



ST. CLAIR CATHOLIC  
DISTRICT SCHOOL BOARD

*Lighting the Way ~ Rejoicing in Our Journey*

## JOINT HEALTH & SAFETY COMMITTEE MEETING

Friday, October 12, 2018 - 9:00 a.m.  
Catholic Education Centre, Boardroom

### MINUTES

**Chair: Dave Geroux**

Present: James Duff, Lisa Burden, Dave Geroux, Len Fera, Dina Carter, Chad Coene, Silvia Leggiero, Anita Mallette-Snobelen, Thelma McNear, Paul Lernout, Brendan Deery, Gloria Knoll, John Larsh, Liz Holmes, Erin Moffat, Daniel Portelance, Mark Bernard, Beau Cockburn, Lori Doig

Guests: Gabe Lacroix

Regrets: Deanna Kaufman, Ray Power, Tony Montanino

Recording Secretary: Libby Hallett

#### ***1. Call to Order***

The chair called the meeting to order at 9:08am.

#### ***2. Opening Prayer***

The committee opened the meeting with a prayer.

#### ***3. Welcome & Introductions***

The committee welcomed everyone in attendance. A. Mallette-Snobelen announced her retirement and thanked the committee for the years she has been able to participate. It was also stated that ASL interpretation would be occurring at this meeting.

#### ***4. Adoption of Agenda***

Additions to agenda:

12.9 Onsite health & safety representative training – L. Burden

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

### **5. Confirmation of Minutes – June 1, 2018**

T. McNear clarified that she should have been recorded as a regret at the June 1, 2018 meeting.

Motioned by Thelma McNear and seconded by Silvia Leggiero that the minutes be approved as presented.

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

Action:

- No discussion occurred.

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

Action:

- There have been a number of aggression incidents from St. Anne, Blenheim. The incidents are primarily with one student who is in the primary division. Changes with the student with respect to home and medications have precipitated some of the behaviours. The school, B. Deery and C. Preece's teams have been actively involved in addressing the incidents. A parent meeting has occurred and additional support has been added to the site. The behavioural plan and plan for student safety have both been reviewed and the final draft has been provided to the school. The administrator is working with the Teacher and EA ensuring both plans are being followed as well as providing education on resources and a pro-active approach.
- As the month has gone on, we have seen that the steps being taken are having a positive effect. Things are slowing down and progress is being monitored regularly.
- It was clarified that the student is not new to the school system. We have now been working with him for 2 years. When he comes back from the summer things are escalated, but as we have time and develop relationships we see positive changes happening.
- It was clarified that there is additional support for the Teacher in the classroom
- Clarification on an incident that occurred on June 18<sup>th</sup> at Holy Rosary was provided. It involved an interpersonal dispute between a Custodian and a Maintenance employee. Both employees have had the appropriate sit down with the Board and the Union, and we were able to collectively work through this matter.

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

Action:

- No discussion occurred.

### **9. Review of Incomplete Workplace Inspection Notes for April & May**

Action:

- At the time these reports were printed, the items listed remained outstanding. As part of our process, we are now following up with Facility Services with respect to work orders as well as the locations where there are incomplete inspection notes from previous months to ensure the items are being addressed appropriately, followed up and closed in the system.
- When work is assigned to the custodian, the custodian does not always understand how to close this off in the system even though the work has been completed. Any health & safety issues are taken care of right away.
- Prior to bringing these reports to the committee, we will begin to provide them first to Facility Services for review to ensure that any items listed on the reports

that have been completed are closed off properly in the system. This will ensure that the reports that are brought to the committee truly reflect outstanding items that have not been completed.

- We will work with Facility Services and send out an email to the committee following this meeting to identify if there are truly any outstanding items from the April & May inspections.

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

Action:

- A concern was identified where there were no issues listed for the August inspections but for the September inspection there were a number of items listed for each location.
- Summer inspections are completed by Facility Services. Our schools are in a different status throughout the summer with summer cleanup occurring etc. During the summer, all of the furniture is moved into the hallways. When the inspections are completed, the classrooms are empty and not set up for staff and therefore there are not many hazards.
- We will take a closer look at where there might be some discrepancies. We may have some enhancement for expectations/instructions for maintenance employees who complete inspections during the summer months.
- It was clarified that once an inspection has been submitted and is no longer in an “inspecting” state, items cannot be added/edited to the inspection. This issue has been communicated to eBase.

## ***11. Business Arising***

### ***11.1 Reporting capabilities of Parklane – L. Hallett***

Action:

- Parklane was not able to break the incident classifications further down by position. However, our new online incident reporting system has enhanced reporting capabilities. To be further discussed under item 12.4.

## ***12. New Business***

### ***12.1 MOL Visit at St. Joseph, Tilbury – L. Burden***

Action:

- In August we had an injury at St. Joseph, Tilbury. During summer cleanup, a custodian was in the course of her duties stripping the floor, slipped and fell. At that time it was not reported as a break, but after seeing a surgeon it was identified as a fracture in her wrist. As such it fits the definition of a critical injury and it was reported to the MOL. As a result of reporting it, the MOL conducted a site visit.
- We did review the process of floor stripping and have made some changes. Different equipment is going to be used to mitigate the risk of slipping on the solution as its being used. We’ve also investigated providing PPE to wear over shoes that are specifically designed for the floor stripping process. We are also investigating different cleaning solutions where stripping would not be necessary.

- The MOL was satisfied that the appropriate actions were taken and no orders were issued by the MOL
- It was clarified that when we are looking at PPE this will be provided to all locations.

### ***12.2 2018-19 Short-term Targets – J. Duff***

#### **Action:**

- The province has been looking to better understand Violence in the Workplace in the Education Sector. The MOL created a group of inspectors to meet with all school boards in the province. We had our meeting on May 17<sup>th</sup>, and its intention was to better understand the education sector and give guidance and recommendation on each school board's Workplace Violence programs. From this, the Board has set a short-term target itself for this year: enhance health & safety practices to improve awareness and reduce injuries.
- For casual/occasional staff, we must find an effective practice, standardize it and make sure it is being used appropriately at all locations.
- We are trying to find a way to provide our workforce with the information they need to know, while not inadvertently creating information overload.
- It would be helpful to understand the type of behaviour we might expect – eg. list or short form of incident reports that have been filed for that student, with a contact number or instructions on what to do in that moment

### ***12.3 Risk Assessment – J. Duff***

#### **Action:**

- A requirement for all employers is to ensure they have adequately completed a risk assessment for each location. The last risk assessment that was completed was in 2010 and it was board wide. We will be completing risk assessments at each location this year.
- We have worked in collaboration with union colleagues to prepare a draft risk assessment document. The document was shared with committee. Once the document is finalized, we will identify certain schools to pilot the risk assessment process.
- We will be completing risk assessments on an annual basis. Should something happen throughout the year that might warrant the school to review the risk assessment, it is understood that this step will be taken. A re-assessment of the risk assessment is appropriate as it may assist in highlighting other areas due to a set of events that have occurred.
- Regarding parking, it was identified that some schools are parking on property that does not belong to the school and it was questioned if this property should be included in the risk assessment. It was clarified that this space is to be included while completing the risk assessment.
- It was noted that it may be beneficial to have a member of the Joint Health & Safety Committee, or the mentor for that school be present while completing the risk assessment.

### ***12.4 WPV Incident Reporting System – L. Burden***

#### **Action:**

- All school boards received funding to create a new online incident reporting system. We have chosen eBase as our provider for this new tool.
- All staff members will be trained on how to use the new system
- It was clarified that WPV stands for Workplace Violence

### ***12.5 WHMIS 2015/Asbestos Awareness Training – L. Burden***

Action:

- Effective December 1, 2018 all implementation phases of WHMIS 2015 must be completed. As such, we are required to provide WHMIS 2015 training. The main changes include: controlled products are now called hazardous products, there are new classification rules and hazard classes, new label requirements, new hazard pictograms and a new format for safety data sheets which were formerly called material safety data sheets.
- All staff received an email that the WHMIS 2015 module has been assigned to them to complete. The completion is well under way for this module.
- As part of the PD Day on October 26<sup>th</sup>, the WHMIS 2015 module will be presented to CUPE members.

### ***12.6 Training Matrix - J. Duff***

Action:

- The training matrix document was shared with the committee
- Our intention is to take this document and start building a training plan or schedule by which we make sure we are getting information to our workforces in different modes

### ***12.7 H&S Policy and Procedure Review – L. Burden***

Action:

- Under the Occupational Health & Safety Act, our workplace is required to prepare a written Occupational Health & Safety policy and a program to implement the policy. Part of the act also stipulates we review the policy once per year
- You have been provided the policy and procedure as part of your package. We will follow up with an email to the Joint Health & Safety Committee members and will review at our next meeting.
- There have been no changes made to this document from last year
- It was clarified that an overview of the Workplace Health & Safety policy and procedure has been added to the SafeSchools system and assigned to all staff. This was intended to provide awareness as well as for staff to acknowledge they have read and understand the content.

### ***12.8 AED Unit Installation – L. Burden***

Action:

- AED units have been installed in each board location, with 2 in each secondary school and one at the CEC. Recently we sent out an email with a video link to provide information to the schools on the use of the specific unit that was installed. ERT members at each location receive CPR & AED training as part of their First Aid certification training
- The AED units are tracked through our vendor for servicing and maintenance. When anything new is required, we received an email notification based on the serial number, ensuring that maintenance is standardized across the board.

## **12.9 Training – L. Burden**

### Action:

- 3 modules and the AED procedure were presented to the committee and the onsite health & safety representatives.

**13 Adjournment** – D. Geroux adjourned the meeting at 11:44 am.