



ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD

Lighting the Way ~ Rejoicing in Our Journey

MINUTES

JOINT HEALTH AND SAFETY COMMITTEE MEETING

Friday, April 3, 2009 - 9:00 a.m.

CEC Boardroom Suite - Catholic Education Centre

Chair: Joe Vasko

Present: Joe Vasko, Doreen Edwards, Sherry Eenink, John Larsh, Ron Turner, John Davidson, Eileen Core, Gloria Knoll, Dave Geroux, Thelma McNear, Bruno D'Andrea, Martin Forster, Bruce Hannah, Anita Labadie, Doug Cruickshank, Kerry Matthyssen, Suzanne Mills, Paul Lernout

Regrets: Tom Baker, Deanna Kaufman, Brendan Deery, Len Fera,

Recording Secretary: Silvia Leggiero

1. Call to Order

Chair Joe Vasko called the meeting to order at 9:05 a.m.

2. Opening Prayer

The committee opened the meeting with a prayer.

4. Adoption of Agenda

Moved by John Davidson and seconded by All that the agenda be accepted as printed.

5. Confirmation of Minutes – February 6, 2009

-Page 5, item # 3, Correct spelling of ‘lineate’ to ‘lenient’.

Moved by Martin Forster and seconded by John Larsh that minutes from February 6th, 2009 be approved as clarified and adjusted.

6. Review of Employee Accident/Incident Reports

1) Joe Vasko indicated that incidents seemed to have decreased which is a good sign other than still having a few trips, slips and falls.

2) Joe Vasko also mentioned that he sees a decrease in injuries involving children, Silvia Leggiero clarified there was only 1 since the last JHSC meetingClosed

7. Review of Workplace Inspection Reports

1) Sherry Eenink asked for clarification on the Workplace Inspection Report item at Holy Family school (February 2009). “Ceiling appears to be shifting” and entered as hazard type C. Doreen Edwards assured the committee it was dealt with immediately by maintenance. Maintenance found no concerns after inspecting the situation, it was the perception perceived when the inspection took place.....Closed

2) Joe Vasko asked for clarification on the size of the sink hole in back school yard at St. Ursula school (March 2009). Kerry Matthyssen, using hands demonstrated the size which was fairly big.

Bruce Hannah asked if there was a concern in past years, he was going to review the work order. The sink hole has been fenced; repairs will start once the weather is betterClosed

Joe Vasko to send out email regarding procedure of work orders when they are required to close an item on a workplace inspection.Open

3) Anita Labadie brought up an item from the workplace inspection at St. Joseph, Tilbury regarding “old hooks” in classrooms. Anita stated she thought that all old hooks should have been replaced with collapsible hooks. Bruce & Eileen responded that all hooks in areas not supervised were changed to collapsible hooks and that some schools still had old hooks in classroom.Closed

4) John Larsh indicated that the “Student Services” office in Chatham still has some issues that would like reviewed. John will let them know to contact Joe Vasko to make arrangements for a visit.....Open

8. Business Arising

- 1) Violence Prevention Training Update – Only 2 permanent employees and a few casual adult supervisors remaining on the list to complete the violence prevention training. Employees on medical or maternity leave will be required to complete training prior to returning to work*Closed*
- 2) First Aid & CPR Training Update – More that 50 % of required member will have completed the full training by April 15th, 2009. All others will be able to complete in the Fall of 2009.*Closed*
- 3) JHSC Member Training WSIB Cert Level 1 – All required members completed training on February 26th & 27th, 2009. Kerry Matthyssen informed that she is not certified and requires training*Closed*
- 4) Workplace Inspection Form – Revision to database were accepted by committee. Additional changes are to be made before next meeting. Step 3 of report “All items present” will not be checked off automatically, they will need to be reviewed during inspection with assistance of a checklist, then checked off once inspection is completed.....*Closed*

Checklist list will be created and available on website under ‘forms’ section.
Change wording of First Aid kits to “Employee” First Aid Kits.....*Closed*
- 5) MSDS Binder for Schools– MSDS sheets are currently being revised and updated on the website using the MSDS inventory taken at the beginning of the year. Once they have been updated, binders for schools will be reviewed*Open*

9. New Business

- 1a) Replacement Mentors – Bruno D’Andrea will be the mentor for the following schools, replacing Phil Bedard (Holy Rosary, St. Anne, Sarnia, St. Margaret, St. Michael, Bright’s Grove, St. Christopher)*Closed*
- 1b) Role of Mentors –The objective is another set of eyes to bring potential hazards that the school representatives don’t see. A lengthy discussion was held regarding the time spent at mentor schools, what they are assisting with in the schools during their visits and distributing mentor school among more Health & Safety committee members since all are now Level 1 Certified.....*Open*
- 2) Mentor Annual Inspections – As there is no formal report to be completed for the mentor’s inspection, the committee agreed to add “Mentor” and a blank spot for the mentor’s name to be added if they are involved in the inspection.....*Closed*

- 2b) Mentor Annual Inspection Review – Suzanne Mills reviewed inspections from Gregory A. Hogan, St. Peter & Sacred Heart, Sarnia*Closed*

Common concerns:

- i) Exit sign not lit at main entrance. Paul Lernout clarified only doors considered “emergency exits” are required to be lit. Main Entrances are not considered “emergency exits”.

- ii) Some custodians are expressing concern about following the code and allowing bathroom doors to close.

- iii) When performing the monthly inspection, some custodians have indicated that they are not given a casual replacement custodian to allow for inspection. Clarified by Bruce Hannah, they need to inform their supervisor and the Facility Service Department will send a casual for the time frame required.

- iv) AC power adaptors have shocked students and staff from the portable computer cart. Dave Geroux, indicated that they need to make sure the cords are put away properly and not jammed which could cause them to split etc.

- 3) Annual Review of Health & Safety Policy – Members who attended meeting reviewed the Health & Safety Policy with no concerns. Policy will stay as is until reviewed again next year*Closed*

Moved by John Davidson and seconded by Ron Turner.

- 4) Identify Certified Level 2 Members – Currently there are 4 employee members certified but no management members certified. Doug Cruickshank to arrange training for management members*Closed*

- 5) Appoint Designated Certified Members – Please see list below of designated members for each school district*Closed*

	<u>Employee Designate</u>
North	John Davidson
Central	Ron Turner
South	Deanna Kaufman
Spare	Joe Vasko

- 6) 20% Wall Coverage – Doug Cruickshank indicated that after receiving an email from Gloria Knoll on this issue, he did speak to Dr. Frank Leddy. Dr. Leddy will review this situation and respond to Doug Cruickshank. Once a response is given, the committee will be updated*Open*

10. Adjournment

John Davidson and Sherry Eenink adjourned the meeting at 10:45 a.m.

This is to certify that the minutes dated April 3rd, 2009 are accurate and correct.

Joe Vasko

Brendan Deery
