



ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD

Lighting the Way ~ Rejoicing in Our Journey

JOINT HEALTH & SAFETY COMMITTEE MEETING

**Friday, December 8, 2017 - 9:00 a.m.
Catholic Education Centre, Boardroom**

MINUTES

Chair: Len Fera

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

Guests: Gabe Lacroix

Regrets: Suzanne Mills, Ray Power

Recording Secretary: Libby Hallett

1. Call to Order

The chair called the meeting to order at 9:04 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 Information on safety plans and risk assessments – C. Coene

Moved by Dina Carter and Thelma McNear that the agenda be approved as printed.

5. Confirmation of Minutes – October 13, 2017

D. Geroux questioned if there had been any progress on the creation of a one page document outlining how to fill out an incident report. It was originally thought that OECTA may have something similar, but it was decided we would create our own. We will be getting together in the new year to prepare a document.

The funding for adding defibrillators to all of our schools was questioned. It was clarified we are in the beginning stages of planning this and adding them to our locations that do not already have them. This will be made a standing item to our agenda

Motioned by Gloria Knoll and seconded by Gabe Lacroix that the minutes be approved as presented.

6. Review of WSIB Reportable Incidents for October & November

Action:

- In total we had 4 health care incidents and 1 lost time incident. The first health care incident involved an adult supervisor who had a seizure, which was non-occupational, and hit her head in the process. The second involved an ECE who was stung by a bee. The third involved an EA who banged her knee on a plexi-glass railing and the fourth involved a Teacher who had twisted her ankle.
- The lost time incident involved a secretary who was walking, caught her leg on a table and fell. She is expecting and sought health care for precautionary purposes. The table had been there for a number of years, but will be removed going forward as a trip hazard.
- J. Duff confirmed that on a go forward basis we will be providing the committee the packages to be reviewed one week in advance. They are being provided with the understanding that we will not be able to capture every incident reported during the time you receive the packages until the time we meet.

7. Review of Employee Accident/Incident Reports

Action:

- It was discussed how we can provide more information while balancing privacy with our right to know. Since the previous meeting there have been a number of Boards that have asked questions to the MOL as it relates to this balance. Now that these questions have been submitted on a provincial basis we will be able to bring it back to this group with a better understanding.
- Recently non-injury reports of aggression at Monsignor Uyen have spiked. We will be investigation this further to determine if it is the same child, if there is a pattern etc. B. Deery informed the committee that we are working with Chatham-Kent Children's Services on this issue, keeping on top of what is happening and ensuring the employees working with the child are receiving the training and proper tools they need.

8. Review of Incident Trend Reports

Action:

- Most years we see a spike in aggression in September as students are transitioning, new staff working with them, etc. The committee is troubled as we are not seeing that September spike go down as the year continues.
- There is a heightened awareness of reporting – we are seeing more things being reported than in past years. When we are given knowledge of any behaviours that might be increasing we are doing everything possible to support those schools. This includes getting additional staff and individuals who are being properly trained into the schools to

- help work with these students. When we are aware of children that require support we are doing a good job at matching our supports with those students.
- It was put to the group if there were any suggestions on what we can do as a committee to be more pro-active in regards to this issue.
 - As a committee, we decide what focus we want. Does the number of incidents in violence weigh more than incidents that lead to lost time? If we focus on the incidents that involve employees losing time at work, it has nothing to do with violence. It seems we are always going back to violence and it skews the numbers in the reporting.
 - This is happening provincially. It seems to be moving in this direction across the province.
 - What isn't reflected on the reporting is the time off work employees require from the stress of facing violence on a regular basis, which is why it is important to track where the violence is occurring.
 - T. McNear added that one barrier front line workers face is they are unaware of the triggers of the students, and questioned if training can be provided prior to working with these students to identify what their triggers are.
 - As of last year a point was made to have transition meetings in place when students are transitioning from elementary to secondary. If there are plans in place they need to be communicated to the secondary schools. If we are aware of any triggers of a student they are outlined on the plan. If incidents involve a student who doesn't have a plan and they are entering the secondary panel then it becomes a case of learning the behaviours and learning the triggers and collecting the data that is being discovered.
 - It was stated that there is no time allotted for EA's to get together as a group to go over these plans. B. Deery to look into seeing how we can communicate this better.

9. Review of Workplace Inspection Reports

Action:

- It was questioned how the committee will know if incomplete action items from the previous month's inspection report were completed as they are not outlined on the current month's inspection report. The inspection reports are month specific and do not roll over, however we can look at providing a completion report from the previous month.
- It was questioned if the outside of the buildings are looked at by anyone other than when the onsite representative completes the monthly inspections. A number of things are checked annually, including playgrounds, an arborist checks trees, annual pest control. Custodians are responsible for completing a daily walk as well.
- For a couple of schools for two consecutive months there are no action details. If an inspection remains in a reviewing state this means that work may not have been assigned which would lead to no action details being shown on the reporting. Follow up is conducted with these schools to ensure the inspections are reviewed and work is properly assigned.
- At Holy Rosary it was noted the first aid kit is lacking/needs work done. L. Burden conducted a visit and there are functional first aid kits in place with sufficient supplies, however there was not a proper checklist in place so this is being taken care of.
- It was questioned if a reminder could be sent to Principals at the beginning of the year to pick up a new first aid kit. L Burden to make a note and re-send out our first aid protocol and process for first aid kits as it relates to the regulation.

10. Business Arising

10.1 Update on checklist for incidents of aggression – L. Burden & J. Duff

Action:

- Since the last meeting, L. Burden met with Chris Preece and the Special Education team to get a better understanding of their processes when they are going into schools and creating plans for students. Understanding this process will aid in developing a checklist to properly investigate the incidents.
- We must balance what we can share with this group and privacy of the individuals. This will be brought back to the group.
- The balance on where the line is on reporting incidents was questioned. For example, an EA had her fingers squeezed tightly and reported this. This also has an impact on the number of incidences we see on the reporting.
- This is a challenge. Sometimes employees err on the side of caution and report incidents. If the individual as a professional believes that in their working capacity they've encountered something that pierces the definition of aggression and felt it was warranted, then they should report it.
- It can be a good idea to track even small aggressive acts as this could lead to a pattern of escalating aggression. If incidents aren't reported in a timely fashion this could also lead to issues.
- It was questioned if there are further reports within the school that outline if aggression is escalating. Within the school setting there is a familiarity with specific students, the school and the team.

10.2 Mentor inspections in eBase – L. Hallett

Action:

- We have spoken with eBase and they are in the process of looking into creating these accounts for us. Will provide an update next meeting.

10.3 Update on future MOL visit – J. Duff

Action:

- Currently waiting to hear back from the MOL regarding this. They have been contacting other boards, and are looking at having representatives from worker groups involved as well. We will have greater understanding once we hear from them.

10.4 Update on health & safety training matrix – L. Burden & J. Duff

Action:

- An OCSTA and OECTA training matrix has come through and we are in the process of deciphering next steps. Hopefully when we get together next time we will have more information to share.

11. New Business

11.1 – Learning Management platform – L. Burden

Action:

- We have a new learning management system – SafeSchools. We’ve compared all of our internal modules with the modules in the SafeSchools library and the training matrix. A gap analysis has been completed to determine what we have and what we will need.
- A pilot project was completed this past PD day with the EA’s. 140 EA’s went into the system and completed 4 training modules that had been assigned to them. It was a very smooth transition. The system is very user friendly and has very robust tracking/reporting capabilities.

11.2 – Information on safety plans and risk assessments – C. Coene

Action:

- Members have come forward when students are acting out or have become a threat in the classroom. The questions asked are if there is a safety plan in place, if the member had a copy of the plan, if they had the training/tools needed to be pro-active etc.
- What is not always clear is the term safety plan. It was questioned if there is a standardized safety plan form/template, and who is involved in the development.
- Special Education works with the well-being team in the creation of different plans, and there are a couple of different plans in place. B. Deery to speak to Chris Preece about identifying an opportunity to come out and speak to these plans.
- Other piece requiring clarification are risk assessments. Under the workplace violence policy and procedures it talks about higher level risk assessments that have been conducted that assisted in the generation of the actual procedures. We will look to the well-being team for more information on this, and bring it back to the group.

12. Adjournment – L. Fera adjourned the meeting at 10:50am.