



ST. CLAIR CATHOLIC  
DISTRICT SCHOOL BOARD

*Lighting the Way ~ Rejoicing in Our Journey*

## **JOINT HEALTH & SAFETY COMMITTEE MEETING**

**Friday, October 13, 2017 - 9:00 a.m.**  
**Catholic Education Centre, Boardroom**

### **MINUTES**

**Chair: Dave Geroux**

Present: James Duff, Lisa Burden, Brendan Deery, Dina Carter, Bruno D'Andrea, Dave Geroux, Chad Coene, Renee Culverwell, Anita Mallette-Snobelen, John Larsh, Liz Holmes, Gloria Knoll, Erin Moffat, Thelma McNear, Suzanne Mills, Deanna Kaufman, Brendan Deery

Guests: Gabe Lacroix, John Vlasman, Juan Morales

Regrets: Silvia Leggiero, Paul Lernout, Tony Montanino, 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:

11.8 Orientation for onsite health and safety representatives - L. Burden

Moved by Bruno D'Andrea and Suzanne Mills that the agenda be approved as printed.

#### ***5. Confirmation of Minutes – June 2, 2017***

It was questioned if the meeting minutes from the previous meeting could be provided earlier to the committee for review.

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

## **6. Review of WSIB Reportable Incidents for June, July, August & September**

Action:

- It was questioned if Adult Supervisors are notified they have the right to fill out incident reports when they are hired. It was clarified that yes, onboarding training is provided to all Adult Supervisors however we are looking into our capabilities of filling any gaps associated with the time that may have passed since onboarding training and a potential incident occurring.
- The LT/rj code indicated on the reports indicates a lost time incident that was rejected by WSIB. This particular incident was determined by WSIB to be non-occupational as it was a pre-existing health issue.
- The lost time incident in September involved a custodian dispensing disinfectant into a spray bottle. The normal procedure involves these products being dispensed from a caddy into the smaller spray bottle. In this case the custodian was dispensing from the large container directly into the spray bottle. She had the hose inside the spray bottle and instead of turning the hose off she turned it up. The water came up and sprayed her in eyes and she suffered a cornea burn. The employee admitted she was not following proper procedures, and knew that she was not supposed to be putting disinfectant from large container directly into the spray bottle. She was not wearing PPE, which was provided and present. Training on the procedure had also been provided. She is doing well and healing.
- It was questioned if PPE is located in the same designated spot across all schools. The PPE is to be located where the command centres are in all schools. This incident did have goggles at the eyewash station.

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

Action:

- A balance must be struck with respect to the privacy and confidentiality of a student and the protection and health and safety of our work colleagues when incidents of aggression occur. We are currently determining if more information on aggression can be provided, and are working to develop a checklist that can be brought to this committee. We want to work together throughout this process and therefore are looking at creating a sub-committee to identify what might best help enhance us during this process.
- When it comes to reporting, we are trying to create a one-page document or flow chart on the process of filling out reports (what to fill out and when). We are working in collaboration with all union colleagues on this.
- It was clarified that the information on the reports provided to the committee is generated from an employee filling out an accident/injury report form and any follow up conducted with the employee or the person they reported the incident to.
- S. Mills stated that CUPE is receiving direction from the national health & safety board to complete violent incident reports for acts of aggression, including near misses. It was questioned if violent incident reports can also be provided to the committee. Discussions to the information we receive can be had as it relates to the incident form as well as near misses.

## **8. Review of Incident Trend Reports**

### Action:

- Conversations have been had in order to outfit all of our schools with defibrillators and we are currently looking to see if funding/grants are available. We are working in collaboration with CLASS and moving forward to try to implement this in all of our schools.
- Mentor inspections in which a mentor walks with the site based safety rep once or twice a year while conducting the inspection are based on Ministry guidelines and are part of our terms of reference. When the Ministry met with the board the mentor inspections were discussed, and it was determined as we have a multi-site committee it was a way of connecting the central committee to the site based safety reps.
- We will look into seeing if the mentor inspections can be added into the eBase system in order to track them.

## **9. Review of Workplace Inspection Reports**

### Action:

- It was clarified that we are responsible for any equipment that belongs to our facility, even if it is being used by shared programs at a school (e.g. Best Start program at St. Peter Canisius).
- For July and August very few notes were listed on the reports. It was confirmed that maintenance staff conducted the summer inspections this year. During the summer months the inspections would be different as you are dealing with an empty school, summer cleanup etc.
- If the onsite safety reps opted not to come in to complete the summer inspections that is when we would have the maintenance staff complete the inspections. We will look into having the site reps come in during the summer for next year.

## **10. Business Arising**

### **10.1- Reporting Capabilities – L. Hallett**

#### Action:

- The Parklane reporting system cannot currently distinguish between an occasional teacher in an LTO assignment and a daily occasional teacher. We are currently looking at the Parklane software as a whole, and if there is a way we can find a better system this is something we will be turning our attention to.

## **11. New Business**

### **11.1 – UCC – Air quality update – J. Duff**

#### Action:

- On June 19<sup>th</sup> Pinchin came back to UCC and conducted data logging and spot testing. The findings we received identified there were improvements.
- There is air quality in rooms 205, 206 & 207 and the CO2 levels did not indicate a health and safety risk. The teachers in these 3 rooms have been contacted to advise them of this, however after understanding this is not a health and safety risk they felt that their air quality did not meet their comfort levels. The teachers were provided the option of operating in a different room, however they opted to stay in their current rooms. One teacher requested a tower fan and this was provided.

- From the initial Pinchin report it was recommended we do an assessment of where we might have water infiltration. We are having a 3<sup>rd</sup> party vendor come in to do an assessment of the building. There are no findings on this yet. This is the final step we have to meet in order to fulfil the 7 recommendations set out in the original Pinchin report.
- It was clarified that our facilities staff change the furnace filters and are logged in the eBase system every 3 months.

### ***11.2 – Future MOL visit – J. Duff***

Action:

- The MOL is trying to get a better understanding of school boards in terms of workplace violence and all school boards are going to be visited during the 2017-18 year, beginning October 16<sup>th</sup> through March 31, 2018.
- We have not yet been told when we are going to have our visit. To ensure the visit is effective, school boards should consult the Joint Health & Safety Committee and identify a team to participate in the meetings. We will ask union presidents for a representative to create a working group so when the MOL visits we will have good representation.
- When we find out our visit date, we will be notifying the JHSC and looking to get representatives from union presidents.

### ***11.3 – WSIB Reporting – J. Duff***

Action:

- After having discussions with WSIB, an item which we had not been doing but we will be doing moving forward is under section 52 of the occupational health and safety act, it indicates if there is someone who becomes injured from a WSIB reportable incident within 4 days we must notify the committee, union representative and site based representative. This ensures that as a group we have an understanding of when these incidents occur. We are now building this into our practices moving forward.
- Regardless of how you become injured at work, if you have lost time or sought medical attention, this is a WSIB reportable incident.
- S. Mills questioned if incidents where a person has an injury and does not seek medical attention but is disabled from performing their usual work, if the group must be notified of these incidents as well. It was clarified that the Board will meet the commitment that is set out in section 52 of the occupational health & safety act.

### ***11.4 Safety Plans – J. Duff***

Action:

- Students may have safety plans that accompany them. We need to make sure these plans are communicated and shared with the employee's working with a student who may cause harm to themselves or to others. We are building processes for providing these plans for our permanent work force, as well as processes for casual and occasional staff.
- Different strategies are being considered. The Board first shared with union presidents but also wanted to bring to the committee in order to have a shared discussion. We want to come up with a process that isn't an unnecessary burden on one group that ensures we are balancing the privacy and confidentiality of the student but also gives staff and employees the information they need to know.
- Safety plans may be generated from the behaviour team, from special education, Chris Preece's team as well as localized safety plans at the school level. We want to be able to come up with a process that makes sense. We will work together to move forward to enhance this.

### ***11.5 – Health & Safety Training Matrix – J. Duff***

Action:

- As a result of the central agreement with OECTA and OSCTA, a working group was formed to discuss health & safety issues in school boards as well as occupational health & safety training, including training for occasional teachers. They have provided a training matrix template to consider. Our new health & safety training system includes a library of approved training modules, which we can tailor to our needs.
- The Board is working in collaboration with the unions to build a sub-committee, which will localize the training matrix template for our school board.
- Occasional teachers are concerned that they are not receiving any in-service training sessions, only online modules. As we work through this process in connection with the central parties, it is expected they can share how we can begin to adopt this into our practices.

#### ***11.6 – Itinerant Staff Participation in Emergency Readiness Drills – D. Geroux***

Action:

- When schools are doing lockdown/fire drills, itinerant and casual staff are not necessarily being included in these drills. It depends on who happens to be in the building on that particular day. It was questioned if the Board can look into ensuring itinerants, casual and occasional staff are included in these drills.

#### ***11.7 – PD Day – J. Duff***

Action:

- Half of the upcoming PD day on October 27<sup>th</sup> for OECTA members is dedicated to health and safety. L. Burden shared the modules that are in place for this day.
- OECTA's mandatory health & safety obligations are not the same as CUPE's as it is expressly stated in OECTA's central terms.
- It was confirmed that December 2018 is the date we must be in full compliance with WHMIS 2015.

#### **11.8 – Orientation for Onsite Health & Safety Representatives – L. Burden**

Action:

- L. Burden conducted an orientation for the onsite health and safety representatives

**12. Adjournment** – D. Geroux adjourned the meeting at 10:56am.