

ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD



JOINT HEALTH & SAFETY COMMITTEE MEETING

**Friday, February 7, 2020 - 9:00 a.m.
Catholic Education Centre, Boardroom**

MINUTES

Chair: Dave Geroux

Present: James Duff, Dave Geroux, Len Fera, Lisa Burden, Chad Coene, Jennifer Morrow, Tamara Johnson, Dan Solinas, Tara Brennan, Dina Carter, Steve DeGurse, Brendan Deery, Deanna Kaufman, Paul Lernout, Steve Whyte, Tony Montanino, Thelma McNear, Gabe Lacroix

Guests: Shannon Brown, Carol Bryden

Regrets: Heather Carron-Doyle, Beau Cockburn, Silvia Leggiero, Mat Roop, Wayne Bechard

Recording Secretary: Morgan Brown

1. Call to Order

The chair called the meeting to order at 9:02am.

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 Jennifer Morrow that the agenda be approved as printed.

5. Confirmation of Minutes – December 6, 2019

Motioned by Paul Lernout and seconded by Gabe Lacroix that the minutes be approved as presented.

6. Review of WSIB Reportable Incidents for October & November

Action:

- No discussion occurred.

7. Review of Employee Accident/Incident Reports

Action:

- D Kaufman mentions her concern with the amount of aggression incidents that still occur, even with the amount of supports that are being provided. Her concern is with colleagues in relation to their physical safety and mental health. Not sure if there is enough being done to help students and staff. B. Deery states that there is an increase of acts and aggression in the schools. There has been an increased number of supports, larger amounts of training being provided, and more ABA's and BCBA's. In regards to EA's, BMS training has been provided for them every year, even when it is only required every other year. In a particular school, second supports have been brought in. The support teams are continuing to provide support, recommendations, and following up to ensure things are progressing in a positive direction.
- J. Morrow mentioned that teachers should be trained in BMS to help in dealing with aggressive situations that arise. L. Burden speaks to the fact that schools in the past have made decisions to provide some teachers with BMS training that are directly dealing with student aggressive behaviours.
- D. Solinas states that Holy Trinity's incident reporting numbers are extremely low. There has been an increase in incident reports coming through. The principal does help advocate in making sure forms are being filled out if needed. More Safe Schools reporting has been completed. C. Coene comments on wanting access to the Safe Schools reporting numbers. He will follow up with J. Duff.
- D. Kaufman mentions that mentors should be advocating in the schools for staff members to fill out incident reports and Safe Schools forms. T. Johnson states that a Safe Schools form is more based on a student to student interaction and incident reporting involves a staff member.
- Near-miss incidents are important to report. L. Burden mentions that reporting on near-miss incidents are being reported and data is looked at to ensure that those near-miss situations do not accumulate into physical contact incident reports. T. Brennan asks if further communication can be provided on the importance to fill out forms for near-miss situations.

8. Review of Incident Trend Reports

Action:

- D. Kaufman inquired about an incident at St. Anne, Blenheim involving a student that isn't in the reports. Incident occurred January 29. B. Deery mentions that a situation arose in the classroom, Principal reacted to the incident as soon as it happened. Incident was not uncharacteristic of students behaviour, as shown in the student's OSR. Follow ups have been made with the parents, staff, student, etc. A Violent Risk Assessment was not necessary in this case. St. Anne, Blenheim's incident reports revolve around one student specifically. Extra supports have been provided.
- Going forth, the reports presented at the JH&SC meeting will cover the incident reports that occurred at the end of the month that were not included on the reports at the previous JH&SC meeting.

9. Review of Incomplete Workplace Inspection Notes for October & November

Action:

- C. Coene inquired about finding improvements to the processes in helping to complete all the incomplete inspection notes. Follow ups are being completed prior to the JH&SC meeting with staff and working towards closing the gap between incomplete inspection notes.

10. Review of Workplace Inspection Reports for December & January

Action:

- No discussion occurred.

11. Business Arising

11.1 Previous Year-To-Date Trend Reports Comparison- J. Duff

Action:

- Following up from the last meeting, discussion is that it is not an ‘apples-to-apples’ comparison. The data will not be considerably informative because there are many varying factors from school year to school year. Any JH&SC member that was not a part of the JH&SC last year and would like to view the data from last year can email James Duff and Lisa Burden. A package can be provided to those new members.

11.2 eBase – Specific Location Drop Down Option – L. Burden

Action:

- Last meeting it was requested that a drop down option be available to select specific locations within the buildings when filling out an incident report. The addition of choosing specific room numbers within each school location will be investigated as a drop down option.

11.3 eBase- Physical Intervention – L. Burden

Action:

- There has been the removal of the Physical Intervention form from eBase. It is not congruent with the Incident Reporting timelines. J. Duff mentions that there will be continuation in reviewing the policy and procedures; there has been no violations. We are reverting back to the practise we already had prior to online incident reporting.

12. Adjournment

Dave Geroux adjourned the meeting at 9:55am.