



ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD

Lighting the Way ~ Rejoicing in Our Journey

JOINT HEALTH & SAFETY COMMITTEE MEETING

**Friday, February 10, 2017 - 9:00 a.m.
Catholic Education Centre, Boardroom**

MINUTES

Chair: Len Fera

Present: James Duff, Silvia Leggiero, Lisa Burden, Len Fera, Paul Lernout, Bruno D'Andrea, Renee Culverwell, Dina Carter, John Larsh, Brendan Deery, Gloria Knoll, Chad Coene

Guests: Tom Burns, Gabe Lacroix

Regrets: Liz Holmes, Deanna Kaufman, Suzanne Mills, Erin Moffat, Dave Geroux, Anita Mallette-Snobelen, Tony Montanino, Thelma McNear, Ray Power

Recording Secretary: Libby Hallett

1. Call to Order

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

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 to agenda:

11.2 – Air quality concerns at UCC – C. Coene

11.3 Fire alarms – B. D'Andrea

Moved by Silvia Leggiero and Dina Carter that the agenda be approved as printed.

5. Confirmation of Minutes – December 2, 2016

Motioned by Bruno D'Andrea and seconded by John Larsh that the minutes be approved as presented.

6. Review of WSIB Reportable Incidents for December & January

Action:

- No discussion occurred.
- **Review of Employee Accident/Incident Reports**

Action:

- It appears there is an increase in the number of aggression incidents being reported, and it was questioned if the committee is doing enough in terms of reversing this trend.
- It is not always known when a student is going to be aggressive. The training that has been provided has been tremendously increased over the past 2 years. All EA's are trained in Behaviour Management Systems training; collaborative/proactive solutions training has also been offered to EA's, classroom teachers and program resource teachers. Personal protective equipment is also available when needed.
- It was identified that daily occasional teachers coming in to a classroom may not always be aware of certain behaviours within the classroom. The best way to communicate this is through the notes left for them by the classroom teacher.
- B. D'Andrea noted that a supplemental information form is utilized at St. Patrick's to communicate this type of information. He will send this form to B. Deery as this could potentially be used Board wide.

8. Review of Incident Trend Reports

Action:

- Clarified that the 2016/17 incident report summary begins effective September 2016

9. Review of Workplace Inspection Reports

Action:

- Clarification on when an item has been assigned to a staff member but shows as not complete on the reports was sought. This is most likely a process item whereby the work has been completed but the staff member has not gone back into the inspection electronically to indicate that it has been completed and the date it was completed.

10. Business Arising

10.1 Incident Trend Reports – Current vs previous year – L. Burden

Action:

- During last meeting it was asked where we are trending with the number of incidents last year at this time compared to this year. We are currently trending slightly higher, having 130 incidents reported last year at this time and 168 this year.

10.2 Staff requiring keys update - J. Duff

Action:

- Memos were sent out on February 9th to clarify the expectations set forth in the 2015 police protocol regarding staff access to keys. All permanent EA's and ECE's will be given a key. A process has been set out whereby all temporary assignment EA's and

ECE's and LTO teachers can acquire a key. A process has also been set out where casual EA's and ECE's and daily occasional teachers can acquire a key by obtaining one from the school office upon arrival, tracking the key in a log book and returning it at the end of the day. For APSSP staff, their work is itinerant in nature and as such they do have access to a key and may take advantage of this through use of professional judgement if having a key would be advantageous.

10.3 Online training modules update – L. Burden

Action:

- During last meeting the question was asked if a survey could be added to the online modules to gather information from employees specifically regarding the modules, if they found it helpful or any suggestions. Currently the system will allow this, and we can look at adding this to our modules
- On the April 28th PD day, half of the day is dedicated to health & safety for OECTA members. For non-OECTA members we can look at what is potentially planned for that day, and look at building some modules. It has been brought to this group to welcome any feedback, and further discussions will be had at the April meeting.

11. New Business

11.1 – Cold weather policy for outdoor recess – G. Knoll

Action:

- It was questioned if there is a consistent policy across the board regarding a cut-off temperature to have outdoor recesses
- When Public health submits a cold weather report T. Lozon passes this information onto the schools, however this is not intended to be anything further than information
- There is no hard number, it is through the use of professional judgement as well as communications between Principals and staff members if there will be outdoor recess during cold temperatures.

11.2 – Air quality concerns at UCC – C. Coene

Action:

- A few concerns have been brought forward regarding air quality at UCC. Some have been brought to C. Coene, some have been brought to the onsite health and safety representative and some have been brought to administration.
- Currently working through the process of objective data gathering to determine potential linkages to respiratory issues and what the source could be
- Next steps involving a floor plan outlining concerns room by room, contact with vendors and scheduling are being taken and will report back to the committee in terms of if air sampling will take place.

11.3 – Fire Alarms – B. D'Andrea

Action:

- There was an incident at St. Patrick's where a fire alarm went off and the building had to evacuate. It was very cold that day, and people were left outside waiting until the fire department cleared the building for re-entry. It was questioned if there is a specific length of time to wait before going to the designated area
- It is at the discretion of each school. The emergency response plan and fire code do not outline a specific time frame in terms of how long you should wait once outside of the building.

- B. Deery suggested coming up with an alternate plan for students involved in the P.E.O.P.L.E. program to have their designated area at St. Anne school instead as they have specific medical needs that need to be addressed.

12. Adjournment – L. Fera adjourned the meeting at 10:02 a.m.