance that it was not necessary to post the name of the Representatives on the website as long as there is a posting in their respective schools. Doug Cruickshank indicated that Human Resource Services would send an email to all school based representatives to inquire as to the level of training they have received. A decision regarding training needs will be made based on this feedback .....Open

8. Business Arising

- 1) MSDS Binders – Silvia Leggiero indicated that all binders were given to the Custodial Supervisors for distribution along with a form for any missing MSDS sheets. The sheets are to be forwarded to Silvia Leggiero so the binders can be up to date..... Closed
- 2) WHMIS – Out of the 1400 employees required to complete the training this year, 600 have already completed the training. A reminder email will be sent out to all employees with outstanding training .....Open
- 3) Emergency Response Binders – Hollie Rice-Mitchell reported that after visiting a number of schools, there is a difference in comfort level between schools in how they handle emergencies. Also Hollie Rice-Mitchell reported the protocol on the website is outdated. Hollie Rice-Mitchell is looking for help from members of the committee who can assist with the school practices. Ray Power indicated that along with this, he is the chair of the new Lockdown Policy Committee and that it will need to be implemented by September 2010. Ray Power is to follow up with Hollie Rice-Mitchell regarding a coordination of these two aspects of emergency procedures.

Committee established for Lockdown Policy, Hollie Rice-Mitchell is on the committee. Emergency Response Plan procedure will be revised once Lockdown policy is established. ....Closed

- 4) Inspection Checklist – In a prior meeting Deanna Kaufman indicated that she would send a copy of an Inspection Checklist she has used in the past to Silvia to post on the website. Deanna Kaufman could not find a copy and Silvia Leggiero indicated that we would have to develop a new checklist using a similar format as the sample provided in the Workplace Inspection Training in September. Other members also gave Silvia Leggiero a copy of their checklist for references..Open
- 5) Incident Trend Reports – A summary report was provided to each member illustrating the past incident types and numbers associated with each. Falls are still the top incident that is occurring for the last couple of years. Aggression is increasing, Ray Power indicated that specific events which have occurred in the last little while at Ursuline College may be the reason.....Closed

9. *New Business*

- 1) Ministry of Labour Orders – As part of the November Blitz, the Ministry of Labour made a surprise visit to St. Michael – Bright’s Grove. Hollie Rice-Mitchell reported that there were a number of orders given by the Inspector ranging from lifting floor tiles to raised concrete on sidewalks. November 20, 09 was the deadline given to comply, which was met.

Bruno D’Andrea asked if the construction zones at the new schools were under the board’s supervision? Hollie Rice-Mitchell and Doug Cruickshank clarified that they would be under the supervision of the construction company. Suzanne Mills indicated the while performing workplace inspections that she does not go outside. It was stated that it should be part of her checklist when performing an inspection. Doug Cruickshank stated that Bruce Hannah has committed to fixing the sidewalks around the school as time permits. Bruno D’Andrea asked if there are certain people who check the playground equipment and pea gravel in the school playgrounds? John Davidson advised that the playground equipment is checked every spring by an outside contractor. They specifically look at the cushion amount of the pea gravel in the kindergarten entrances .....*Closed*

- 2) Scent Free Schools – Ron Turner brought up a concern at his school regarding his sensitivity to perfumes and colognes. He was transferred out of his school on a certain day due to a strong smell of fragrances in the school. Ron Turner requested that his school and any other school with individuals who have sensitivity to perfumes and colognes be considered “Scent Free.” Doug Cruickshank indicated that a poster will be developed and sent to any school that requires this notice due to employee allergies or sensitivity to fragrances...*Open*
- 3) First Aid Training – John Davidson was approached by some custodians from St. Christopher who have concerns of working alone and not being certified in First Aid & CPR, especially custodians who work the afternoon shifts. It was confirmed that only Emergency Response Team members need to be certified and that custodians can be on this team. Brendan Deery indicated that he has invited them to participate on the Emergency Response Team in the past but didn’t have any volunteers. He will extend another invitation to custodians to join the ER team. Hollie Rice-Mitchell to look into First Aid Training Regulations for working alone.....*Open*
- 4) Magnetic Doors – Suzanne Mills asked if magnetic doors were considered during the construction of the new schools? Paul Lernout indicated that they were considered and that the doorways to the washrooms were offset so that doors are not needed .....*Closed*

10. *Adjournment*

Bruno D’Andrea and Doug Cruickshank adjourned the meeting at 10:40 a.m.

This is to certify that the minutes dated December 4th, 2009 are accurate and correct.

Joe Vasko

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Brendan Deery

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