



JOINT HEALTH & SAFETY COMMITTEE

Wednesday, December 6, 2006 – 9:00 a.m.
Catholic Education Centre

MINUTES

Present: Marg Alexander, Phil Bedard, Kevin Cannon, John Davis, John Davidson, Brendan Deery, Paul Doyle, Sherry Eenink, M'Liss Hanuszak, Bob Hubbard, Deanna Kaufman, John Larsh, Thelma McNear, Dennis Mills, Suzanne Mills, Anne Marie Parizeau, Chris Powell, Ron Turner, Joe Vasko.

Absent: Martin Forster, Ken Maczko

Minute Recorder: Jane Morrison

1. **Call to Order and Welcome**

Joe Vasko called the meeting to order.

2. **Opening Prayer**

The committee opened the meeting with a prayer.

Intentions: Special mention on the anniversary of the Montreal massacre against women. Also for Sherry Eenink's father and teacher Liz Fulkerson at St Christopher Secondary.

3. **Adoption of Agenda**

Moved by Anne Marie Parizeau, seconded by John Davidson, that the agenda be accepted as printed.

Carried

4. **Confirmation of Minutes - November 1, 2006**

Moved by Sherry Eenink, seconded by Brendan Deery, that the Minutes of November 1, 2006 be approved as printed.

Carried

4.1 **Business Arising from Minutes:**

- Computer Lab Carts: John Davis - all carts have been moved to one location for upgrades. 90% are completed.

5. **Review of Accident Reports**

The October 18 – November 22nd 2006 Accident Report was reviewed and accepted by John Davidson and Marg Alexander with the following comments:
Are the repetitive incidents at St Elizabeth school involving the same student?

- Chris Powell will speak to Martin Forster and ask him to investigate.

6. **Review of Workplace Inspection Reports**

Comments/Discussion:

- Some schools do not show up on the report.
- Chris Powell will follow-up with Bob Arnold (Supervisor – Administrative Services) who is working on revamping the form for reporting.
- In the meantime if you are having difficulty, a copy of the report can be faxed to the CEC, H.R. Department 519-627-7911 and it will be attached to the monthly report and distributed.
- In the New Year, a monthly reminder to complete the Health & Safety Inspection report will be e-mailed to all schools with a link to the form.

The November 2006 Health and Safety Inspection Report Summary was accepted by Brendan Deery and John Davis.

7. **Health and Safety Update**

Chris Powell: The cost of the collapsible hook has been confirmed at a unit price of \$6.00. It was suggested to look at the standard number of hooks being installed in the change rooms. Chris will follow-up.

8. **New Business**

8.1 Certification Course Part 1 Training scheduled for January 19 & 26, 2007.

- This Basic Fundamental Training will be held for two days at the CEC.
- The trainer is Consultant Glen Yates.

Requiring Training:

- Marg Alexander
- Phil Bedard
- Kevin Cannon
- M'Liss Hanuszak
- John Larsh
- Dennis Mills

8.2 Part 2 Training is specific to hazards in the workplace.

The committee will share in the review and training of each modular.

The training topics and trainers are as follows:

Feb 7th Chemical, Violence - Phil Bedard, Joe Vasko and John Larsh
Mar 28th Fire & Explosion, Biological, Energy - Anne Marie and Deanna
May 9th Physical Hazards, Ergonomics - Marg
June 20th Driving, Environmental- Sherry, Brendan

It was determined that a maximum 30 minute training session would be provided by the trainer. Chris Powell will forward each trainer their corresponding power point presentation. In the future, training programs will be developed and provided to each school, similar to the program and video implemented for Slips, Trips and Falls.

8.3 Discussion:

- Emergency Response Teams:
Phil Bedard found that his staff is unfamiliar with the codes.
Code Red – during lunch time – Take cover wherever you are!
Chris P. commented that all schools have been provided with the training program and binder.
- Mentor's Report – overview of findings will be a standing item on future agendas.
- Follow-up questions from Sherry's school inspections:
 1. Breaker Panels blocked in the mechanical rooms:
It is the principal's responsibility to ensure that stored items are not within three feet of the electrical panel.
Dennis Mills will visit St Anne's Blenheim school for a follow-up.
 2. Asbestos Reports:
Each school should have a building report in the office for review.
The building reports can be found on the board website under Departments/Facility Services/Site Information.
 3. Hanging Items from Ceilings:
The Board standard was explained by Chris Powell.
There is a rule that only 20% of walls can be covered.
Refer to memorandum.
 4. Locker Doors:
The new style of backpacks with wheels is making it difficult to close the locker doors completely. All we can do is point out to the school principal that this is a hazard.

9. **Adjournment**

The meeting was adjourned by Thelma McNear and Brendan Deery.

10. **Meeting Dates for 2006 – 2007**

September 27, 2006
November 1, 2006
December 6, 2006
February 7, 2007
March 28, 2007
May 9, 2007
June 20, 2007

This is to certify that the minutes dated December 6, 2006, are accurate and correct.

Joe Vasko

Brendan Deery
