



ST. CLAIR CATHOLIC  
DISTRICT SCHOOL BOARD

*Lighting the Way ~ Rejoicing in Our Journey*

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

**Friday, December 2, 2016 - 9:00 a.m.**  
**Catholic Education Centre, Boardroom**

### **MINUTES**

**Chair: Len Fera**

Present: James Duff, Silvia Leggiero, Lisa Burden, Len Fera, Bruno D'Andrea, Dina Carter, Liz Holmes, Deanna Kaufman, Dave Geroux, Chad Coene, Paul Lernout, Thelma McNear, Gloria Knoll, Anita Mallette-Snobelen, John Larsh, Brendan Deery, Erin Moffat-Sharpe, Tony Montanino

Guests: Gabe Lacroix,

Regrets: Suzanne Mills, Renee Culverwell, Ray Power

Recording Secretary: Libby Hallett

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

The chair called the meeting to order at 9:03 a.m.

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

The committee opened the meeting with a prayer.

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

The committee welcomed everyone in attendance.

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

Additional items added to agenda:

- 11.2 Review of Freedom from Harassment & Discrimination Policy – L. Holmes
- 11.3 Government Bill 70 - D. Geroux

Moved by Gabe Lacroix and Bruno D'Andrea that the agenda be approved as printed.

### **5. Confirmation of Minutes – October 14, 2016**

Motioned by Silvia Leggiero and seconded by John Larsh that the minutes be approved as presented.

### **6. Review of WSIB Reportable Incidents for October & November**

Action:

- It was clarified WSIB uses a specific formula to determine lost time for casual employees
- The priority of incidents that the committee looks at was questioned. L. Burden clarified that reportable incidents are focused on first as they either resulted in health care or lost time. Incidents that took place that resulted in an injury that was not health care or lost time are also being addressed to identify possible hazards.
- The process for filling out an incident report at the school level was clarified.
- The frequency in which risk assessments are completed was questioned. Once aggressive behaviours are identified strategies to eliminate the violence are put into place. These strategies could involve the assistance of: behaviour teams, ABA specialist, school emergency response team. The strategies are monitored for consistency. More training is also occurring to aid in a pro-active manner. All EA's are trained in BMS, ECE's are currently being trained and the school emergency response teams are being trained.
- Discussion on the various types of risk assessments occurred, including the timeline of the process. The timeline depends on the seriousness of the behaviour as well as the types and levels as to who and when they become involved.
- Should an incident occurring involving employee/employee violence, a risk assessment would be conducted in collaboration with union colleagues
- It was questioned if an incident involving ongoing verbal abuse could constitute harassment or violence in the workplace. In the case of verbal abuse from a student to staff, this is first identified at the school level. We work in collaboration with the Principal and utilize progressive discipline with the student to ensure these incidents cease.

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

Action:

- The reports indicate that Holy Trinity has gone from being one of the schools with the highest number of incidents being reported to not having an incident submitted over the last 2 months. It was questioned how we can ensure that incidents are not being overlooked and are being reported.

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

Action:

- How current trends compare with last year's trends was questioned. This can be looked at and will be spoken to at the next meeting.

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

Action:

- It was questioned what exactly is meant when an inspection is listed as "incomplete". This means that the inspection has been completed in the school, but has not yet been entered

into the eBase system. Any time that a report shows as incomplete, we are in communication with the administrator.

- If the designated health & safety representative is unable to complete/enter the inspection, another employee completes the inspection.
- The follow up procedure when action details are not followed through was questioned. The current gap falls around the person the work has been assigned to; they must go back in to the system and mark that it has been completed. Re-training and re-communicating the requirement to go back into the report to mark work as complete has taken place. It is the job of the administrator to ensure things are completed. At the end of every month we review at our level to follow up on completion.
- It was noted that inspections entered at the very end of the month can have a very tight timeline from the date they are entered to the date of the committee meetings.
- It was questioned if there is a higher priority placed on work orders involving electrical issues. It was confirmed that this is the case and that all Health & Safety work orders go to the top of the list.

## **10. Business Arising**

### **10.1 Staff requiring keys update – J. Duff**

Action:

- Currently working with union colleagues to close gaps. Permanent non-teaching staff who need keys are being reviewed as well as LTO/daily occasional staff.
- The Board was of the opinion that casual staff were regularly signing in to start their day however this is not common place.
- Accessibility of keys was questioned. Sometimes casual staff arrive at the school prior to the Principal or Secretary; this should be looked at as well.
- It was confirmed that a collateral key program will not be put into place
- Update will be provided at next meeting

### **10.2 Air quality testing results – J. Duff**

Action:

- The air quality testing results for Monsignor Uyen did not identify any issues. The test results have been communicated to the school community and discussed with the staff.
- How to communicate a potential air quality issue was questioned. When the air filters are changed the date in which they are changed is written down, and there is a log book outlining this. Possibly outsourcing this in the future was discussed.

### **10.3 Toileting – B. Deery**

Action:

- All Principals were contacted in order to determine what was currently happening in the schools. It was confirmed that wipes will be provided in all primary classes. For students not in primary classes wipes are provided by the parents but gloves are provided by the schools. In secondary schools wipes are provided by the parents and gloves are provided by the program.
- Follow up was also conducted with the Principals on personal care plans that are in place in schools for any student being toileted. The personal care protocol established with the Board was also given.
- Situations involving only one EA toileting a student was discussed at joint liaison between CUPE and the Board. The result was that we may not always have 2 EA's at a school. The dignity of the child must also be respected.

## **11. New Business**

**11.1 – Schedule of maintenance books – B. D’Andrea**

Action:

- Addressed in prior discussion under item 10.2.

**11.2 – Review of Freedom from Harassment & Discrimination Policy – L. Holmes**

Action:

- Questions regarding the wording in the online training modules were asked, specifically around issues casual/occasional staff may face. It was determined that the training cannot get too granular as it must apply to a variety of situations; each case may be different.
- Online training does not offer an opportunity to provide feedback or ask questions. The possibility of including a place to submit feedback at the conclusion of an online module was discussed, and will be brought forward at the next meeting. The possibility of being able to download/store the training modules for future reference was also discussed.

**11.3 – Bill 70 - Impacts on Health & Safety – D. Geroux**

Action:

- Schedule 16 aims to change the OHSA: what the Chief preventions officer can do, how joint health and safety committees and policies in a workplace could work. In describing the bill the government said their aim is to reduce the burden of necessary processes such as routine inspections at workplaces.
- A. Mallette-Snobelen will bring to the attention of the trustee’s association
- Going forward future meeting dates will be provided on the Agenda.

**12. Adjournment** – L. Fera adjourned the meeting at 10:44 a.m.