



ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD

Lighting the Way ~ Rejoicing in Our Journey

MINUTES

JOINT HEALTH AND SAFETY COMMITTEE MEETING

Friday, October 3, 2008 - 9:00 a.m.

St. Louis Room - Catholic Education Centre

Chair: Brendan Deery

Present: Joe Vasko, Tom Baker, Brendan Deery, Doreen Edwards, Sherry Eenink, Martin Forster, Deanna Kaufman, John Larsh, Suzanne Mills, Ron Turner, Len Fera, John Davidson, Paul Lernout, Bruce Hannah, Eileen Core, Anita Labadie, Vince Dettinger, Doug Cruickshank, Linda Ward

Regrets: Dave Geroux, Thelma McNear, Bruno D'Andrea, Kerry Matthyssen

Recording Secretary: Silvia Leggiero

1. Call to Order

Chair Joe Vasko called the meeting to order at 9:10 a.m.

2. Welcome and Introductions

Chair thanked everyone for attending and started meeting with member introductions as there are many new members on the committee.

3. Opening Prayer

The committee opened the meeting with a prayer.

4. Adoption of Agenda

Moved by Sherry Eenink and seconded by Brendan Deery that the agenda be accepted as printed.

5. *Confirmation of Minutes – June 13, 2008*

-Concerns were addressed that there has been a confusion of school name on Page 3, point 9 regarding ‘St. Peter Workplace Inspection’. It is now clarified that they meant St. Peter’s in Sarnia.

-The concern that was indicated in June was regarding the breaker box was being blocked by storage boxes at Sacred Heart not St.Peter’s.

Moved by John Davidson and seconded by John Larsh that minutes from June 13th, 2008 have been clarified and adjusted.

6. *Review of Employee Accident/Incident Reports*

-Committee member questioned “unauthorized break” and did it occur on company time. Discussed that it should be dealt with in another meeting and didn’t pertain to the JHSC meeting.

-Concerns with 3 different foot/toe incidents and if an “appropriate footwear policy” is in place or needs to be addressed by committee. Crocs was brought up as 1 type of shoe that are popular that may result in incidents & injuries. Comment made regarding the effect on developing a policy on “appropriate footwear”. Information regarding new development of the crocs shoes including covered toes but open heeled also a concern. Further discussions to occur later in the meeting when information regarding MLO visit.

-Comments regarding incident which consisted of ‘custodian hitting head on mounted shelf’ are occurring due to the height level of the brackets for the TV’s. A worker member has suggested that we install foam on the brackets or also placing filing cabinet, etc under TV to avoid unnecessary contact with the shelves. This issue has been previously discussed in the JHSC meetings. It was determined that during school inspections, the shelves which require foam will be identified and a work order placed for maintenance to follow up.

7. *Review of Workplace Inspection Reports*

-Hazard Types are not defined on Workplace Inspection Report. Administrator, Safety & Disability will provide matrix defining level of hazard classification.

-Workplace Inspection Report indicated there were many schools that have not completed their inspection for September. This could be due to the deadline being September 30th & the meeting on October 3rd being close.

-Concern expressed that the Workplace Inspection form to be downloaded off the website is not the right form. Safety & Disability Administrator to investigate and rectify issue.

-Committee member inquired if they were going to keep the same Mentors from the past year. As a result of the departure of some members, there were gaps in schools which had not yet been filled. Safety & Disability Administrator to look into this but determined that all others would keep the same mentors. In addition, committee member who has 5 schools to mentor will also be reviewed to balance other members.

-Before new JHSC members can complete inspections, they will need to complete the Level 1 Certification Training. Safety & Disability Administrator to review.

8. *New Business*

- 1) An additional JHSC meeting has been approved. Dates will be as following: December 5th, 08; February 6th, 09; April 3rd, 09; June 5th, 09.

Moved by Deanna Kaufman and seconded by Sherry Eenink

- 2) Violence Prevention Program to be completed by October 31st, 2008 for all employees. Information packages will be sent out for instructions on how to use web based system. To take approximately 35-40mins, allotted time should be worked out with school principals. Safety & Disability Administrator will review minor issues such as pop-up windows etc.
- 3) Emergency Response School List will be updated within the next couple of weeks. Safety & Disability Administrator will be contacting schools for any changes or additions to the list.
- 4) MSDS inventory out-dated. Safety & Disability Administrator will be visiting schools and working with custodial staff in minimizing product list to be more standard throughout the schools. 2 tabs will be defined; 1 school specific and 1 for standard product to be use. Best Start programs at school program sites will also be included as they are part of the building and maintained by our custodial employees.
- 5) Ministry of Labour Visit - St. Michael's Bright's Grove
 - Water Heater Malfunction causing an evacuation of school on Sept. 30th, 08 resulted in a visit from the MLO. No orders were given, as action to replace water heater had already been established.
 - Manager – Facility Services to send out an email reminding all maintenance and custodial employees that doors leading to areas that contain gas appliances etc. need to remain closed at all times.
 - Follow up to occur with MLO on October 10th, 2008 if TSSA inspection report is submitted.
- 6) Ministry of Labour Visit - Open Toed Shoes
 - MOL inspector commented on a custodian wearing open toed shoes at school.
 - Manager – Facility Services also to address this with all maintenance and custodial employees “no open toed shoes allowed or open heels”

-Discussions and comments from committee regarding developing a policy for all employees due to the multiple injuries sustained within the last couple of months.

-Others concerned with employees reaction to implementing this policy and who will manage and enforce policy.

7) Ministry of Labour Visit – Proper documentation on Safety Bulletin Boards

-3 documents are required to be posted on boards including guidelines, letter from ministry of education and Health & Safety Policy. Not all school have these posted.

-Administrator – Safety & Disability to distribute appropriate documents to schools for posting.

8) The Fire department has identified that Bathroom Doors need to remain closed. Although they do understand the issue of children being scared of entering the room, fire code states doors need to be kept closed.

9) Schools needing more Volunteer/Visitor Identification Badges as they are not being returned to the receptionist when volunteer or visitors leave the building. Human Resource Services to canvass principals and evaluate who requires more badges.

10) Questions came up regarding Health & Safety Inspections to Best Start areas. As the areas are maintained and repaired by the school, Inspections should occur in the Best Start areas.

9. *Adjournment*

Doreen Edwards and Suzanne Mills adjourned the meeting at 10:00 a.m.

This is to certify that the minutes dated October 3rd, 2008 are accurate and correct.

Joe Vasko _____

Brendan Deery _____

Filename: Oct 3 2008 JHSC minutes.doc
Directory: K:\Human Resource Services\JOINT HEALTH AND SAFETY\JH&S
Minutes\Minutes 2008 2009
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