

# JOINT HEALTH & SAFETY COMMITTEE MEETING



St. Clair Catholic  
District School Board



**Date:** February 11, 2022 – 9:00 A.M.  
**Via:** Google Meet

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

**Chair:** Dave Geroux

**Guests:** Gabe Lacroix  
Jeremy Zimmer

**Regrets:** Paul Lernout  
Len Fera  
Chad Coene  
Wayne Bechard

**Interpreters:** Lori Doig  
Kim Banks

**Recording Secretary:** Libby Perry

## **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**

The committee welcomed everyone in attendance.

## **4. Adoption of Agenda**

11.2 Fob Update – B. Cockburn

12.7 Update on PPE Protocol – J. Duff

12.8 Balaclava/Gators – J. Zimmer

Motioned by all committee members that the agenda be approved with the addition of items 11.2, 12.7 and 12.8.

## **5. Confirmation of Minutes – December 10, 2021**

Approved by Silvia Leggiero and Dina Carter.

## **6. Review of WSIB Reportable Incidents for December & January**

Action:

- No discussion occurred.

## 7. Review of Employee Accident/Incident Reports for December & January

### Action:

- There were 48 incidents involving 25 students at 11 schools. 16 incidents were single incidents (1 incident for 1 student, only 2 of which had prior incidents). 14 of these involved students we don't typically see any reports on – very out of character for them.
- 4 schools had a higher number of incidents:
  - St. John Fisher had 14 incidents resulting from 2 students.
    - The student we commented on a lot last year had 2 of these incidents; 12 incidents were from another student who is facing significant challenges which are currently being addressed
  - St. Angela Merici had 10 incidents resulting from 4 students
  - Georges P. Vanier had 7 incidents resulting from 4 students
  - St. Matthew had 7 incidents resulting from 5 students
- D. Solinas requested more information on St. John Fisher. When reading the report, it is alarming that on the same day (December 14) there are 3 reportable incidents involving the same student. At what point is the Principal stepping in and sending the student home for the safety of staff and students
- J. Morrow stated that this is very confidential; it is a very sensitive situation. Chris Preece and the ABA team and CYW's are heavily involved. When there is an incident involving 1 student, multiple staff can be involved. Chris Preece is going to the school weekly to support this student. There are many pieces in place to prevent this from happening.
- B. Cockburn stated that there seems to be a fair amount of biting going on and questioned if EAs have any gear/PPE that they can wear so they are not subjected to biting
- J. Morrow confirmed that the EAs at St. John Fisher do have Kevlar sleeves to wear
- D. Geroux confirmed that any EA has access to this PPE if required. They are available Board wide and EAs can reach out at any time.
- D. Solinas questioned the Spec Ed. Bus. There typically aren't any issues here, but there are a few in the past months. Looking for any information that can be provided (e.g. requirements to be on this bus). EAs do not feel safe, they feel too many students are on the bus and don't understand why some students are on this bus.

- J. Morrow clarified that permission to ride the Spec Ed. bus is given through the Special Education consultants. Students do not always have to have a physical disability or be on the autism spectrum. Some students with behaviours due to sensory needs are on this bus. She has been speaking with EAs on this bus and there has been follow up with Principal at St. Matthew.

## 8. Review of Incident Trend Reports for 2021-2022

Action:

- No discussion occurred.

## 9. Review of Incomplete Workplace Inspection Notes – Cumulative

Action:

- T. Montanino stated Facilities is in the process of developing this reporting. It is a large list as it incorporates every Health & Safety work order/item that is raised through the inspection process. He wanted to present this information to the committee so they can see what work orders are incomplete (that are long standing), what work orders are current/still open and what work orders are totally complete.
- One report outlines outstanding inspection notes from September – November (as we are reviewing December & January for the first time at this meeting). A “status” column has been included to provide a status update of each item.
  - For St. Angela Merici, Norlon was at the school on the PD day. We are currently waiting for a report from Norlon and the architect to determine how and why water is getting into the window and draining into the building.
- The next report outlines all assigned work orders. Items have been colour coded. Purple indicates an internal process that it is a school action item. The “status” column will indicate exactly where things currently stand.
- T. Montanino asked the committee for input to better this process. S. Leggiero suggested a complete colour coding system (vs. separate tabs) to indicate the status of each item (e.g. green if complete, yellow if in-process etc). T. Montanino agreed and stated this will be updated for the next meeting.

- L. Burden clarified that the reporting the committee usually sees is a little different. We will see outstanding inspection notes/work orders in one report while outstanding inspection notes from the 2 current months (in this case, December & January) are in the monthly workplace inspections that we review. For the sake of this meeting, and to show the big picture, they have been included in the December/January tab. We also do not typically provide closed work orders, however we wanted to give a clear and full picture of the work that Facilities has been doing.

## 10. Review of Workplace Inspection Reports for December & January

### Action:

- J. Zimmer expressed concerns re: roof issues at UCC. There are 2 sections that leak consistently, and notes have been put in in every monthly inspection to cross reference the roof report. Ceiling tiles must be changed constantly.
- T. Montanino confirmed that a lot of roof testing has been completed and the entire roof has been scanned. Through scanning they have been able to confirm that there is no infiltration through the roof, therefore the water is coming in through the panel or the windows. We are now at the building envelope stage. To open up the windows, we need to use a hose to flood the area to see where water is coming in. We cannot do this with the colder temperatures in January. Infiltration could also be coming in through the wall assembly (where something has not properly been lapped), so the wall must be opened up now to see. As it is happening in several locations it seems to be something inherently wrong with the manufacturing of the windows that is causing water to be leaking inside when it should be draining outside.
- Chris Palmer is the building envelope consultant. T. Montanino will obtain a report and he and Chris will touch base with J. Zimmer.

## 11. Business Arising

### 11.1 Incomplete Inspection Notes – D. Geroux

Action:

- D. Geroux confirmed that T. Montanino has already addressed this issue under item 9.

## 11.2 – Fob Update – B. Cockburn

Action:

- T. Montanino had previously referenced the Board's goal to have more FOB access for schools without keys. B. Cockburn wanted to confirm that schools will have the appropriate power backup and network to access FOBs. At UCC, the network will often go down and may have an impact on the FOBs. B. Cockburn asked the committee for input on how to combat this moving forward.
- T. Montanino confirmed implementation has been completed at UCC and the Board has put together a communication. What remains outstanding is determining who should have an exterior key. Facilities is working with Executive Council to determine this, as well as identifying how this process will be documented. There are 3 physical keys for the entire system that are housed at the CEC, St. Michael's – Bright's Grove and UCC. The keys are in a log system which is trackable and audited. At the next meeting, Facilities will be in a better position to outline all the pieces of this process. T. Montanino to provide an update at the next meeting.
- T. Montanino also confirmed that the fire department now has a FOB. This FOB is only active at certain times, and it is registered only to them.

## 12. New Business

### 12.1 – Rapid Antigen Tests - J. Duff

Action:

- The Board is being shipped RATs every 2 weeks from the MOL. We are developing a process and wanted to share the draft rollout plan with the committee. Boxes are contained in kits of 5 tests. The current understanding is that the RATs are for: unvaccinated staff, staff/students who have returned from being ill or if a staff member/ must unexpectedly leave school and would require a kit.

- The Board is providing kits to schools so staff/students can request one from the main office. We will no longer be de-kitting the kits into packs of 2 tests due to the plentiful amount we have received in the past 2 shipments.
- This information is being shared with Principals on Tuesday. We are then drafting communication to all staff (including casual/occasional) that they have access to request these kits. For students, we are not expecting Principals/teachers/educators to proactively provide kits. Parents will be notified that kits are available and their child may request a kit (if needed).
- D. Geroux questioned when a staff member is to request a kit if they must unexpectedly leave school. Our interest is in having the staff member test prior to their return, so they would request and pick up a kit when they are leaving
- C. Cogghe suggested that if a student must go to isolation room during the day, when the phone call is made home, the conversation can be had if the parents would like a RAT test sent home
- J. Duff confirmed that we are not doing any testing onsite.

## **12.2 – Annual Workplace Health & Safety Policy Review – J. Duff**

### Action:

- This is a standard piece the committee reviews every year to determine if there are any comments/suggestions. This is a policy that can be seen across all school boards as it relates to an Occupational Health & Safety requirement for an organization to have a policy on workplace health & safety. J. Duff read the policy to the committee. There were no suggestions made by the committee.

## **12.3 – SBCI Annual Health & Safety/WSIB Report – L. Burden**

### Action:

- Each year SBCI provides our Board with an annual report on health & safety WSIB performance based on our incidents (specifically, our reportable incidents which require health care/lost time). L. Burden wanted to provide this information as it relates to our

performance against other school boards around same size/demographic of SCCDSB as well as the provincial average.

- For 5 consecutive years, our total reportable incident frequency compared to peers and the provincial average has been down. From last year, SCCDSB is down 46% compared to 19% provincially. When looking specifically at lost time, SCCDSB is down 77% against last year and 11% provincially.
- For 5 consecutive years, SCCDSB has been below our peer group and the provincial average for lost time frequency (lost time frequency is the % of the total number of reportable incidents that are lost time).
  - 2016/2017 - 48%, 2017/2018 - 36%, 2018/2019 - 36%, 2019/2020 - 54%, 2020/2021 - 23%.
- 4 out of the last 5 years SCCDSB has been below the peer group with for total number of incidents and for 5 consecutive years we've been below the provincial average (total number of incidents is a number of incidents per 100 staff).
  - 2016/2017 - 3 incidents per 100 staff, 2017/2018 - 3 incidents per 100 staff, 2018/2019- 3 incidents per 100 staff, 2019/2020 - 2 incidents per 100 staff, 2020/2021- 1.5 incidents per 100 staff.
- B. Cockburn questioned if there are any comparisons re: incidents regarding the role of staff (e.g. does SBCI compare EAs in our board to EAs in other boards) or if all roles of staff are lumped into one category. It would be interesting to see if there are higher numbers of incidents with EAs in our board vs other boards
- L. Burden confirmed that the statistics she shared are as a whole but there are several breakdowns for employee groups. L. Burden will review the data and provide an update.

## 12.4 – First Aid Training Update – J. Duff

### Action:

- 56 ERT members were First Aid trained throughout November/December. There was continued interest following the winter break so 5 additional dates were added (3 in north and 2 in south) in February and March. 28 ERT members are currently registered to attend these sessions. Some ERT members remain outstanding so we will determine if they have interest in putting forth any additional dates. If not, we will find a reasonable way to spread out the training during the workday to have them trained.



## 12.5 – BMS Training – J. Duff

### Action:

- All permanent and temporary EAs are BMS trained. Now we have other ERT members to focus on. This is an item we are continuing to work through. In connection with our union president colleagues, we are determining if interest remains for weekend training opportunities for BMS. We are being mindful not to insert too many work opportunities on the weekends. We have 10 in-house BMS trainers which gives us greater flexibility. We're also going to be prioritizing ERT members (e.g. shortlisting those who haven't had any BMS training vs those who need a refresher).
- Staff absences have been getting better over the course of the last few weeks. A lot of staffing strategies have been put in place to help with this, including the use of 10 float EA's.

## 12.6 – Vaccination Clinics – J. Duff

### Action:

- The MOL is interested in having vaccination occurring during the school day and are interesting in having school boards send out consent forms. Our Public Health partners are not interested in having clinics run during the day (an update as of yesterday).

## 12.7 – PPE Protocol Update – J. Duff

### Action:

- The Board is updating it's PPE protocol following discussions with Public Health. It is now aligned with LKDSB's protocol that has been in place since January. All staff will wear PPE (respiratory protection and eye protection when in presence of students) when indoors within 2 meters of another person and when transitioning through the building. This will continue to include after hours and weekends.
- The rules remain the same for being outside. PPE is not required if you're able to maintain a distance of 2 meters



## 12.8 – Gators/Balaclavas PPE Protocol Update – J. Zimmer

- The use of gators and balaclavas was submitted to Public Health in December. Given the variant, the Board asked again and their position has not changed. Gators or balaclavas continue to be permissible to be worn.
- D. Solinas stated that OECTA wanted it on the record that they would like JHSC meetings to become face to face again.
- J. Duff shared this is an item that is being regularly contemplated. We must take into consideration, working with our interpreters, the effectiveness and space requirements in order to be together. Due to space requirements, not everyone will have access to a microphone and this creates challenges being heard.

## 13. Adjournment

D. Geroux adjourned the meeting at 10:16am.

**John Van Heck**

Chair of the Board

**Scott Johnson**

Director of Education & Secretary