



ST. CLAIR CATHOLIC  
DISTRICT SCHOOL BOARD

*Lighting the Way ~ Rejoicing in Our Journey*

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

**Friday, December 6, 2019 - 9:00 a.m.**  
**Catholic Education Centre, Boardroom**

### **MINUTES**

**Chair: Len Fera**

Present: James Duff, Len Fera, Lisa Burden, Wayne Bechard, Chad Coene, Jennifer Morrow, Tamara Johnson, Beau Cockburn, Dan Solinas, Tara Brennan, Dina Carter, Steve DeGurse, Brendan Deery, Deanna Kaufman, Paul Lernout, Mat Roop, Steve Whyte.

Guests: Heather Carron-Doyle, Gabe Lacroix.

Regrets: John Larsh, Silvia Leggiero, Dave Geroux, Tony Montanino, Thelma McNear.

Recording Secretary: Morgan Brown

Interpreter(s): Kim Banks, Lauri Doig

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

The chair called the meeting to order at 9:01am.

#### ***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:

12.1 – 2019-20 Mentor Listing – J. Duff

Moved by Gabe Lacroix and Heather Carron-Doyle that the agenda be approved as printed.

## **5. Confirmation of Minutes – October 11, 2019**

Motioned by Jennifer Morrow and seconded by Dina Carter that the minutes be approved as presented.

## **6. Review of WSIB Reportable Incidents for October & November**

Action:

- W. Bechard asked for the room numbers/location to be a mandatory field for the on-line incident reports.

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

Action:

- D. Solinas brought up about the trend of high incident rates at particular schools; example, St. John Fisher. It was mentioned that L. Burden keeps the team up to date where incidents are higher. The ABA team works in the schools with higher incidents. In a particular case, there is a student with seizures, so working with the community and family to work through that. There has been additional supports added to those schools.
- There were questions as to why Holy Trinity has only one incident report reflected when it is a school of high behavioural issues. J. Duff spoke to making it mandatory for all employees to read the information sheet regarding the On-line Incident Reporting Tool. Further inquiry can be made as to why at particular schools there are minimal incident reports being filed. L. Burden mentioned that there are two other active incidents for Holy Trinity going through the on-line process and another being a SafeSchools report.
- H. Carron-Doyle speaks to getting extra BMS training for employees at schools where higher incidents have been occurring. B. Deery noted that all EA's have or will be receiving BMS training. There was a previous PD Day and there will be one in the near future for those that have been recently hired.
- The on-line incident reporting tool has allowed for employees to fill out incidents with greater details.
- W. Bechard notices there has been minimal Principal and Vice Principal reporting an incident report. L. Fera mentions that it is a convention that is being worked through. It will just take time.

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

Action:

- B. Cockburn inquired about receiving a reports comparison from the previous year-to-date to this year's year-to-date trend reports. J. Duff will look into an assessment for the next time we meet for our JHSC meeting. B. Deery notes that from year to year, incidents change and factors vary, therefore it being harder for a true comparison. It will be looked at and more information to share next meeting.

## **9. Review of Incomplete Workplace Inspection Notes for June, July, August, September**

Action:

- J. Duff speaks to the fact that there has been a great clean up from all parties and facilities on the incomplete items/work orders.
- T. Johnson mentions that some incomplete notes have a 'waterfall' effect and they can take time to complete. However, other incomplete notes need to be address to close out when it is being completed.

## **10. Review of Workplace Inspection Reports for October & November**

Action:

- No further discussion.

## **11. Business Arising**

### **11.1 Online Reporting Tool- eBase Accident/Incident – L. Burden**

Action:

- T. Brennan asked about efficiency and further accuracy in data, by looking into a drop down option in the on-line reporting to reflect the specific locations within a school that an incident occurs. L. Burden to follow up on providing this option in eBase.
- C. Coene asks if we should be looking at incident reports that involve Safe Schools (SSIR) reporting as well. J. Duff noted that there are bigger Provincial political questions surrounding this. We will take that back and into consideration.
- When using the Physical Intervention form and a report is to be printed for the students OSR, employees information is attached. To be followed up with and to look at the procedure and the reporting features for names to be removed. Extend question to L. Demers.

### **11.2 Short-Cut For Online Accident/Incident Reporting – J. Duff**

Action:

- J. Duff states that a mobile option to access the on-line accident/incident reporting tool is in the process and in the hands of the Tech Department. Once it is completed, we will send out further communication on how to access the mobile on-line reporting tool.

## **12. New Business**

### **12.1 2019-20 Mentor Listing – J. Duff**

Action:

- Mentors to help assist each school's site-based safety representatives.
- We are currently working on building this list. There are just a few gaps in the North and once these are worked through the list will be completed. List will be provided soon.

## **13. Adjournment**

L. Fera adjourned the meeting at 9:48am.