



ST. CLAIR CATHOLIC  
DISTRICT SCHOOL BOARD

*Lighting the Way ~ Rejoicing in Our Journey*

## JOINT HEALTH & SAFETY COMMITTEE MEETING

Friday, June 1, 2018 - 9:00 a.m.  
Catholic Education Centre, Boardroom

### MINUTES

**Chair: Len Fera**

Present: James Duff, Lisa Burden, Len Fera, Brendan Deery, John Larsh, Paul Lernout, Tony Montanino, Chad Coene, Bruno D'Andrea, Liz Holmes, Deanna Kaufman, Renee Culverwell, Dina Carter

Guests: Gabe Lacroix

Regrets: Erin Moffat, Anita Mallette-Snobelen, Dave Geroux, Silvia Leggiro, Ray Power, Thelma McNear

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***

Additions to agenda:

- 11.3 Summer Inspections – L. Burden
- 11.4 Animals at St. Patrick's – C. Coene
- 11.5 Student hires – B. D'Andrea
- 11.6 Monsignor Uyen Update – J. Duff
- 11.7 Training Matrix Update – J. Duff

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

**5. Confirmation of Minutes – April 13, 2018**

Motioned by Renee Culverwell and seconded by Chad Coene that the minutes be approved as presented.

**6. Review of WSIB Reportable Incidents for April & May**

Action:

- No discussion occurred.

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

Action:

- It was clarified that if an incident occurs offsite (but the employee is at a work), this still needs to be reported. There is a spot on the WSIB Form 7 to indicate if an incident occurred off site.
- An elementary Teacher and EA at St. Matthew both had incidents – it was clarified these were with two different students.
- There were 2 separate incidents involving the same Teacher and student at St. Matthew. In this specific case, there was only a couple of incidents with the student prior to this throughout the year and therefore it had not been brought to B. Deery's attention.
- A reminder was given that the first step is not always to create a school plan for student safety, there are other implementations first.

**8. Review of Incident Trend Reports**

Action:

- Clarification between struck/contact by and aggression was given.

**9. Review of Workplace Inspection Reports**

Action:

- Due to the timing of this meeting, the Workplace Inspection reports had to be run early. This is why some inspections on the May reports may appear as incomplete.
- We have provided 2 additional reports that outline incomplete inspection notes from previous months workplace inspections. If the committee wishes to continue receiving these reports, we will build this into our regular package. To be further discussed under item 10.3.

**10. Business Arising**

**10.1 Reporting capabilities of Parklane – L. Hallett**

Action:

- Will potentially be able to provide in September for next school year

### ***10.2 Funding for defibrillators – L. Burden***

Action:

- We are in the final stages for the AED. We could not secure funding outside of the budget, however the budget has been approved to move forward. We are looking at final selection of a vendor and will have a timeline for installation once a vendor has been chosen. We will have one at every elementary school, 2 in each secondary school, one in the CEC and one at Sarnia Facilities.

### ***10.3 Completion report from previous month's workplace inspection – J. Duff***

Action:

- The committee is in agreement that they wish to continue to receive these reports. We will build the incomplete inspection note reports into our regular package.
- In reviewing the reports, we have noticed a gap where we know items have been completed, but they are still listed as incomplete. We may need to look at re-instructing those involved in utilizing eBase on how to close off these items in the system.
- It was noted that it would be beneficial starting next school year to keep a running year to date report for the incomplete inspection notes as this will allow the committee to see as work progresses. This will be incorporated into our reports beginning September 2018.

### ***10.4 Workplace Risk Assessments – L. Burden***

Action:

- Move to item 11.1.

## ***11. New Business***

### ***11.1 MOL Visit – J. Duff***

Action:

- We had our MOL visit on May 17<sup>th</sup>. There was union as well as management representation present. An IPC (implementation planning committee) has been created to address items brought forth from the MOL. The IPC consists of union president(s), CPCO representation and stakeholders.
- One topic discussed at the meeting was risk assessments. The Ministry is suggesting we complete site specific risk assessments. We need to identify a tool to do so and identify any best practices currently available. Once we find a tool, we will complete assessments and re-assessments as needed. We also need to identify what triggers a re-assessment. Risk assessments are to be reviewed on an annual basis.
- Another topic discussed was investigative reports. They must be filled out in a timely manner and filled out to the extent we are able to see what unfolded and what corrective action was taken. This section is currently on our incident reporting form, but it is not always being filled out.
- Another topic discussed was safety plans and ensuring everyone who needs the plan has access to it. We need to identify what the process is, who is involved and the potential re-evaluation of a safety plan.
- The MOL field visit report has been sent to the co-chairs. It will be emailed out to the committee following this meeting.

### ***11.2 Industrial Hygiene Testing at Gregory A. Hogan – L. Burden***

Action:

- Mould sampling was completed in response to a concern with the portables. The concern was only in portable 1, but OH Solutions completed a visual inspection of all 6 portables. As well, mould spore sampling was completed in all 6 portables. Total air borne mould spore concentrations inside the building should be similar or lower than controlled samples taken outside of buildings. The total spore count from indoor samples of the portables was similar in makeup and counts to those collected from outside the portables.
- Minor quantities of mould were identified through a visual inspection of portables 1 and 2. The presence of this material did not affect the spore counts nor does it suggest an indoor mould problem; however the mould will be removed. Facilities is working with a remediation vendor to remove the mould. In portable 1 the mould was found above ceiling tiles and in portable 2 small amounts were located on a cable in the ventilation system.

### ***11.3 Summer Inspections – L. Burden***

Action:

- We will be sending out an email to the site based safety reps who are 10 month employees to identify if they wish volunteer and continue to complete the inspections over the summer months.
- We will work with Facilities to ensure inspections are completed for any sites that have a 10 month rep that does not volunteer.

### ***11.4 Animals at St. Patrick's – C. Coene***

Action:

- A custodian on night shift noticed a large pack of coyotes that were on the St. Patrick's property. The concern was that the pack was right on the property (4 or 5) and that the lead animal was large. If someone is bringing out garbage at night, this could be a concern.
- Will arrange to take garbage out while still daylight, and will be instructed to call the police if they see coyotes on school property.

### ***11.5 Student hires – B. D'Andrea***

Action:

- It was questioned if student hires are to complete the mandatory online training modules. They are currently registered and have been assigned the modules to complete.

### ***11.6 Monsignor Uyen Update – J. Duff***

Action:

- Lead water testing was completed at Monsignor Uyen. Last year new legislation was introduced that stated every drinking point must be tested. There is a 3-year implementation period. We are in the second year of this implementation. By end of next year we will have completed testing at every drinking point in every school.
- At MU we tested 3 sample points. All 3 passed in the standing water sample. A flush was conducted and they were tested again. One of the fixtures failed following the flush. This means the Board has the ability to re-test, replace or put a filter on. That fixture ended up being removed. Once you have one exceedance, a daily flush must be completed for 2 years.
- A meeting was held with staff and a letter was sent home to parents to inform them
- It was confirmed there is no standard number of water fountains in a school.

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**11.7 Training Matrix Update – J. Duff**

**Action:**

- The list from OCSTA/OECTA outlines 52 modules. Some are mandatory legislatively required modules, some fall under the employer's responsibility to ensure staff are being trained safely and some are very specific to an occupation.
- We are currently working through how to establish the frequency and mode of delivery for these modules
- A gap analysis of what we are currently doing with respect to training vs what has been presented has been completed
- All of the modules and their frequency have also been reviewed and recommendations on timeframe for delivery have also been made
- We are now looking at the mode of delivery. This is being finalized, as well as who we are going to deliver the modules to. This determination will mostly be made for the more specialized training. These are our 2 final steps.
- Casual/occasional staff are also part of our review consideration
- Our intent is to send this to OECTA/OCSTA by the end of the month and await any possible feedback.

**12. Adjournment** – L. Fera adjourned the meeting at 10:48 am.