



JOINT HEALTH & SAFETY COMMITTEE

Wednesday, May 9, 2007 – 9:00 a.m.
Catholic Education Centre, St. Louis Meeting Room

MINUTES

Present: Phil Bedard, John Davidson, Brendan Deery, Paul Doyle, Sherry Eenink, Deanna Kaufman, John Larsh, Thelma McNear, Dennis Mills, Suzanne Mills, Elena Pagotto, Anne Marie Parizeau, Chris Powell, Ron Turner, Joe Vasko, Sandy Vozza, Linda Ward.

Regrets: Marg Alexander, Martin Forster, Kevin Cannon, Anita Labadie, Doreen Edwards

Minute Recorder: Jane Morrison

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 and special intentions from around the table: Dan Barry (former Board Chair), Vicki McCann, Sherry Eenink's family members.

3. **Adoption of Agenda**

Moved by John Larsh, seconded by Sherry Eenink, that the agenda be accepted as printed. **Carried**

4. **Confirmation of Minutes – March 28, 2007**

Moved by John Davidson, seconded by Sandy Vozza that the minutes of March 28, 2007 be approved as printed.

Carried

4.1 Business Arising from the Minutes: Chris Powell spoke to the Indoor Air Quality Report at St. Margaret's school. Ventilation system at that time was running as it should. Elena will keep monitoring problems.

5. **Review of Employee Accident/Incident Reports**

The March 20 – May 7, 2007 Employee Accident/Incident Report was reviewed and accepted by Joe Vasko and Anne Marie Parizeau with the following comments:

- Monsignor Uyen – re-occurring incident – is this the same child?
- Find out if the school has the proper equipment to deal with this child.
- The school can contact Rene Zarebski – Consultant - Resource
- To be discussed with Martin Forster at next meeting.

6. **Review of Workplace Inspection Reports**

-Report Summaries for February, March and April were distributed.
-The Health and Safety Inspection Report Summaries were accepted by Ron Turner and Joe Vasko.

After discussion, it was felt that a “Conference” folder should be set up on First Class for follow-up to Health and Safety Inspection concerns.

Brendan Deery will ask John Davis to create the folder. Employees will have a “read only” access.

Brendan will be given full access to add and make changes to the information submitted.

Once this folder is created, Brendan will send an e-mail to each site inspector and principal that this folder is available under First Class.

Sherry will contact John Davis to inform him of the challenges occasional teachers have accessing First Class.

After each committee meeting, Brendan will copy the list of issues or concerns from the minutes into this folder.

7. **Health and Safety Update**

Mould Investigation & Abatement, Portable Classroom at St. Peter Canisius.
Report from Advanced Environmental Corp. was distributed. Initial assessment was conducted on March 30, 2007

Comments from Chris Powell:

- Visible mould is something you can see.
- Roof leaks can be difficult to find.
- We do a proactive approach to ensure our environment is free of mould.
- Portables are temporary construction, designed for a certain life cycle.
- Made up of chip board and 2X4 construction, they are more prone to mould growth.

Step 1: Visible inspection for water damage

Step 2: Survey walls – the instrument used, measures conductivity

Step 3: Walls are inspected for elevated moisture levels – water damage

Chris mentioned that the maintenance supervisor and staff are to be commended for the hours spent moving desks, tables and other items in the work area with the least amount of down time occurring at the student classroom level.

Chris reported on the findings: water damage was noted at the eaves on east and west sides of the portable. Surfaces were stained, and found to be wet.

Discoloured surfaces within the area were cleaned and sealed with an anti-fungal coating.

The investigation report is available at the school. It was not published to the media or community. An overview letter was sent to the community of findings.

Chris indicated that there is a process in place - looking at eliminating or relocating portables – doing visible inspections and using moisture meters.

8. **Mentor's Report** - Key Issues found - Comments and Concerns:

8.1 **Suzanne Mills**: Re-occurring findings: Strapping of computer cords.

Question: could a maintenance summer student take the time to strap the cords since it is a tripping hazard?

Brendan answered: We can't assign summer maintenance people to do this.

Recognize that it's a safety concern at the school.

Deanna mentioned that there are some schools that have troughs against the wall to hold excess wires/cords that keep them off the floor.

Areas of concern:

- School Inspectors should be checking overhead screens and TV's on trolley to ensure they are secure.
- Ensure proper fire exit signs are posted. (Some schools have changed fire routes due to renovations of best start projects and new fire exit signs need to be posted).
- 911 telephone dialing instructions must be posted by telephone to avoid confusion at schools where an outside line is reached by dialing 9 or 8 first.
- Storage/mechanical/custodian room in buildings must be locked – this needs to be communicated to custodians.
- Paper cutters must be kept in the locked position when not in use.
- Breaker panels – stored items are not to be within three feet of the electrical panel.

9. **New Business:**

Presentations for next meeting:

9.1 Sherry Eenink – Safe Driving

9.2 Brendan Deery – Environmental Hazards

9.3 Marg Alexander - Ergonomics

10.

Adjournment

The meeting was adjourned by Anne Marie Parizeau and Suzanne Mills.

11. **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 May 9, 2007, are accurate and correct.

Joe Vasko

Brendan Deery

/jm