



ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD

Lighting the Way ~ Rejoicing in Our Journey

JOINT HEALTH & SAFETY COMMITTEE MEETING

Friday, June 14, 2019 - 9:00 a.m.
Catholic Education Centre, Boardroom

MINUTES

Chair: Dave Geroux

Present: Lisa Burden, James Duff, Len Fera, Steven Whyte, Gloria Knoll, Mat Roop, Gabe Lacroix, Beau Cockburn, Silvia Leggiero, Dave Geroux, Mark Bernard, Paul Lernout, Tony Montanino, Liz Holmes, Dina Carter, Thelma McNear, John Larsh

Guests: Damon Srokosz, Daniel Portelance

Regrets: Brendan Deery, Ray Power, Chad Coene, Erin Moffat

Recording Secretary: Libby Perry

Interpreter(s): Lauri Doig, Kim Banks

1. Call to Order

The chair called the meeting to order at 9:06am.

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:

12.6 - Update on Scent Policy rollout – D. Geroux

12.7 – Retiring committee members and re-structuring of mentor schools – D. Geroux

12.8 – Non-board approved furniture in schools – D. Geroux

12.9 – Recap of incident at St. Pat's – D. Geroux

12.10 – Recap of power outage at St. Pat's – D. Geroux

Moved by Dina Carter and John Larsh that the agenda be approved as printed.

5. Confirmation of Minutes – April 12, 2019

Motioned by Gloria Knoll and seconded by Liz Holmes 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:

- B. Cockburn questioned if any of the incidents listed have included a risk assessment.
- J. Duff clarified that when an incident occurs, the responsibility of Principal is to follow up and review to determine possible action items. This includes an assessment of what unfolded and the corrective action to take.
- B. Cockburn stated that the question was in reference to a specific incident. A student became very frustrated due to a lack of communication, had an outburst and was physically abusive. The risk is there. In this case it was due to the lack of communication which resulted from the fact that there was no staff in that situation who could provide ASL. Is there a backup plan to prevent that from occurring again?
- J. Duff clarified that there is. We have placed emphasis on corrective action, which is outlined on the incident report. We ensure this is always filled out (on how to mitigate) an assessment of the risk in the interest of trying to make sure it does not happen again.

8. Review of Incident Trend Reports

Action:

- No discussion occurred

9. Review of Incomplete Workplace Inspection Notes for February & March

Action:

- No discussion occurred

10. Review of Workplace Inspection Reports

Action:

- No discussion occurred

11. Business Arising

11.1 Update on confidentiality at JHSC meetings – J. Duff

Action:

- There is no update at this time on the Parmar decision. Should we find ourselves in October when the onsite health & safety representatives attend the meeting, we will provide a confidentiality statement at the beginning of the meeting.

- D. Geroux questioned if this is something we may want to make a regular part of our committee meetings. We could start each meeting with a confidentiality reminder
- J. Duff agreed, however based on the outcome of the central grievance we may be required to have something more formal in place, such as a confidentiality acknowledgement that the committee signs off on.

12. New Business

12.1 eBase Online Incident Reporting Update – L. Burden

Action:

- We are in the final stages of implementing the online system. It is currently live online with 2 pilot schools, Gregory A. Hogan and St. Michael, Bright's Grove. Both schools have been asked to provide feedback in terms of the form/workflow. We have also developed training resources including 2 videos. One for employees completing the incident/accident report and one for supervisors completing their investigation and follow up to the employee report. L. Burden showed both videos to the committee.
- J. Duff continued to say that the online system also has the capability for employees to fill out a Safe Schools form, as well as serving as the notification system to the Principal that a Safe Schools form has been filled out.
- We have intentionally wanted to let other Boards who are utilizing eBase pilot the module first and we have been learning from them. We've learned how to eliminate keystrokes as well as how to make the process as efficient as possible. The system also works very well on a mobile device.
- Once pilot is over, we will roll this out before the end of the year. We will roll it out again come September.

12.2 Procedural Guidelines for Extreme Heat – L. Burden

Action:

- We began developing a procedural guideline for extreme heat. The Ministry of Labour along with the provincial working group for health and safety provided a guideline to all school boards in Ontario to develop procedures around extreme heat situations.
- L. Burden shared the guideline and resources with committee. L. Burden will send all items that have been shared with the Administrators to the committee. She also clarified that all materials are available online.

12.3 Summer Workplace Inspection Schedule – L. Burden

Action:

- As we've done in the past we will be sending out an email to our onsite representatives for each location, specifically to our 10 month employees, giving them the option to continue to complete the workplace inspections over the summer months. Once we have a summary of who will be completing and who will not be, we will work with Facility Services to develop a schedule to ensure all summer workplace inspections are completed.
- As identified in the past, summer inspections can look different than inspections throughout the normal course of the year. This summer we will be providing a specific checklist to those who are completing the inspections. Any 10 month employee who chooses to continue to complete inspections will be compensated.

12.4 Facility Services New Cleaning Product Introduced – D. Srokosz

Action:

- D. Srokosz shared a presentation on the new cleaning product. It is ES65H. It is a hydrogen peroxide disinfectant cleaner.

12.5 Power Outage Emergency Kits – G. Lacroix

Action:

- The power outage emergency kits are assembled and have been put out to every site. Instructions as well as lists of what each kit contains are inside of the kits. They are in the Staff Rooms at each location.

12.6 Update on Scent Policy Rollout – J. Duff

Action:

- J. Duff asked the committee for feedback regarding if the policy should be rolled out now or if we should wait to roll it out at the beginning of next school year.
- D. Portelance suggested a roll out now, as well as in September. It might ensure that staff are aware of what is allowed and what is not. September can serve as a reminder that the policy had previously been rolled out in June.
- B. Cockburn agreed. Establishing a timeline with staff allows us to set goals and expectations of when the Board expects staff to follow the policy. This way come September there is a clear policy on scents, for staff as well as parents.
- J. Duff agreed. We will provide the education now so that in September staff will know the policy is in effect.

12.7 – Recognizing Retiring Committee Members/Re-Structuring of Mentor Schools – D. Geroux

Action:

- Gloria Knoll is retiring at the end of this school year. OECTA has done some re-structuring and a new occasional representative will be chosen to sit on the committee for next school year. D. Geroux thanked both Gloria Knoll and Liz Holmes for their contributions to the committee. L. Holmes read a statement also thanking the committee.
- D. Geroux identified that with L. Holmes no longer being on the committee we need to re-assess our mentor school assignments.
- L. Burden to reach out to the associations in order to fill our mentor vacancies for next school year.

12.8 – Non-Board Approved Furniture in Schools – D. Geroux

Action:

- D. Carter brought forward a concern in which a light purchased at a yard sale had been brought into a classroom. The light had a bend in it and had been wrapped in electrical tape. This is a concern.
- T. Montanino outlined that situations such as these are why the procedural guidelines surrounding non-board furniture have been developed. The guideline serves as communication to Principals on what furniture should and should not be in our schools. For the above example, the guideline would outline that this lamp is unsafe and a work order should be submitted. One of our Board electricians would then follow up with the school Principal and outline why the light needs to be removed.
- L. Holmes questioned how these hazards are initially identified. T. Montanino clarified that anything brought into a school should be approved by the Principal. This is outlined in the guideline. Principals were walked through this procedure in September 2017.

- If an incident occurs where a piece of furniture breaks or there is any connectivity to an injury, then the furniture must be reassessed for its structural integrity. The supervisor has to step in and work in connectivity with facility services.
- B. Cockburn suggested potentially adding a tagging system to the work order module so you know at the end of the year if items of concern have been reviewed or not. Something to know when an item was inspected. It would also help keep track of the inventory of what was at the school, and if anything needed to be fixed.

12.9 – Recap of Incident at St. Pat’s – D. Geroux

Action:

- D. Geroux asked J. Duff to give a recap of an incident at St. Patrick’s involving a weapon.
- A student in a classroom had a verbal back and forth with the Teacher. The student made a comment to the Teacher which warranted the removal of the student from the classroom. The student went to the office. While in the office another student told the Teacher that there was potentially some type of weapon on the student. This information was immediately sent to the office. The student was already segregated from everyone else. Police were already on scene dealing with an unrelated matter and dealt with it immediately. The student had an airsoft gun in their waistband. They were arrested and taken away. The student remains on suspension.
- A lockdown was not required because we knew the location of the student and police were on the scene. Fortunately, no one was injured.
- D. Portelance shared with the committee that a meeting was held on the date of the incident where staff expressed concerns with the lack of direction at the conclusion of that meeting. Fears were also expressed, as it was not identified that the weapon was an airsoft gun, simply that it was a gun. Staff were told that the student was not to come back onto school property, but how were staff supposed to identify the student? They weren’t allowed to know the identity of the student.

12.10 – Recap of Power Outage at St. Pat’s – D. Portelance

Action:

- A power outage occurred over lunchtime. A few concerns came out of this. Primarily the phones did not work and there was no way to communicate through the school as a whole. Only staff with walkie-talkies were able to communicate which was an issue in getting information across the entire school. The emergency lighting either did not come on at all, or shut off after 15 minutes of use. Bathrooms had to be shut down which brought about a concern regarding the ability to wash hands.
- T. Montanino clarified that this was a citywide power outage. It took out the entire city of Sarnia, extending out to Petrolia and Watford. When the outage took place T. Montanino contacted T. Lozon. The Director needs to make the determination if a school will be shut down.
- All buildings have battery backup. Backup in this facility will be the staircases. Backups are tested once a month by the custodian to confirm they operate. In a facility like St. Pat’s, there are emergency kits, which have flashlights/ lanterns (enough to light up bathrooms). As far as hand washing, some automatic water sensors have battery backup and some are power. However, all of our schools have the traditional faucets and soap to wash hands.
- Emergency backups are only intended for use for approximately 30 minutes. This is why we’ve also introduced these new emergency kits.

13. Adjournment

D. Geroux adjourned the meeting at 10:35 am.