



ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD

Lighting the Way ~ Rejoicing in Our Journey

MINUTES

JOINT HEALTH AND SAFETY COMMITTEE MEETING

Friday, October 5, 2007 - 9:00 a.m.

St. Louis Room - Catholic Education Centre

Chair: Brendan Deery

Present: Phil Bedard, John Davidson, Brendan Deery, Sherry Eenink, Martin Forster, Deanna Kaufman, Anita Labadie, John Larsh, Philip McMillan, Thelma McNear, Dennis Mills, Suzanne Mills, Anne Marie Parizeau, Connie Quinn-Vaillant, Ron Turner, Joe Vasko, Dave Gerault

Regrets: Tom Baker, Paul Doyle, Doreen Edwards, Kerry Matthyssen, Elena Pagotto, Linda Ward

Recording Secretary: Sue Schopf

1. *Call to Order and Welcome*

Chair Brendan Deery called the meeting to order and welcomed everyone.

2. *Opening Prayer*

The committee opened the meeting with a prayer.

3. *Adoption of Agenda*

Moved by John Larsh and seconded by Joe Vasko that the agenda be accepted as printed.

Carried

The following new business will be discussed later:

Mentors Report - distribution of the schools
Updating of Website
Mileage to Meetings

4. *Confirmation of Minutes – June 20, 2007*

Sherry Eenink will ask Jay Peckham to give the occasional teachers access to the Health and Safety folder on First Class.

Moved by Ron Turner and seconded by John Larsh that the minutes be accepted as printed.

Carried

5. *Review of Employee Accident/Incident Reports*

Discussed an incident on page 3, where an overhead screen separated from the wall. Phil Bedard reported that the situation has been corrected. Brendan Deery will post this concern in the folder that has been set up for Health and Safety Inspectors.

Slips, Trips and Falls video – Philip McMillan will find the pamphlet that goes along with the video and will send it to the Principals along with a reminder to view the video.

The consensus was to label the incident on Page 3 (St. Agnes) as Aggression and the incident on Page 1 (St. Philip) as Sudden Specific Event/Occurrence.

6. *Review of Workplace Inspection Reports*

The Principals need to remind their designated staff members to do their inspections. The Safety and Disability Administrator will ensure that the reports are done.

Worker Safety Insurance signs – Philip McMillan to find the signs.

First Aid recertification needs to be done – Philip McMillan

Find the list of what is required in the Emergency Response kits and First Aid kits. Reminder to the Mentors to check the First Aid kits. Deanna Kaufman will bring the binder with this information in it for the next meeting.

7. *Health and Safety Update*

Philip McMillan gave us a brief update on the water flushing issue in the schools. A suggestion was made that school inspectors ask the principals if their log is being updated on a daily basis.

8. *Mentors Report*

A reminder to Mentors to do the inspections with the school representative and bring back the report of findings, so that we can identify common concerns and post them in the appropriate folder.

9. *New Business*

➤ Mentor Distribution - each Mentor has four to five schools. Send a memo to the schools asking who their representatives are and have them listed on the website and on a safety bulletin at the schools.

Mentor changes/additions:

St. Therese Catholic School - John Davidson
Gregory A. Hogan Catholic School - Suzanne Mills
Sarnia Warehouse – John Davidson
Chatham Warehouse – Joe Vasko
CEC – Sherry Eenink

- Updating of Website – Web update has been sent to Jay Peckham.
- Mileage to Meetings – members to complete mileage forms online and submit it to Philip McMillan on a monthly basis for approval and he will forward it to Accounts Payable.

10. Adjournment

The meeting was adjourned by Joe Vasko and Anne Marie Parizeau at 10:35 a.m.

This is to certify that the minutes dated October 5, 2007, are accurate and correct.

Joe Vasko



Brendan Deery
