



ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD

Lighting the Way ~ Rejoicing in Our Journey

JOINT HEALTH & SAFETY COMMITTEE MEETING

Friday, June 2, 2017 - 9:00 a.m.
Catholic Education Centre, Boardroom

MINUTES

Chair: Len Fera

Present: James Duff, Lisa Burden, Brendan Deery, Dina Carter, Silvia Leggiero, Len Fera, Bruno D'Andrea, Anita Mallette-Snobelen, Renee Culverwell, Elizabeth Holmes, Brendan Deery, Gloria Knoll, Paul Lernout, Erin Moffat, Thelma McNear, John Larsh, Tony Montanino

Guests: Janice Manton-Burns, Gabe Lacroix, Paul Bordeaux

Regrets: Dave Geroux, Deanna Kaufman, Chad Coene, Suzanne Mills, Ray Power

Recording Secretary: Libby Hallett

1. Call to Order

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

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:

11.5 – St. Patrick's – B. D'Andrea

11.6 – Violent incidents – B. D'Andrea

Moved by John Larsh and Bruno D'Andrea that the agenda be approved as printed.

5. Confirmation of Minutes – April 7, 2017

Motioned by Gabe Lacroix and seconded by Liz Holmes that the minutes be approved as presented.

6. Review of WSIB Reportable Incidents for April & May

Action:

- Potentially a missing incident report for UCC in May. L. Burden to follow up.

7. Review of Employee Accident/Incident Reports

Action:

- No discussion occurred.

8. Review of Incident Trend Reports

Action:

- The committee was questioned if there is any way to identify on the reporting if the same individual was having multiple incident reports being submitted. If so, this may require additional support and additional aids for that specific individual in that specific school.
- It is not identified on the reporting that is provided to the committee, however when the incident reports are submitted follow up is continuously occurring to identify any patterns/trends with a specific individual
- It was questioned if the reporting can identify an elementary teacher different from an occasional teacher in an LTO assignment at an elementary school. L. Hallett to into reporting capabilities.

9. Review of Workplace Inspection Reports

Action:

- There is a dust collecting system in the shop classrooms at St. Patrick's. An outside organization empties this bin when full, and it is the duty of the shop Teacher to contact the company when the bin is full.
- Inspections are followed up on towards the end of the month/beginning of the next month. When an inspection is listed as incomplete on the reports provided to the committee they are followed up on immediately.
- It was clarified that St. Michael – Bright's Grove school and Sarnia Facilities office's monthly inspections are conducted separately.

10. Business Arising

10.1 UCC Updates – J. Duff

Action:

- An email has been sent to the committee with updates on progress. Next steps involve Postma conducting additional readings. Once we are in a good spot with the readings, Pinchin will return as an objective third party and conduct additional testing. We will ensure a worker representative from the Joint Health & Safety Committee along with a representative from UCC and Facility Services is present.
- There was one room in the Xavier building with carbon dioxide levels slightly above those considered for optimal mechanical function. This level is not a Health & Safety concern. The room was around 1300ppm and the threshold for a Health & Safety concern is 5000 ppm and above.

- 3 tests were conducted. The first between 7:00-8:00am prior to students entering the classroom, again at 10:30am and lastly at 1:30pm. The highest point was at 10:30am as more students were in the room.
- The air conditioning unit for Xavier building is undersized which might impact carbon dioxide levels as well.

11. New Business

11.1 – MOL visit to UCC – L. Burden

Action:

- There was an MOL visit at UCC on May 9th. The visit was made to UCC following an indoor air quality complaint that was phoned into the MOL. At the initial visit the MOL determined we are currently working to resolve concerns and concluded their investigations into the concerns. The MOL requested we provide copies of the hygiene report and scheduled a follow up visit for May 10th. On May 10th indoor air quality concerns were discussed, the MOL reviewed reports and the field visit report noted that the Employer is actively addressing the concerns raised and working with recommendations from the consultants report to further address air quality concerns All workplace parties were satisfied that the issues were addressed by the Employer. At time of the visit there were no contraventions observed and no orders were issued.

11.2 – WHMIS 2015 – L. Burden

Action:

- There have been changes to the timeline of the implementation of WHMIS 2015. There was a June 1, 2017 deadline for chemical manufactures and importers to comply with WHMIS 2015 regulations. This has been pushed to June 1, 2018 and as a result other deadlines have been pushed back. The final compliance date remains December 1, 2018.
- It was questioned if students can have access to the same training modules that exist for staff. We are currently looking into an update for the training tracking/learning management system and included in this are potential modules that will be built for us. We will look into who these can be extended to.

11.3 – Summer Inspection Schedule – L. Burden

Action:

- Last year any 12-month employees who were onsite health & safety representatives continued to complete the workplace inspections. For 10-month employees we offered the employee the option of continuing to perform the workplace inspections or we made arrangements with Facility Services to have their folks cover off the summer inspections. It is proposed that we continue with the same plan this year as it was successful last year.

11.4 Review of Workplace Violence Prevention Policy – J. Duff

Action:

- CUPE Provincial received a letter from the Ministry of Education which indicated there will be a group of inspectors assigned to the school board sector and they will be specifically trained as it relates to our issues and concerns.
- The Workplace Violence Prevention policy is reviewed by the committee on an annual basis.

11.5 – St. Pat’s – B. D’Andrea

Action:

- An outside contractor was working above the roof when a pipe fell through. No one was hurt, and this incident was classified as a near miss. The job was immediately stopped, there was a meeting the following day and a plan was put into place.
 - It was questioned who should be responsible/involved in contacting the MOL. The MOL reporting requirements state that it is the constructor who is responsible for contacting them. As none of our maintenance staff were involved, the outside contractors were deemed to be the constructor.

11.6 – Violent Incidents – B. D’Andrea

Action:

- It was questioned if the committee is made aware when a student has committed a violent act toward another student.
- We have added questions regarding students who have violent reports on their files when they are transitioning from elementary to secondary schools; however for students outside our Board we do not have any indication until the OSR arrives to the school or unless there is communication between the administrators.

12. Adjournment – L. Fera adjourned the meeting at 10:20am.