



ST. CLAIR CATHOLIC  
DISTRICT SCHOOL BOARD

*Lighting the Way ~ Rejoicing in Our Journey*

## **JOINT HEALTH & SAFETY COMMITTEE MEETING**

**Friday, October 16, 2015 - 9:00 a.m.**  
**Holy Family Catholic School, Room 134**

### **MINUTES**

**Chair: Dave Geroux**

**Present:** Thelma McNear, Gloria Knoll, James Duff, Len Fera, Dina Carter, Lisa Burden, Tom Baker, Bruno D'Andrea, Dave Geroux, Chad Coene, Erin Moffat-Sharpe, Liz Holmes, Silvia Leggiero, John Larsh, Anita Labadie, Deanna Kaufman

**Regrets:** Ray Power, Paul Lernout, Suzanne Mills, Tony Montanino, Janice Manton-Burns

Recording Secretary: Libby Hallett

#### ***1. Call to Order***

Chair called the meeting to order at 9:09 a.m.

#### ***2. Opening Prayer***

The committee opened the meeting with a prayer.

#### ***3. Welcome & Introductions***

Chair thanked everyone for attending.

#### ***4. Adoption of Agenda***

Moved by James Duff and Thelma McNear that the agenda be accepted as printed with the additions of 10.2 – Workplace Violence and Harassment Review, 10.3 - OECTA Questions and 10.4 – CYW Office Concern.

#### ***5. Confirmation of Minutes – June 5, 2015***

T. McNear questioned the aggression incident at St. Joseph, Chatham. The report stated there were interventions in place, but none have been seen at this location. B. Deery to follow up.

Motioned by Gloria Knoll and seconded by Silvia Leggiero that minutes be approved as presented.

## **6. Review of Employee Accident/Incident Reports**

Action:

- Advised that there was one lost time injury reported in September. This claim was rejected by WSIB as there was no connection between a workplace hazard and the incident. The custodian was walking down the hall and experienced back pain, however there was no specific event or occurrence and therefore was rejected.
- 67% of the incidents reported for the time frame resulted in no injuries.
- Advised that first names of some employees were included in error on the reporting. This will be remedied and a new report will be provided at the next meeting.
- Locations were not reporting accurately on the reporting. Will provide accurate reporting at the next meeting.

## **7. Review of Incident Trend Reports**

Action:

- Advised that the total number of incidents for 2014-15 vs. 2013-14 saw a 9% overall decrease in the number of incidents reported. In comparison to 2012-13, there has been a 18% decrease in the overall number of incidents. From 2013-14 to 2014-15 there was a decrease in Health Care and No Injury, and an increase in Lost Time and First Aid.
- At the December meeting we should have statistics available from School Board Cooperative that will give us a break down in comparison to other boards. This will be provided at the December meeting.
- Question regarding the difference between “struck against” and “struck or contact by”. Clarified that struck against are separate from aggression, and includes knocking into something (e.g. a file cabinet). Struck or contact by refers to being hit by an object (e.g. soccer ball).
- June was not reported on the Incident Trend Reports. Will be remedied and provided at the next meeting.
- Suggestion that the Incident Trend Report summary graphs be colour coded the same way for each progressing year.

## **8. Review of Workplace Inspection Reports**

Action:

- The June inspection at Ursuline College showed a number of fire extinguishers that were not inspected. L. Burden verified that the extinguishers are inspected annually by a third party company, Sentry Fire. However they should also be inspected monthly by the Onsite Health & Safety representative.
- It would be helpful to have an overview for the Mentor’s that outline the duties they are responsible for. They could use this when completing the inspections with the Onsite Health & Safety representatives to ensure nothing is missed. L. Burden verified that we will put something together and distribute at the next meeting.

## **9. Business Arising**

### **9.1 Terms of Reference**

Action:

- Review of item 2.9. A change of adding the word “its” to item 2.9 in the Terms of Reference was approved. J. Duff will make the change and submit to the Union Presidents for approval.

### **9.2 Mould Concern – Ursuline College**

Action:

- The preliminary results on this matter were provided at the previous meeting, however the final reports were not available. The final reports from OH Solutions were distributed.

## **10. New Business**

### **10.1 Mould Concern – Ursuline College**

Action:

- B. D’Andrea brought up a possible fume hood issue in the science classrooms at Ursuline College. He stated there is minimal to no air circulation or movement, and no sound when the fume hood is turned on. L. Burden to follow up with facilities.

### **10.2 Workplace Violence and Harassment Review**

Action:

- L. Holmes questioned Bill 168, how it relates to the Occupational Health & Safety act and how the Employer will be fulfilling its duties in terms of reviewing the Workplace Violence and Harassment policy. J. Duff stated that policy review has been added to the Terms of Reference. We will identify an order to review the policies related to Health & Safety and allocate them to the committee throughout the year as Agenda items. This will begin next meeting.

### **10.3 OECTA Questions**

Action:

- The availability and accessibility of the Safe Schools Reporting form was questioned. It is currently housed on the website under Online Tools and is difficult to locate. J. Duff verified that discussions have been had to get it added to the Forms tab as well as under the Health and Safety forms.

### **10.4 CYW Room Concern**

Action:

- There is a ledge outside of the main door on the exterior that is sharp on the edge. It is close to where the door handle is, so clothing is becoming caught and people may cut themselves on it. L. Burden to follow up with facilities.

### **10.5 Additional Topics Discussed**

Action:

- Confirmed that the Mentor should be accompanying the Onsite Health & Safety representative when completing the inspections. It is understood that it is hard to satisfy conflicting schedules, but it is expected that completing the inspection without the Onsite

- Health & Safety representative should be considered an exception rather than the norm.
- L. Holmes questioned the timelines regarding the changes to the Joint Health & Safety Certification training. L. Burden confirmed that anyone who has taken the certification training prior to March 1, 2016 will be grandfathered in. Anyone who completes the training after March 1, 2016 will need to be re-certified on a 3-year cycle. The new training is also for a greater number of hours. The Ministry has not yet put out a list of approved training providers. This will be provided when available.

**11. Adjournment** – D. Geroux adjourned the meeting at 9:58 am.