

JOINT HEALTH & SAFETY COMMITTEE MEETING



St. Clair Catholic
District School Board



Date: April 8, 2022 – 9:00 A.M.
Via: Ursuline Room, CEC

Dave Ostropolec, Dina Carter, Dave Geroux, Thelma McNear, Beau Cockburn, Silvia Leggiero, Daniel Portelance, Brian Breault, Dan Solinas, Chad Coene, Wayne Bechard, James Duff, Tony Montanino, Mat Roop, Steve DeGurse, Jen Morrow, Colleen Cogghe, Tamara Johnson

Chair: Dave Geroux

Guests: Damon Srokosz
Jeremy Zimmer

Regrets: Paul Lernout
Lisa Burden

Interpreters: Lori Doig

Recording Secretary: Libby Perry

1. Call to Order

The chair called the meeting to order at 9:04am.

2. Opening Prayer

The committee opened the meeting with a prayer.

3. Welcome

The committee welcomed everyone in attendance.

4. Adoption of Agenda

12.2 – C. Coene – Central dispute resolution results

12.3 – W. Bechard – School absences and reporting COVID cases

Agenda approved with additions.

5. Confirmation of Minutes – February 11, 2022

Approved by B. Cockburn and S. Leggiero

6. Review of WSIB Reportable Incidents for February & March

Action:

- C. Coene noticed a possible discrepancy between the WSIB reportable incidents on the reports provided and the notices the committee receives from HR when there is a reportable incident
- HR to conduct a review and reconcile notices with reportable incidents provided on the reporting

- S. DeGurse noticed that whenever a Principal has an incident report, the Supervisor's Report is automatically assigned to the Principal. As they should not be completing the Supervisor's Report for their own incidents, the Supervisor's stage for Principal incident reports should be assigned to Lisa Burden

7. Review of Employee Accident/Incident Reports for February & March

Action:

- There were 92 aggression incident reports from 14 schools
 - St. Angela Merici had 30 incidents resulting from 7 students. 1 of these students is from the ATC and he had 6 incidents. 3 additional reports resulted from the same incident involving 3 staff members
 - St. Matthew had 23 incident reports resulting from 5 students
 - St. John Fisher had 16 incident reports resulting from 3 students
 - Holy Family had 6 incident reports resulting from 1 student
- W. Bechard questioned if the 16 incidents at St. John Fisher were predominantly from 1 student
- J. Morrow clarified that the 16 incidents involved 3 students
 - 1 student the committee has discussed before had 8 incidents. The Wellbeing Team is involved. Her 8 incidents occurred prior to February 17, 2022. Since then, things have been put in place and have seemed to settle her
 - Another student had 6 incident reports. The committee has discussed him over the last couple of years; there are a number of challenges involved
 - The remaining 2 incident reports were from a new student the committee has not heard from yet
- It was confirmed that the autism classroom incidents are always reported under the school the classroom is in, in this case St. Angela Merici
- W. Bechard questioned what changes have been implemented since February at St. Angela Merici
 - J. Morrow clarified that 1 student with a high number of incidents has moved to the transition room at St. Ursula and another student has been referred to the day treatment program at John McGibbon school

- The Collaborative support team is also doing a pilot program at St. Angela Merici to embed social/emotional learning into daily practice
- The ABA team is working with a few additional students with significant behaviour challenges using practical functional assessments for skills-based treatment
- It was confirmed that if a student moves to one of the transition classrooms and has an incident, this would be reported at the school where the transition classroom is. The OSR is transferred so the student is technically registered at that school when they are in the transition classroom

8. Review of Incident Trend Reports for 2021-2022

Action:

- W. Bechard questioned if there should be more incidents being reported from St. Ursula as the transition classroom is located there
- J. Morrow confirmed that 3 of the more challenging students are not physically there. One is doing virtual learning, one is in day treatment and the third is in a treatment program in London
- St. Matthew is showing high numbers on the bar graph, but only 2 students are in the transition room. One student is young, nonverbal and has autism. He had 12 incidents and is escalating. The ABA team are doing functional assessments for skills-based treatment as of last week
- Currently there is not an autism classroom in Sarnia as we have not had a treatment partner. There is an autism pilot program, but it doesn't run the same way. This classroom is an opportunity for community partners to provide intensive behavior intervention (IBI) within a classroom setting. This is at St. Anne, Sarnia but we only have 3 students utilizing this classroom

9. Review of Incomplete Workplace Inspection Notes – Cumulative

Action:

- It was confirmed that the fence at St. Ursula has been fixed

10. Review of Workplace Inspection Reports for February & March

Action:

- An update on the February inspection at Sacred Heart, Sarnia and the March inspection at St. John Fisher was given

11. Business Arising

11.1 FOB Update – T. Montanino

Action:

- The concern regarding FOBs and if they will still work during a network outage was discussed
- Schools have a local controller at each facility that connect to the main controller. If the network went down at an individual site, the main controller has a list of all the FOB numbers that have access to that site. It also holds memory for these FOB numbers
- There is an additional battery backup that will hold this memory for 2-4 hours
- In a worst-case scenario, if we lose power at 1am the system goes to battery backup. If the power doesn't come back on after 4 hours, the battery backup loses power. At this point, you can't enter the school because your FOB wouldn't work
- If this were to happen, custodians arrive at school (even before childcare). They wouldn't be able to enter the school and would call maintenance right away. Maintenance would dispatch staff to get a key from one of the computerized lock boxes. The key would grant access to the school. There would potentially be an hour of no entry at most

11.2 – SBCI Data by employee group – J. Duff

Action:

- At the last meeting there was an inquiry as to whether the SBCI data could be broken down by employee groups. Upon review, the data cannot be broken down to the depth the committee was looking for

- Last year we had 13 reportable incidents. The data breaks these down by categories (3 - ergonomics, 6 - slips, trips and falls, 2 - struck by/against and 2 - aggression) but it does not further break these categories down by position
- Upon our own review of the 13 reportable incidents, 2 were secondary teacher's, 3 were EA's, 3 were custodian's and 5 were other positions (board office staff, Principal's, CYW's, Social Workers etc.)
- B. Cockburn questioned if this data was available to everyone. It is not as it contains personal data, discloses medical information, and has dollars associated

12. New Business

12.1 – Increase in HEPA units – T. Montanino

Action:

- In September 2020 the Board reviewed and assessed all schools with a mechanical consultant. A review of air distribution, current mechanical systems and the filtration rate of each school was completed. This review generated a report for each school. Based on the findings of these reports, the Board will replace the current MERV (Minimum Efficiency Reporting Value) 8 filters with MERV 11 and 13 filters in all mechanical equipment
 - All our equipment can be upgraded to a MERV 13 filter except for heat pumps. St. Patrick's has heat pumps, so these have a MERV 11 filter
 - If there isn't a proper mechanical system at a school (for example St. Michael, Bright's Grove is classified as an exhaust school as it relies on the pulling of air), portable AC and HEPA units were installed
- On February 22, 2022 the MOL issued memo B.06 which instructed school boards to put an extra HEPA unit in each location that does not have a MERV 13 filter. The MOL has provided the Board with additional HEPA units to support SCCDSB's transition to MERV 13 filters in all HVAC systems. These HEPA units will be placed in all teaching spaces until the transition occurs. The schools receiving the HEPA units are: Gregory A. Hogan, Holy Rosary, Holy Trinity, Sacred Heart - Sarnia, St. Anne - Sarnia, St. Joseph - Corunna, St. Matthew, St. Philip, St. Patrick's and UCC

- We are currently having issues securing MERV 13 filters as this memo was put out to 72 school boards. We have asked the MOL to provide us with 232 MERV 13 filters and the goal is to have all filters up to MERV 13 by the start of next school year
- D. Solinas questioned the maintenance of the portable HEPA units. Currently, all filter changes on HEPA units have been assigned to mechanical contractors. Every month a mechanical contractor checks the filter and the unit to ensure it is operating correctly
- C. Coene questioned what happens to the portable HEPA units when we are up to MERV 13 board wide. The Board's intent is to start to reduce the HEPA units in classrooms as they do disturb the teaching environment
- B. Cockburn questioned how will staff know when the mechanical contractor has been in and inspected the HEPA units as there are no notes/documentation provided. This is tracked through work orders in eBase. When invoicing is returned, the Board is provided with a detailed summary of the work that took place. The contractors also write the date on the filter when it is replaced. They don't necessarily change the filter each month, but it is checked each month. The longest duration a filter will remain in a unit is 3 months
- W. Bechard questioned if the site-based safety reps are responsible for looking at the HEPA units when they complete their monthly inspections. One rep saw black dust coming out of a unit.
 - These units utilized charcoal filtration as an extra layer of protection to remove odors. When we heard about the black dust coming from these units, they were removed from schools
- B. Cockburn questioned if there is any way we can provide this information to the teachers so they know the inspections have taken place. T. Montanino confirmed there has been communication through Todd Lozon re: the additional HEPA units. Principals were also provided this information at the Administrator's meeting. C. Cogge confirmed a memo was sent out and she passed it along to her staff
- D. Solinas shared a concern re: HEPA units being hazards in the classroom. Students are also rough with the units, kicking balls at them etc. The order for MERV 13 filters has been placed. Once the supply chain catches up (typically, orders are 3-4 months behind) the filters will be replaced and the units will be removed. If a portable unit becomes damaged or stops functioning, we have surplus and can replace it.
- J. Zimmer questioned classroom expectations re: the portable units. There has been no communication. They appeared after March break with a manual and a key. Teachers don't know what their responsibility is as to keeping an eye on it. It would be helpful to send something out to teaching staff. T. Montanino to put something together re: what

to do with the manual/key, if the units should/shouldn't be shut off, best practices etc. and send it out.

- Our Board will continue to invest money mechanically. Every year 30% of our renewal funding goes toward mechanical upgrades
- C. Coene asked if the memo being sent to teaching staff could include that units are to be left on 24/7 and if there is a particular unit taking abuse to reach out to the site-based safety rep and let them know.
- D. Solinas questioned that as there are surplus units, if a classroom has a particularly loud unit if they can request for it to be replaced. The challenge is these units are loud for a reason. They are sized for a classroom of 1200 sq ft and occupant load.
- W. Bechard questioned why the heat pumps at St. Patrick's couldn't take the MERV 13 filter when the heat pumps at St. Angela Merici could. The heat pumps at St. Angela Merici have a 2-inch wide filter gap which allowed for the MERV 13 to be installed right away. The heat pumps at St. Patrick's have a 1-inch wide filter gap.

12.2 – Result of Central Dispute Resolution – C. Coene

Action:

- Arbitrator Hayes upheld the grievance supporting OECTA that members of the Joint Health & Safety Committee are individually and collectively entitled to discretionary access to documents on the online reporting tool subject to appropriate redaction
 - JHSC members don't currently have access to this reporting because when employee first enters the report it contains personal and student information
- The reports that members of the JHSC will have access to are workplace violence risk assessments, employee's report of a workplace violence incident, supervisor's report of a workplace violent incident and supervisor's accident investigation reports
- This award is immediately binding on all school boards and local units. As part of the CDR process all local units and school boards are to receive a copy of the award within 5 days of release of the decision (which is this coming Monday)
- OECTA has reached out to OSCTA to begin the process of getting all school boards up and running on this

12.3 – School Absences & Reporting COVID Cases – W. Bechard

Action:

- The main concern is school closures due to COVID outbreaks

- J. Duff has confirmed that staff absences have been trending upward over past weeks and that this will be an item for discussion at Executive Council. J. Duff to discuss with Executive Council and public health partners and provide the committee an update.
- C. Coene confirmed that one of the reasons this is gaining traction is because the largest Catholic school board went in this direction. Their trustees approved a motion stating they are expecting staff and families to declare when they have positive rapid or PCR test so they can report locally and system wide. They acknowledge this is not a provincial requirement, just something they are doing
- B. Cockburn questioned if our Board will implement something for the protection of our community even though the government no longer requires us to conduct reporting
- T. Johnson voiced a concern with the Board adopting self-reporting by staff and students re: it's accuracy. The information would not be from a regulatory body and public health has not asked us to put out this information. As a board we need to ensure we don't overstep the Ministry or public health and trust that our senior administration will have a plan in place should/when cases rise
- B. Cockburn stated that the government has not said there is anything we cannot do. It can be upon the Board to take the initiative and do something. J. Duff to take this back to Executive Council
- S. DeGurse questioned how supply coverage is being entered in SFE. If staff share they have tested positive you can assume you will need coverage for 5 days. If they do not tell you, you are securing coverage one day at a time and it can be unclear
- This will be an agenda item at our next meeting

13. Adjournment

D. Geroux adjourned the meeting at 10:54am.

John Van Heck

Chair of the Board

Scott Johnson

Director of Education & Secretary