



ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD

Lighting the Way ~ Rejoicing in Our Journey

JOINT HEALTH & SAFETY COMMITTEE MEETING

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

MINUTES

Chair: Dave Geroux

Present: James Duff, Lisa Burden, Len Fera, Dina Carter, Bruno D'Andrea, Silvia Leggiero, Dave Geroux, Renee Culverwell, Deanna Kaufman, Gloria Knoll, John Larsh, Thelma McNear, Paul Lernout, Brendan Deery

Guests: Tom Burns

Regrets: Tony Montanino, Anita Mallette-Snobelen, Liz Holmes, Ray Power, Chad Coene, Erin Moffat, Suzanne Mills

Recording Secretary: Libby Hallett

1. Call to Order

The chair called the meeting to order at 9:05am.

2. Opening Prayer

The committee opened the meeting with a prayer.

3. Welcome & Introductions

The committee welcomed everyone in attendance.

4. Adoption of Agenda

Moved by Dina Carter and Renee Culverwell that the agenda be approved as printed.

5. Confirmation of Minutes – December 8, 2017

Motioned by Dina Carter and seconded by James Duff that the minutes be approved as presented.

6. Review of WSIB Reportable Incidents for December, January & February

Action:

- It was clarified that when an incident is recorded as stuck against/contact with that it is not also captured as aggression.

7. Review of Employee Accident/Incident Reports

Action:

- No discussion occurred.

8. Review of Incident Trend Reports

Action:

- It was questioned if there is a way to identify first aid/lost time/health care incidents by worker group (e.g. Teachers may have more no injury incidents whereas maintenance employees may have more lost time incidents). We will look into the reporting capabilities of Parklane.

9. Review of Workplace Inspection Reports

Action:

- No progress on “show details”, however the system is being updated continuously with improvements.
- It was clarified that any issues related to the school building itself are typically paid for out of the maintenance budget.
- On the reports it appeared Holy Trinity had the same work orders outstanding month after month. It was clarified that the work orders had been completed, they just were not closed off in the system. An email will be sent out clarifying closing outstanding work orders.

10. Business Arising

10.1 How to fill out an incident report – L. Burden/J. Duff

Action:

- Research has been completed as it relates to forms and processes. Some school boards have up to 4 forms, some unions also have their own forms. Our focus has been on those that have 2 forms. We want to have the best information possible without having to fill out too many forms – keep it simple. Also potentially looking at recommendations for our current incident reporting form.
- In terms of a process flow chart, we have found a simplistic example we are trying to model ours after. We are also creating a 1 page procedure document to accompany this flow chart
- Once these have been identified, we will then enter it into the SafeSchools training platform to have staff review. This will allow us to confirm every employee has looked at the flow chart and read the procedure document.
- The committee will have the opportunity to view the flow chart and procedure document before it is put out to all staff.
- The committee was asked for feedback and everyone was in agreement.

10.2 Funding for defibrillators – L. Burden

Action:

- L. Burden has had initial contact with 3 vendors that have existing RFP's with other boards and we have the initial pricing. One specific group has been identified as a possible source of funding, the Chase McEachran Foundation. We are in the process of looking at the application to apply for funding.
- A timeline has not yet been established. We need to go through the funding application first. An update will be provided once the funding application has been submitted

10.3 Providing more info re: employee accident/incident reports – J. Duff

Action:

- An inquiry was made regarding reports and if they could be sent on a more frequent basis than they are currently provided. At this point we are not able to commit to providing more timely or frequent data than what we are providing right now.

10.4 Time for EA's to review safety plans – B. Deery

Action:

- It has been decided we want the review to occur with the EA's that are working with those students in the following year. The best time to do this is on the PD day on last day of school. This is when all permanent EA's are given the chance to go to the schools they will be working at in the following year. We will ask Principals to review safety plans with EA's at that time.

10.5 Mentor accounts in eBase – L. Hallett

Action:

- An update was provided indicating mentors now have the ability to view their school's monthly workplace inspections.

10.6 Providing completion report from previous month's workplace inspection – J. Duff

Action:

- Recommend we come back to this. As mentors now have the ability to view their school's inspections this may not be necessary. This will be kept on the agenda and a determination will be made next meeting.
- Also do not want to inadvertently create a process by which the committee is assessing the performance of each school.

10.7 Re-send first-aid protocol/process for first aid kits – L. Burden

Action:

- As the SafeSchools training platform is now active for all employees, we are now able to use the platform to send out a policy for review. There are a few things we are currently working through. Once these are complete we will be sending this policy to Emergency Response Team members and Administrator's for review.

10.8 Update re: checklist for investigation of aggression incidents – L. Burden

Action:

- A number of boards have submitted questions to the MOL in conjunction with legal counsel regarding this. No information has been provided yet. We also must identify what

we can share with this committee with respect to confidentiality. An update will be provided next meeting.

- It was clarified that this request for information was submitted directly to the MOL, not through OCSTA.

10.9 Update on MOL visit – J. Duff

Action:

- There is no update as of yet. Our commitment is once we do receive a date we will reach out to union presidents to select a representative to join us.

10.10 Update on training matrix – L. Burden/J. Duff

Action:

- Alongside OECTA a gap analysis has been completed. We will look to see how we measure against the analysis to ensure our workforce is meeting requirements.
- It was noted a number of these pieces are currently being delivered through professional development, yearly processes or through the onboarding process.

10.11 Update on SafeSchools – L. Burden

Action:

- The SafeSchools training platform has now been launched to all employees. There were a few issues surrounding active/inactive employees, our historical records and a naming gap was identified; however, these have been rectified in the system.
- The feedback has been very positive on ease of use and quality of modules. Since launched over 600 modules have been completed in the system

10.12 Update on safety plans/risk assessment clarification – B. Deery

Action:

- We want to make the safety plan as straight forward as possible. We are currently looking at different boards and their processes. A draft safety plan was shared outlining 4 main sections – triggers, warning signs, coping strategies, important things in my life.
- We are working through the process on ensuring our occasional workforce (OT's and casual EA's/ECE's) receive these documents.
- When plans are put in place there are privacy obligations that must be adhered to. When there is a plan, it is shared with those that have direct contact with the student. Sometimes additional staff need to be informed – ideally we try to keep it individualistic and maintain the privacy of the student.
- We are trying to find all the right places to make sure this information is available and staff who need it have access to it (ensuring casuals know where to look for it).
- We also need to identify how to implement this (including consideration for casuals) by identifying a good central spot to store this information. Will consider a few different ways, potentially look feedback, and then we will be in a better place to standardize.

11. Adjournment – D. Geroux adjourned the meeting at 10:20am.