

ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD



JOINT HEALTH & SAFETY COMMITTEE MEETING

Friday, December 4, 2020 - 9:00 a.m.

**Virtual – Google Meet (some in
attendance at CEC)**

MINUTES

Chair: Dave Geroux

Present: James Duff, Dave Geroux, Len Fera, Lisa Burden, Chad Coene, Jennifer Morrow, Dan Solinas, Dina Carter, Steve DeGurse, Tony Montanino, Thelma McNear, Heather Carron-Doyle, Beau Cockburn, Silvia Leggiero, Mat Roop, Wayne Bechard, Daniel Portelance, Gabe Lacroix, Colleen Cogghe

Guests: Gabe Lacroix

Regrets: Paul Lernout, Deanna Kaufman, Tamara Johnson

Interpreters: Lauri Doig, Christie Reaume

Recording Secretary: Melissa Steele

1. Call to Order

The chair called the meeting to order at 9:05am.

2. Opening Prayer

The committee opened the meeting with a prayer.

3. Welcome

The committee welcomed everyone in attendance.

4. Adoption of Agenda

Add 12.5 Covid Notifications to JHSC (C.Coene)

Moved by all committee members that the agenda be approved with addition.

5. Confirmation of Minutes – October 9, 2020

Motioned by all committee members that the minutes be approved as presented.

6. Review of WSIB Reportable Incidents for October & November

Action:

- Suggested heading & # of pages be referenced when talking about reports so everyone knows what report they are looking at. No additional discussion occurred.

7. Review of Employee Accident/Incident Reports for October & November

Action:

- J. Morrow updated that there have been supports put into place with specific schools & students and incidents have decreased significantly since changes.
- Discussion on who selects “type of incident” and if they are adjusted by HRS
- Violent Incidents- not a separate form for violent incidents, use same online platform for all incidents. Aggression & violent incidents are interchangeable
- Discussion on making sure incidents are coded correctly as “struck by” or “aggression”. HRS will pay particular attention to making sure that they are coded correctly.
- Incidents at SAB- one particular student that they are trying to work with (wants to spend a lot of time outside & gets aggressive if not allowed). Lots of support in place to correct and try to keep from mixing cohorts with him wanting to be outside.
- Discussion on whether we take students cognitive abilities into account when classifying students as aggressive/violent? Violence is violence but appreciate not labelling students. Everyone is in high stress situations and they are trying to recognize the different states when dealing with students.

8. Review of Incident Trend Reports for 2020-2021

Action:

- Holy Trinity & St. Ursula not on graphs, normally have high # of incidents. Some students are remote learners right now which helps but they have also made changes with not mixing cohorts and being able to keep specific students apart.

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

Action:

- “Not completed” inspection notes- questions about completion status of these items.
- Mold at SAM- small leaks and that is what they selected in drop down menu when putting inspection notes in. Roof issues being worked on.
- July outstanding item- slip/trip hazard still not complete. Request for committee to get an email in 1 week on incomplete inspections. Discussion on how specific items can’t be addressed within the week but we will look at certain items that can be taken care of/addressed. Provide committee update on specific July matter. Discussion on why items are showing as outstanding if people are saying they are done. Depends on timing of reports being run and completions being entered. Reviewed monthly for outstanding items. Discussed how it is live document- things are changing all the time. Committee needs to have updated info, going to tighten process on what document looks like before it gets to committee. Going to pull them up on screen next meeting and read comments on inspection notes.

10. Review of Workplace Inspection Reports for October & November

Action:

- Discussion on “Not Actionable”- Lisa Burden checked notes and will advise administrator to put additional information in notes section.
- Discussion on looking at another category that is better than “not actionable”- advised there are other options- resolved, not actionable (not H&S matter). Need to include better notes with comments and selecting drop down appropriately.

- Discussion on reports being done week before. Should we move meetings to 2nd Friday of month not 1st. Future dates will be reviewed and take into consideration for meetings being booked going forward. Look at changing February meeting to 2nd week if possible.
- Discussion on Covid information being shared- Information is currently shared as it happens as well as updates on protocol as they occur. Request for providing cumulative summary being taken into consideration.

(10 minute break at 10:35am)

11. Business Arising

11.1 Workplace Inspections (J.Duff/L.Burden)

Action:

- L.Burden presented Covid 19 checklist that they are hoping to include in December inspections
- Can “PPE storage outside isolation room” be added to checklist?
- What should be in isolation room? Lisa Burden will look into this and let committee/schools know.

11.2 PPE Sizes (L.Burden)

Action:

- Follow up from last meeting, some PPE is available in different sizes- gowns & gloves. What is sent to schools is what has been requested. We can potentially order specific sizes of some items if required but need to let Procurement know.

11.3 Electrostatic Sprayers (J.Duff/T.Montanino)

Action:

- Update from last meeting’s concerns- took concerns back to Charlotte Products and Chief Operating Officer gave clarity that it should not be used in sprayers unless PPE is being utilized. Item is now permissible to be used. Tony M has put together procedure on when to use, how to use & will submit all to committee for feedback. Will make sure principal is aware and can inform staff before spraying is completed. Rebranding of procedure and will send to committee for input before being sent out to staff. Will also send info on what schools were sprayed previously and this info will be sent out to committee.
- Discussion on communicating to schools when spraying is going to happen and how this will be done. Will need to make sure any staff (including itinerants) that may be entering the building are aware. Communication will be sent out prior but if staff doesn’t get email, they should be wearing PPE if they are in building. Custodians will need to make sure building is clear before they begin though- maybe announcement or something. Consider putting sign on front door where employees will be entering if they come after hours. Should we consider de-activating fobs for those schools for specific hours? Will figure out how they will communicate this.
- Rebranding is very important so staff understand that this is the best way to clean. Very targeted for specific reasons- not day in, day out. There will be communication sent out before anything is done.

12 New Business

12.1 MOL Field Visit (J.Duff/L.Burden)

Action:

- Visit at St. Matthew- 2 students cross border to see other parent. Normally mandatory isolation upon return but Government made list of exemptions and one of them is when

dependent is visiting a parent. MOL directed the Board to enhance precautions surrounding these children. Board met with local medical officers of health and they disagreed that they were high risk. Info was shared with MOL and inspector met with his manager and they came back that our existing H&S protocols in place addressed the matter as students were not deemed to be higher risk. OECTA considers the risk of the 2 students a H&S issue.

- Upon inspector's return, he did full audit at St. Matthews and reviewed protocols & procedures as well as walk around. Report indicated positive feedback on all except unmasked primary students. Inspector observed 2-3 classrooms where there were employees engaging with unmasked students closer than 2 metres and this requires enhanced protocol (mask & eye protection) by employees. Audit resulted in order. The Board discussed this matter with public health. Our PPE protocol is aligned with Government regulations of "strongly recommended if less than 2 metres, wear eye protection". Local medical officers of health deem our PPE appropriate and disagree with MOL that additional steps are required. If our PPE is not appropriate, then this is technically a provincial issue- not just SCCDSB. We need to comply with order even if we are appealing. Either extension provided to comply with order by end of day or conversations will continue and interim measure put in place that employees would have to wear eye protection in addition to surgical mask communicated today in place for Monday until we get additional information on status.
- Order needs to be applied across Board, not just St. Matthew. PPE protocol applies to entire board, not specific schools.
- If Board appeals, the committee will be notified.
- If order is not complied with, OECTA Secondary may consider work refusals.
- The committee will be notified if we got extension or interim compliance until decision is made. Staff will be advised if compliance is required.
- Deployment of PPE to appropriate staff that will require additional PPE (unmasked situation when less than 2 metres). All staff will get email if required for Monday.
- Not just primary student issue. Secondary students take masks off to eat/drink and not enough space to be more than 2 metres. All staff may require additional PPE. Not applicable if passing by student, only if working directly with students closer than 2 metres for extended period of time.

12.2 Critical Injury Follow Up (L.Burden)

Action:

- MOL matter at SHPL
- L.Burden reported on situation and follow up
- Table taken out of service, cord did have small slice and employee had put electrical tape on it and didn't report a few weeks prior
- Board electricians tested & checked all outlets and will be replacing that one as precaution

12.3 HVAC assessments completed by Chorley & Bisset (J.Duff/T.Montanino)

Action:

- J.Duff spoke briefly on this. Final reports received. Reports & information will be shared with committee for review. If questions, please write to James or Tony.

12.4 Wipes (W. Bechard)

Action:

- Looking for follow up if wipes can be used by students.
- Cleaning procedure says wipes are not to be used by students. Some students were using wipes. After last meeting, principals were advised students are not to be using wipes, only staff.
- SDS sheets are all available online. Lisa Burden will send out to group for quick reference.

12.5 Covid Notifications to JHSC (C.Coene)

Action:

- Relates to 3 cases at St.Pat's. Hearing in community that there was 4th case in virtual school.
- Regular processes in place to alert committee. Confirmed 4th case was virtual. Possible privacy pieces associated with situation and looking into. Steps missed since it was virtual and will be consider moving forward.

13. Adjournment

Dave Geroux adjourned the meeting at 12:26pm.