



ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD

Lighting the Way ~ Rejoicing in Our Journey

JOINT HEALTH & SAFETY COMMITTEE MEETING

Friday, October 11, 2019 - 9:00 a.m.
Catholic Education Centre, Boardroom

MINUTES

Chair: Len Fera

Present: James Duff, Len Fera, Lisa Burden, Chad Coene, Jennifer Morrow, Tamara Johnston, Beau Cockburn, Silvia Leggiero, Dan Solinas, Tara Brennan, Thelma McNear, Dina Carter, Steve DeGurse, Brendan Deery, Deanna Kaufman, Paul Lernout, Tony Montanino.

Guests: Lenora Cavacas, Gabe Lacroix.

Regrets: Dave Geroux, John Larsh, Mat Roop, Steven Whyte.

Recording Secretary: Morgan Brown

Interpreter(s): Kim Banks

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. Greetings

J. Duff welcomed everyone to the meeting and provided an outline of the JHSC structure to the Site-Based Health & Safety Reps.

- Each school could have its own JHSC. St. Clair Catholic District School Board has one large JHSC with a series of Site-Based Representatives. The terms of reference is on our School Board website. The JHSC structure has to consist of a larger number of worker representatives than management representatives.

- JHSC meets 5 times a year.
- Confidentiality Confirmation - reviewed with all committee members the expectations to treat all information as confidential.

5. Adoption of Agenda

Additions to agenda:

- 13.3 - Online Incident Reporting Tool – C. Coene
- 13.4 – Construction at Our Lady of Fatima – C. Coene

Moved by Silvia Leggiero and Gabe Lacroix that the agenda be approved as printed.

6. Confirmation of Minutes – June 14, 2019

Motioned by Thelma McNear and seconded by Dina Carter that the minutes be approved as presented.

7. Review of WSIB Reportable Incidents for June, July, August & September

Action:

- September incident reports are now displayed in a different format than previous. The information is still consistent. The data is now being generated from eBase systems.

8. Review of Employee Accident/Incident Reports

Action:

- There have been a number of aggression incidents in September from St. Anne, Blenheim. 1.5 additional EA support has been provided to the school.

9. Review of Incident Trend Reports

Action:

- There have been a number of aggression incidents in September from St. Anne, Blenheim. The incidents were primarily between two children. The school, B. Deery, and C. Preece's teams have been actively involved in addressing these incidents. To demonstrate the process, the school needs to submit a referral. Once a referral is submitted, B. Deery & C. Preece's teams come together to help support and put plans and strategies into place.
- As ECE incidents have declined, EA incidents have increased. All ECE's are given BMS training so they have a structure in place to cope and deal with particular behaviours. EA's are being asked to report all incidents that occur. Prior to this, staff members weren't reporting as often.
- There is a large number of incidents that resulted from aggression. B. Deery & C. Preece's teams always start the year by doing a follow up to see if students still need support. A large number of aggression incidents are generated from students that may be new to our school board or from students that are displaying new behaviours. The behavioural teams often get referrals for students that are new to the system.

10. Review of Incomplete Workplace Inspection Notes for April & May

Action:

- Follow up with Supervisors and the Facilities Department on the fact that we have a whole host of outstanding items.
- Note that incomplete inspection notes will never be at zero.
- When looking at the incomplete workplace inspection notes, some items are assigned to an individual that would not be responsible for the item (ex. given to a principal when the custodian would take responsibility). The incomplete workplace inspection notes need to be reviewed and reassigned properly.

11. Review of Workplace Inspection Reports

Action:

- Outside work orders, H&S team is consistently communicating with staff to remind them that they need to go back into eBase show when a workplace inspection note is completed. When opening the inspection, the outstanding notes from previous inspections are displayed.
- Inspection notes need to be completed and documented properly. Accurate and up-to-date data need to be represented, with efficient processes.
- In the June inspection, there was an air quality concern. P. Lernout will follow up with Postma Heating and Cooling on this work order.

12. Business Arising

12.1 Mentor Schedule Review – L. Burden

Action:

- We are currently in the process at looking through at assigning mentor schools to our JHSC. We are reassessing all the numbers and should have the numbers out shortly.

13. New Business

13.1 Critical Injury Report – L. Burden

Action:

- There was a critical injury at Gregory A. Hogan of an ECE. Employee is doing well and on the road to recovery, with a Return to Work planned. D. Carter and L. Burden observed the site. There was an investigation completed. In the FDK classroom, the ECE was assisting a student. A garbage pail was located directly behind the employee. The garbage pail was knocked over, when the employee turned around after assisting the student, they tripped and fell on their knee.
- Note to change the report from an EA to an ECE.

13.2. Site-Based Safety Rep Orientation to Duties – L. Burden

Action:

- Occupational Health & Safety Act & Regulations were presented to the committee and the Site-Based Health & Safety Representatives.

13.3 Online incident reporting tool – C. Coene

Action:

- A reminder to all the Site-Based H&S representatives to help in communicating the online incident reporting tool through eBase to their school staff, as paper copies are no longer being accepted. An accident/incident can be reported through eBase. We have moved to an online system to help report incidents properly and efficiently. A Near-Miss incident will still need to be documented through the online portal, eBase. This ensures that incidents are being tracked, even if there was no contact made.
- L. Burden to follow up on furthering communication to all employees on how to report accidents/incidents through eBase. Our goal is to get all employees comfortable with completing the eBase online reporting tool.
- Along with using the online reporting tool, employees need to continue to report their accident/incident to their supervisor. Once an employee completes the incident report, the supervisor will get an email to fill out their section. Once this section is complete, the employee will get a notification that all sections are complete.
- L. Burden to provide accident/incident examples in future workshops and further training to help guide employees on what to do when filing out an incident report. Need to clarify the email notification process, for example when employees receive notifications in the incident reporting process. J. Duff to follow up with Union Representatives on providing feedback out to staff.
- To make it as seamless as possible, we are looking to draw functionality and have the incident reporting tool available on phones and for quick access.
- There was a question with respect to completing Physical Intervention forms L. Burden will have to touch base with B. Deery about physical intervention process as a whole. J. Duff – notes that there is already a policy and procedure in place and this process does not change the information.

13.4 Construction at Our Lady of Fatima – C. Coene

Action:

- Construction company seems to get too close to students during their play time. T. Montanino to address this concern.

14. Adjournment

L. Fera adjourned the meeting at 11:10 am.