

JOINT HEALTH & SAFETY COMMITTEE AGENDA



St. Clair Catholic
District School Board



Date: Friday, April 14, 2023

Time: 9:00 A.M. – 12:00 P.M.

Location: Ursuline Board Room, CEC

**Dave Ostropec, Dina Carter, Dave Geroux, Thelma McNear,
Brian Breault, Dan Solinas, Chad Coene, Wayne Bechard, James
Duff, Lisa Burden, Damon Srokosz, Mat Roop, Jen Morrow,
Daniel Portelance, Colleen Cogghe, Karoline Lobsinger, Tamara
Johnston**

Chair: Colleen Cogghe

Guests: Paul Lernout

Regrets: Beau Cockburn, Tony Montanino, Steve DeGurse, Silvia Leggiero

Interpreters: none present

Recording Secretary: Nate Broad

1. Call to Order

Call to order at 9:02AM

2. Opening Prayer

The Committee opened the meeting with a prayer.

3. Welcome

Committee welcomed everyone in attendance.

4. Approval of Agenda

Agenda was approved with additions of 12.3 – FOBS, 12.4 – VTRA, 12.5 – AED, 12.6 – Lockdown Procedures

5. Approval of JHSC Meeting Minutes – February 10, 2023

- Correction – Beau Cockburn was absent
- Approved by all

6. Review of WSIB Reportable Incidents

a) February and March

- Chad sought clarification on first aid descriptions of incidents – that they were not WSIB reportable incidents and no lost time, just something where first aid was sought, like a paper cut.
- L. Burden confirmed that he was correct, and that under WSIB we need to report them, it did not need to submit a claim or anything with WSIB.

7. Review of Employee Accident/Incident Reports

a) February and March

- Chad commented on the amount of detail in the incident descriptions, mentioned that it was appreciated and helpful and would like to see it continued in the future.
- L. Burden confirmed that more detailed reports were coming through, mentioned that it is driven by the employees who fill them out.
- D. Solinas mentioned an incident at St. Annes, Sarnia where a student had two major incidents on the same day and asked where we draw the line to protect staff and students.
- J. Morrow provided information regarding the specific incidents and shared the supports and strategies in place to protect staff and support the student.
- W. Bechard mentioned that if a student punches someone in the face that they should be going home no matter the student or situation
- J. Morrow agreed and mentioned that it is typical practice that the student would go home. Also noted that a few incident reports have multiple entries from other people who were involved with that incident.
- D. Solinas raised a few points in regards to a few schools having more incidents, particularly certain students who have multiple reports, noting that it seems to be very high.

- T. Johnston mentioned that one of the students who has multiple incidents had a drastic change to their home life. Also noted that they are working with the student to improve overall, building relationships with many teams.
- J. Morrow also mentioned that some of these kids are dealing with things at home that would be difficult for adults to handle. Also broke down a few of the situations in regard to the kids with multiple incidents. Mentioned that they have things in place for these students, and the staff have been great in working with these students.
- W. Bechard discussed that some of these kids have issues and that employees have a legal to go to work to not have to deal with violence from a student, and it should be dealt with that in mind.

8. Review of Incident Trend Reports

a) 2022-2023

- W. Bechard asked if the incidents from Merici are from one particular student
- J. Morrow mentioned that they are from seven different students, but most come from two students.
- W. Bechard also was concerned with St. Ursula, and that from the conversation he has had, it seems like they are having some big issues as well.

9. Review of Incomplete Workplace Inspection Notes – Cumulative

- Nothing discussed

10. Review of Workplace Inspection Reports

a) February and March

- Nothing discussed

11. Business Arising

11.1 Update on JHSC Discretionary Access to Reporting Tool – J. Duff

- J. Duff gave an update. Discussed how 9 boards use Ebase for reporting. 9 school boards got together with OCSTA, and unpacked what we currently provide with Ebase. Ebase has regional Hubs, and have different reps for different areas, and we decided that we needed Ebase to consolidate their work. A bunch of us now have decided to work with a central database entity. Further review and action on this item is forthcoming.

11.2 Update to the Chemical Spill at St. Pat's – L. Burden

- L. Burden confirmed that both chemical review and cleanup has been completed and that the department did a thorough review of all chemicals in storage, completed an updated chemical inventory, which included inventories posted on each of the chemical storage units. There were improvements made on chemicals coming into the lab - chemicals will have date stamped receipt, as well as as part of the chemical review, the department had put a sticker on each of the chemical indicating a “reviewed on date”, so we can monitor the age of the chemicals that are coming into the building. There will also be a review of the site safety standard, which would include the chemical storage processes, and that would include St. Pat's and UCC.
- D. Portelance questioned on the process for picking up chemical waste.
- L. Burden noted that there is a new system in place for chemical waste pickup. The procurement process is being finalized. Once process is complete, a chemical pick up can be confirmed. Also mentioned looking at having a more standard pickup process with the chemical storage, usually, we would do one in December, you know, one around March Break, and by the end of the year, the feedback is looking at it by semester.
- D. Portelance brought up an issue with the cabinet and how that chemicals are still present on the shelves, and wondered if they should be cleaning it, or if we need to put in new shelves so that chemicals can be easier to clean in the future.
- L. Burden said that when the chemical pickup happens, we would also have the company review the chemical storage.
- C. Coene asked about RPR, and asked if we were not going to use them in the future. Also asked when the last pickup was.
- L. Burden mentioned that there is a possibility that we don't use RPR again and that there has not been a pickup yet this year.
- C. Coene mentioned that it is problematic as the science department is running out of storage containers. Mentioned that regardless of where we are at, the department heads need to log the chemical pickups, and asked if it is being held up there.
- L. Burden mentioned that the logs are up to date and that the department heads have completed that section, and now we must provide that to the company. It was noted that if schools required additional waste containers, those should be purchased through the school budget.
- C. Coene noted they usually get waste containers from the waste pickup, and because they have not had a pickup, they are not getting the waste containers.

- L. Burden agreed, but mentioned that it is an operating cost, and if need be, they should be ordered by the school.
- D. Geroux questioned the timeline to get the contract finalized
- L. Burden mentioned that she will follow up with purchasing and get a timeline.

12. New Business

12.1 Workplace Violence Prevention Policy and Procedure Review – J. Duff

12.2 Freedom from Harassment & Discrimination Policy and Procedure Review – J. Duff

- J. Duff mentioned that there was no change to the procedures, but we review each year to ensure that there are no issues.

12.3 FOBs

- Looking for an update on FOBs to OTs and casual employees.
- J. Duff discussed that there are two types of FOBs, one with the ability to access the entire school 24/7 and a second FOB that allows entry only during the school day. The focus now is on finalizing the procedure for managing the FOBs to prevent them from going missing. In the case of missing keys, there is an existing process for the principal to contact the individual and give them 24 hours to return the key before disciplinary procedures are considered. However, it was acknowledged that this process may not always be followed consistently. The aim is to tighten the process for missing keys, especially when FOBs are added. Collaboration with facilities is important to turn off access in case of missing FOBs. The focus is on developing a procedure that is both practical and balanced while maintaining the security of the building. The final steps involve putting together a sensible procedure and gaining approval from the principal colleagues.
- C. Coene asked for clarity on OTs receiving a key and expectations for returning the key back to the school.
- T. Johnston confirmed that it is a sign out for keys.
- C. Coene asked if the idea is that that anyone comes in that they give it back at the end.
- J. Duff confirmed yes. Mentioned that discussions were had about giving all OTs and casuals a FOBs and using SFE to activate. This idea created more security concerns. Therefore, we will look to provide FOBs with existing key distribution process.
- C. Cogghe mentioned that if they are missing a FOB or it gets lost, we should be contacting facilities to deactivate it right away. Also expressed concern about a situation where a FOB is not returned at the end of the day, as it could potentially fall into the wrong hands and grant unauthorized access to the building. Mentioned the importance of maintaining control over access during specific times.

- J. Duff emphasized that the next step is to determine the appropriate course of action when individuals cannot be reached regarding the return of keys or FOBs. It was acknowledged that it can be challenging to get in touch with individuals for various reasons. The decision criteria for contacting facilities to deactivate a FOB while attempting to reach the person was discussed. The importance of having tight procedural measures in place was highlighted, including identifying each key and its corresponding FOB code. This ensures that only the specific FOB associated with the missing key is deactivated, rather than shutting down access for all FOBs.
- D. Solinas asked if there could be a link between SFE and FOBs so that where you are assigned the FOB automatically would work for you assigned school.
- J. Duff mentioned that this is what they had originally looked into, but the technology is not quite there, as there would have to be a lot of manual work in order to get it to work on a day-to-day basis, almost a full position worth. In the future we hope that it could be an option, just not there now.
- C. Coene asked if the principals are doing a lot of key chasing, and if it was repeat offenders.
- T. Johnston shared concerns regarding individuals who repeatedly fail to return keys, resulting in multiple follow-up calls. It was emphasized that ensuring the safety of children and maintaining a secure environment are important responsibilities for staff and principals. The repeated incidents of key non-compliance are seen as an issue that needs to be addressed with an elevated response. It was noted that some individuals may not be accustomed to the level of accountability and may need additional guidance in following the procedures correctly.
- C. Cogghe noted that her school has implemented a process where individuals physically sign out keys from the office. The staff is diligent in tracking the keys and ensuring they are returned at the end of the day. This process applies not only to staff members but also to consultants and team members from the Board Office.
- C. Coene mentioned the need for collective efforts to address the issue of key non-compliance and that it is important for safety reasons.
- J. Duff acknowledged that multiple responsibilities and other factors may contribute to the problem. Communication was identified as an important factor in addressing the issue. One suggestion was to consider disciplinary investigations with the Board for employees who forget keys as a deterrent. The goal is to ensure that individuals take responsibility for returning keys without continuous follow-up from principals and secretaries.

12.4 VTRA (Violent Threat Risk Assessment)

- W. Bechard asked how many VTRAs we have had this year; most did not know. Mentioned that he believes the JHSC, or at least the chair should be notified when these happen because they are a big deal, and something has happened that is very serious.
 - J. Morrow mentioned that she has done 4 this year and 2 more that were follow-ups from last year. Discussed what VTRA is, and discussed how they decide if it is a legitimate threat that needs parameter in place and if we need to bring other in such as CAS etc.
- J. Duff mentioned they would look into the request under the Occupational Health and Safety Act.
- T. Johnston noted that something doesn't have to happen to trigger a VTRA.
 - W. Bechard suggested that once the various stages of VTRA are initiated, there should be a notification process implemented. It was emphasized that once the team is assembled and the work begins, it is important to provide notifications to keep everyone informed.

12.5 AED (Automated External Defibrillators)

- C. Coene asked about an older AED machine at UCC.
- L. Burden discussed that the old machine, which was purchased years ago, needs to be replaced. Currently, a review of surplus AED from school consolidations and new builds is being conducted to determine if they can be used as replacements. The existing AED units were not inspected previously due to being in storage. They need to be inspected, have new pads installed by the company, and then deployed. Additionally, there was a suggestion to switch the location of the machine to a more central position, and a work order will be submitted for that purpose. The meeting also touched on addressing the risk associated with having one near the sports fields, and further discussions on mitigating those risks are planned. It was also mentioned that four years ago, the implementation of AEDs board-wide took place. As part of this initiative, both secondary schools already had an AED, and an additional one was provided. It was noted that these AEDs undergo inspection and pad replacement every four years.

12.6 Lockdown Procedures

- C. Coene discussed lock down procedures. It was noted that while true lockdown situations are rare, it is important to always be prepared. One concern raised was the process of locking doors during a lockdown drill, where individuals have to step out into the hallway, insert a key, and lock the door behind them. The question was raised if there have been any discussions or considerations about internal availability of locks, such as push-button locks, that would allow students to remain locked in with their teachers without having to leave the classroom. The

possibility of exploring this option and whether other places have implemented similar measures was discussed.

- D. Srokosz mentioned that the current procedure is that the doors stay in a locked state, and so they would just need to shut the door.
- C. Coene raised a concern about the layout of some offices where there is only one entry point and limited options for exit. The idea of creating a second exit or reconfiguring office spaces to provide alternative routes was suggested. It was mentioned that a recommendation from the police during a previous lockdown drill indicated that they preferred offices to have multiple exit points. The topic was discussed about office spaces and processes, particularly during high-stress incidents involving students, parents, or other individuals.
- D. Portelance mentioned reconfiguring the office furniture where you would have a clear exit to the door. Also noted that Lambton College has software where you can notify the admin if there is an issue within an office, and they can come and assist with the issue.
- T. Johnston mentioned that the furniture at SPHS was set up in a way where the desk was sideways to the door, so that both the student and the person in the desk had access to the door in order to get out at any time instead of having to go through the person to get to the door. She also had mentioned that Ken Ross had begun setting up a process on a phone, where if you were to hit a button on your phone, it would send a message to all of guidance and all of admin saying help staff (staff initials) in room X. Also discussed that admin listen (because they can hear through the walls) and be present if they notice anything of concern. Finally mentioned that if they decided that if there was any meeting where someone could be agitated/upset etc., that they would move the meeting into the conference room where there are two exits and had proximity to others. Anyone who came unannounced they met in the main office with admin around.
- J. Duff raised the idea of exploring options for communication systems and software. It was mentioned that further exploration is required to determine the feasibility and potential barriers associated with implementing new technologies. The importance of considering furniture orientation and other practical solutions was also emphasized.

Meeting was adjourned at 10:21AM.