



ST. CLAIR CATHOLIC  
DISTRICT SCHOOL BOARD

*Lighting the Way ~ Rejoicing in Our Journey*

## MINUTES

### JOINT HEALTH AND SAFETY COMMITTEE MEETING

**Friday, June 13, 2008 - 9:00 a.m.**

**St. Louis Room - Catholic Education Centre**

**Chair: Brendan Deery**

Present: Joe Vasko, Tom Baker, Phil Bedard, Doreen Edwards, Sherry Eenink, Martin Forster, Dave Geroux, Deanna Kaufman, John Larsh, Kerry Matthyssen, Philip McMillan, Thelma McNear, Suzanne Mills, Anne Marie Parizeau, Connie Quinn-Vaillant, Ron Turner, Bruno D'Andrea

Regrets: John Davidson, Paul Doyle, Anita Labadie, Dennis Mills, Elena Pagotto, Linda Ward

Recording Secretary: Tracey Arnold

1. *Call to Order*

Chair Brendan Deery called the meeting to order at 9:05 a.m.

2. *Welcome and Introductions*

Chair thanked everyone for attending, and welcomed Bruno D'Andrea to the committee, as he will be the H&S rep for St. Patrick's Secondary School as Phil Bedard is going to St. Therese as a Vice Principal in September.

3. *Opening Prayer*

The committee opened the meeting with a prayer.

4. *Adoption of Agenda*

Moved by Martin Forster and seconded by Joe Vasko that the agenda be accepted as printed.

**Carried**

The following new business will be discussed later:

Nothing to add

5. *Confirmation of Minutes – May 9, 2008*

Moved by Joe Vasko and seconded by Doreen Edwards that the minutes be accepted as printed.

**Carried**

6. *Review of Employee Accident/Incident Reports*

Clarification was made on:

Page 1 – (725-3) concerning the teacher that was attacked by a student. At this time, the student is not in the school and is awaiting a bed at CPRI.

7. *Review of Workplace Inspection Reports*

- Comment made of the amount of concrete being reported due to lifting, sinking etc. It is good to see that the outsides of buildings are being inspected as well.

- St. Peter Canisus has an issue regarding the 20% paper on surfaces and Curriculum. There needs to be a medium with curriculum and the fire code as one is saying put up paper and the other is saying only 20% of surfaces can be paper. There will be a memo going out in September to remind all of the 20% rule and reference made to the Fire Code, as we have to be compliant with the Fire Code.

- With regards to the surface area was noted that the 20% applies to walls in a room and not ceiling or floors. Also should be noted that some classes have extra bulletin boards and they should be accounted for in the surface area and some are exceeding the 20% due to that, and there should be nothing hung on cupboards.

8. *Health and Safety Update*

- 1) We have contracted HR Proactive to do our Violence in the Workplace Training, we are currently re-writing scripts, policies and the test. The training will be rolled out in August/September for all staff.
- 2) First Aid & CPR training is complete for this year and there are still a numerous number of emergency response staff that are still not trained. Memos will go out in September to remind everyone again, with training being held in Nov/Dec.
- 3) Currently working with John Larsh to ensure that all Principals are trained in Non-Violent Crisis Intervention as per Policy 4.20. As well, we are currently looking at which Emergency Response members are not trained and should be.
- 4) We are going to be meeting with the Fire Inspectors on June 23, 2008 regarding the Fire Plans and we hope to discuss the Door Wedges in bathroom doors.

### 9. St. Peter Workplace Inspection

Inspection was held and there were no issues except there was no 1234 WSIB sign available. Great to say that there were Fire Exit signs available and that is great improvement from last year. Some concerns that the school were brought forward in the JHSC meeting today and the principal would like copies of the JHSC meeting minutes monthly. Also in the Fire Inspection Log there is a section that custodian needs to inspect the pull testing. There are a numerous amount of custodians that have not been trained, however there is training planned in the future for all custodians in this area. It was brought to Suzanne's attention that the WSIB 1234 sign was in the Photocopy Room but is being moved into the Staff Room.

### 10. Mentors Report

#### *St. John Fisher*

An inspection was made and the first aid kit was missing, apparently, it was gone on a field trip. A recommendation to have a travel first aid kit available to each school for the situation of sports or field trips away from the school.

There were very little concerns for all schools. The Asbestos report was missing and doors were still jammed open with doorstops but the custodian took them down.

#### *St. Margaret & St. Patrick's*

Inspection was done of these locations and was found that the stretcher was missed at St. Patrick's. Supplier information was forwarded to Phil Bedard. At St. Margaret the 20%, paper on the wall was an issue and there was a concern from Phil as to what is the role that the H&S Mentor rep has. It was told to the reps that if there is a concern to bring it to the principal and document it in your report.

#### *Sacred Heart – Port Lambton*

Sherry Eenink stated that there is big improvement of storage in front of breaker boxes. One concern is that there is a chemical storage room with the Gym Equipment and the nearest eyewash station is not within the 100 ft. of the chemicals. At one time, the eyewash that was installed was near the chemicals and they have since moved them, and recommend that another eyewash be installed. In addition, there are buffers and other items being stored in the Electrical Room and this has been an ongoing issue.

The JHSC is asking for clarification as to what the requirements are for the Eye Wash Station.

Another recommendation was asked by the JHSC to have a yellow line painted around the curb where the buses are parked to warn parents, staff, and students that the buses park there and when pulling out. This is a result of the injury that happened in April to a staff member at Our Lady of Fatima School.

### 11. Meeting Dates for 2008 – 2009

The four dates that were proposed are:

October 3, 2008  
December 5, 2008  
March 6, 2009  
June 5, 2009

It was brought up to review the Terms of Reference and look at the number of meetings that we are to have. Members of the committee are saying that we have to meet every six weeks and that adding one more meeting would work. Furthermore, there is a concern about changing the Terms of Reference and thinking that the Ministry of Labour would then change our committee and make them go site based, similar to the Greater Essex School Board.

We will be meeting again on October 3, 2008 and reviewing the Terms of Reference and a final schedule will be made at that time.

Currently we have a few members leaving and want to thank you for your hard work and dedication to the Joint Health & Safety Committee.

Philip McMillan  
Connie Quinn-Valliant  
Anne Marie Parizeau  
Phil Bedard – transferring to St. Therese as a Vice Principal and DAC will be reviewing open positions.

## 12. *Adjournment*

Martin Forster and Tracey Arnold adjourned the meeting at 10:10 a.m.

This is to certify that the minutes dated May 9, 2008, are accurate and correct.

Joe Vasko

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Brendan Deery

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