



ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD
Lighting the Way ~ Rejoicing in Our Journey

MINUTES

JOINT HEALTH AND SAFETY COMMITTEE MEETING

Friday, October 9, 2009 - 9:00 a.m.

CEC Boardroom Suite - Catholic Education Centre

Chair: Joe Vasko

Present: Joe Vasko, Sherry Eenink, John Larsh, John Davidson, Eileen Core, Gloria Knoll, Dave Geroux, Bruno D'Andrea, Doug Cruickshank, Tom Baker, Deanna Kaufman, Brendan Deery, Len Fera, Ron Turner, Paul Lernout, Anita Labadie, Ray Power, Hollie Rice-Mitchell

Regrets: Thelma McNear, Suzanne Mills, Bruce Hannah, Lisa Demers

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.

3. *Welcome and Introductions*

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

4. *Adoption of Agenda*

Addition of the following agenda items:

9.5	Shelter in Place	Gloria Knoll
9.6	Tornado Drills	Deanna Kaufman
9.7	Emergency Response Binders	Deanna Kaufman
9.8	Workplace Inspection Checklist	Tom Baker

Moved by Bruno D'Andrea and seconded by Ray Power that the agenda be accepted as revised.

5. Confirmation of Minutes –June 5, 2009

Moved by John Davidson and seconded by Len Fera that minutes from June 5th, 2009 be approved as presented.

6. Review of Employee Accident/Incident Reports

1) Brendan identified position code on page 2, #254 was incorrect as it was his secretary who was injured not the school principal. Database correctedClosed

2) John Davidson found position code on page 3, #261 confusing as clerks are not to perform custodial work. After reviewing incident it was found that the incident was an example used to demonstrate how the system works.....Closed

3) Ray questioned how extensive should the injuries be before they should be reported. Indicating that the EAs at his school come in contact with student on a daily basis and they are already logging the information on 2 separate forms. It was determined that employees should report all injuries that occur. This assists the H&S committee members make recommendations to specific positions, schools or board wide.....Closed

4) On the YTD Health & Safety Incidents sheet that was distributed, John Davidson wanted to clarify what a “Sudden Specific Event / Occurrence” is. Silvia clarified that this was an event which occurred at a school involving a student and 4 EAs who were injured by the student.Closed

5) A numbers of committee members had concerns regarding the number of trips, slips and falls incidents in the 2008/09 school year. They suggested that the video is re-launched at the schools before the winter weather arrives. Doug indicated that the Ministry of Labour is performing a province wide blitz on trips, slips and falls and that he would have Hollie send out a memo to the principals regarding this blitz and to speak to their staff regarding this. The email sent to all principals on Friday, October 29th, 09.....Closed

Silvia also to review the previous years incidents to see if there was a decline in Health & Safety incidentsOpen

7. Review of Workplace Inspection Reports

1) Eileen Core indicated that the reports from maintenance were completed but are not showing up on the summary report. Silvia to review the June report but clarified that September was submitted for October instead of SeptemberClosed

2) Gloria Knoll pointed out that 50% of the items on the June report were also on the September report for St. Therese. She had concerns that there is no follow up. For example: Are teachers told when a hazard is determined in their classroom? Doug stated that he would have Hollie Rice-Mitchell send an email to the principal’s indicating that they or their designate needs to inform teachers to check the inspection

reports which are posted and specifically advise the teachers who have hazards in their area. The email was sent to all principals on November 17th, 09Closed

3) Dave indicated that some of the actions listed on the June and September reports do not have work order numbers assigned to them. How are these being handled? Silvia indicated that in a prior meeting it was discussed that Joe Vasko would send out the process of adding work order numbers to inspection reports. Doug stated that Human Resource Services would follow up with schools that do not put work order numbers on the inspection report. Hollie sent out an email to all Health & Safety Representatives on the procedure of work orders on October 19th, 09.....Closed

4) June Report – Page 2, St. Joseph –Tilbury, Sherry Eenink inquired how the burn holes in the playground equipment occurred? Eileen confirmed it was vandalism at the schoolClosed

5) June Report – Page 6, St. Therese – Sarnia, Ron Turner indicated that he was under the impression that the fire extinguisher cards were not required to be completed as long as the log was. Paul Lernout indicated that both the log and the cards should be filled out when inspecting the fire extinguishers.Closed

8. Business Arising

1) Student Services - John Larsh requested a copy of the inspection completed at the Student Services Office by Joe Vasko. Joe indicated that he would send him a copy Closed

2) MSDS Binder for Schools– Silvia confirmed that the new MSDS Binders are in the process of being completed and they will be distributed to schools within the next week or soClosed

3) 20% Wall Coverage – Hollie Rice-Mitchell will draft a letter to be sent out on behalf of the Co-chairs (Joe Vasko and Brendan Deery) regarding the issue on wall coverage in classrooms, hallways and entrances. An email was sent to all principals on November 10th, 09.....Closed

9. New Business

1) WHMIS – Approximately 1400 employees are required to complete WHMIS this year. Over 300 already completed. An email to be sent out by Silvia to occasional/ casual staff for all who need to complete this trainingClosed

2) Expense Claims – Doug informed Joint Health & Safety committee members of the revised policy for submitting mileage claims. Claims must be submitted within 60 days instead of 90 days. Also completed claims can be given to Silvia for authorization before being processed.....Closed

3) Shared Responsibilities – Hollie Rice-Mitchell reviewed the shared responsibilities between her role and facilities maintenance.....Closed

- 4) Employee Accident Form – At present time the printable form is located in the forms sections of staff resources. Some staff members can not access this. Silvia will be moving the form under the Health & Safety Department folder where all employees can access it*Closed*
- 5) Shelter-in-Place – Gloria indicated that none of the teachers at St. Therese were informed of the procedure of Shelter in place at St. Therese’s last Wednesday when CVECO was initiated by the city. Eileen Core confirmed that all principals are aware of the procedure and should be advising their staff of the protocol.*Closed*
- 6) Big Winds – Are tornado drills mandatory for each school annually? No, they are not mandatory but the procedure is located in the Emergency Response Plan Binder in case it occurs.*Closed*
- 7) Emergency Response Binders – There was some discussion indicating that schools may not be using, or have the Emergency Response Binders available. Hollie Rice-Mitchell will conduct a review of this program and binders and report back at the next Health & Safety Committee meeting. It may be that the information in the binders needs to be updated and occasional teachers do not know the procedure.*Open*
- 8) Tom Baker asked that the inspection checklist be moved to the Health & Safety department folder where all can access it. He was also inquiring a checklist that was used in past years that listed all locations that should be inspected while on an inspection. Deanna Kaufman to send to Human Resource Services for review and distribution*Open*

10. Adjournment

John Davidson and John Larsh adjourned the meeting at 10:48 a.m.

This is to certify that the minutes dated October 9th, 2009 are accurate and correct.

Joe Vasko _____

Brendan Deery _____