

JOINT HEALTH & SAFETY COMMITTEE AGENDA



St. Clair Catholic
District School Board



Date: Friday, December 9, 2022

Time: 9:00 A.M. – 12:00 P.M.

Location: Ursuline Board Room, CEC

Dave Ostropec, Dina Carter, Dave Geroux, Thelma McNear, Beau Cockburn, Brian Breault, Dan Solinas, Chad Coene, Wayne Bechard, James Duff, Lisa Burden, Tony Montanino, Damon Srokosz, Mat Roop, Steve DeGurse, Silvia Leggiero, Jen Morrow, Daniel Portelance, Colleen Cogghe, Karoline Lobsinger

Chair: Colleen Cogghe

Guests: Jeremy Zimmer

Regrets: Tamara Johnston

Interpreters: Lori Doig

Recording Secretary: Nate Broad

1. Call to Order

The chair called the meeting to order at 9:07 am

2. Opening Prayer

The Committee opened the meeting with a prayer.

3. Welcome

Committee welcomed everyone in attendance

4. Approval of Agenda

Agenda approved with a note for an added point in 11.3 of Business Arising from B. Cockburn.
Approved by D. Carter and S. Leggerio.

5. Approval of JHSC Meeting Minutes – October 14, 2022

Approved by S. Leggerio

6. Review of WSIB Reportable Incidents

a) October and November

Action:

- No discussion occurred

7. Review of Employee Accident/Incident Reports

a) October

Action:

- J. Morrow shared information regarding school incidents. Referenced 3 groupings. One group with higher needs and risk of self-injury. Second group- JK/SK/Grade 1 who have a 2-3 year lag in development due to COVID. Third group is how there are a lot of power struggles between staff and students. Notes that in some cases, stress may result in staff probably not handling situations as they typically would.
- J. Morrow shared that we have 575 referrals to board support teams.
- W. Bechard noted that we need to be careful when saying it is stress of the workers., Understands that students are navigating personal and medical issues but it's still a health and safety concern for staff. J. Morrow knows the circumstances of some of the issues, and staff are more stressed from COVID and life, which in turn can effect how they interact with the students. Also worried that strategies are not always being followed through. Referenced that staffing may not be the only answer, because we have added 30 staff, and incidents have gone up.
- B. Cockburn expressed concern for both comments, notes on how we are seeing one student having a lot of incidents, but also worries about the students who haven't acted up before that now are. Also notes on how we must take care of our staff at their job, and we should look at our current student and our staff.
- W. Bechard questions the training of staff.

- J. Morrow shared our PRTs are trained and we have 17 new PRTs which is unprecedented. Also notes that training board wide can be challenging due to unfilled vacancies . As example, offers breakfast meetings to discuss strategies. Continue to work on strategies within resources and time.
 - C. Cogghe confirms that in some schools meetings are happening with the teams who are in the classroom in the morning. Teaching staff also come in and want to be apart of these meetings, and figure out plans together. Notes that roles of principals is to make sure and facilitate the understanding what needs to be done.
 - B. Cockburn questions if HR can bring someone in who knows what needs to happen prior to the student coming in so things can be put in place. Staff need to be aware, are we able to let them know and prepare for what they are getting into and can be more prepared?
 - J. Duff responded that permanent positions are able to get acclimated within the schools. The challenge lies with open jobs and the daily absences that occur, and this is happening across the province. Noted that we do everything we can to bring in qualified people. Casual employees may be going into a school for first time, in the morning they go in and meet with PRT and get some instruction, but its hard to get our casuals to understand every situation and understand the student population they are going into each day as it varies. Is there something that we can contemplate before these casuals accept jobs and enter schools? Something to consider and contemplate our processes.
 - C. Coene asked if we have a lot of days where we have completely unfilled EA jobs?
 - J. Duff confirms that it does occur, but are working hard to keep it to single digits. We are using multiple different staffing strategies, but we are competing with entities. These strategies have helped us to get to a better place.
 - W. Bechard questions how do we go about addressing 575 referrals?
 - J. Morrow discusses that they go one at a time, some go to collaborative support team. Suicide risk is prioritized above all. Social workers and CYWs are running around trying to prioritize what needs to be addressed first. CYWs are doing a lot more small group work so they can support multiple students at the same time.
 - D. Geroux discusses that CYW are very busy, trying to prioritize where they can and working in small groups where they can dela with more students. Mentioned that it has been busy for the past 3 years, not surprised by the number of referrals. Worries about when COVID funding will stop and what might happen g
 - D. Geroux offered that training of casual staff should be evaluated.
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- L. Burden answered that if it was labeled aggression and identified as workplace violence it would be shown up here. Notes that they could have filled out a safe schools report and an incident report, or just one respectively, depends on if they had an injury or not.
 - W. Bechard suggests a memo should be sent out to remind what forms need to be filled out, and notes that it is sent out at the beginning of the year, but staff need reminders.
 - L. Burden confirms that they are sent out at the beginning of the year, and reminders are put out through the year.
 - C. Cogghe mentions that after information is sent out she follows up with her staff reminding to pay attention via email and staff meetings. Notes the importance of the admins to follow up with staff.
 - C. Coene questions if a staff fill out a Safe Schools report if it would show up here?
 - L. Burden responds that Safe Schools reports do not show up here, just the workplace violence and the employee incident reports.
- J. Duff mentions that supervisors also conduct follow-up to investigations and determine any action items, including possibly of more training. Supervisors try to understand root cause, and what can be done to address the situation. S. DeGurse notes that it will be important for us to remind employees what needs to be reported and help them along. J. Duff agrees that this is important and will bring up our discussion at an admin meeting.
- D. Portelance questions if trainings enough, people in generally are not doing well
 - J. Duff notes the point and mentions we should look into our staff wellness. We must keep our staff safe, and we must continue to contemplate the issues, as there is no easy answer. We do have EFAP provider where staff can chat with professionals, although not the only answer it is an example.

b) November

8. Review of Incident Trend Reports

a) 2022-2023

Action:

- W. Bechard questions about Merici and J. Morrow mentions that there are 19 incidents involving 11 students. Notes that last year students were in their own classroom, and now they are in a regular classroom. Also, one of the largest schools.

- D. Geroux mentions that employees are under reporting and miss reporting. Notes the importance of reminding employees what needs to be filled out when between safe schools report and incident reports. Believe that the issue is bigger than the reports show. Mentions that it is important for people to understand how and when to report, such and near misses and other.
- L. Burden notes that after review of the incident, many of these reports are made in conjunction with safe school reports.
- C. Cogghe agrees that they need to be filled, and staff sometimes do have questions.
- D. Ostropolec questions on why we have 2 reports
- J. Duff describes both forms. Incident report is for a work place incidents, such as violence, injury etc. Safe Schools report is a Ministry mandated report where someone sees an incident involving a student that they believe should result in a suspension. This report goes to the principal.
- D. Geroux mentions that it can be difficult to find time in the day to fill out all the forms, and logistics can be a challenge.
- J. Duff notes that they have tried to make it as easy as possible and a user friendly as possible. Also notes that principals are helping, union members helping etc.
- C. Cogghe also notes that she offers helps to new staff, notes that it is self-explanatory but sometimes questions arise.
- B. Cockburn questions if we would build in time to help staff finish the reports and if we amalgamate the reports into one and is it in plain enough language. J. Duff shares that they have worked very hard on the forms to limit the number of key strokes. Also worked hard on making it as plain language as possible by providing definitions where needed, drop downs etc. B. Cockburn notes that everyone is different, and it may take someone longer to complete than others. J. Duff mentions that staff should connect with principal. C. Coene reminds everyone that Safe School from cannot be change as it is from the Ministry.
- J. Duff welcomes the committee to look at reporting tool and make suggestions, as we are always open to suggestions.

9. Review of Incomplete Workplace Inspection Notes – Cumulative

Action:

- No discussion occurred

10. Review of Workplace Inspection Reports

a) October b) November

- C. Coene questioned if anything of note has come up. L. Burden confirms that inspections were complete and there were no notes.

11. Business Arising

11.1 Noise Assessment – St. Peter Canisius

- L. Burden discussed that they went and sampled sound at the gym when there was a high and loud activity Grade 5 class and also in the hallways. The hallways ranged from 50 decibels with few students and up to 78 decibels during transition time. They measured the sound in the gym when there were few people and measured 46-48 decibels. During the activity the sound ranged from 67-87 decibels, and there were spike of 88-96 decibels that lasted several seconds. These spikes happened when a whistle was being blown or there was lots of yelling. High exposure is 85 decibels for over 8 hours and 88 decibels for 4 hours. The gym did not go above that and was at a stable level for time spent, and the exposure is not in violation of the Occupational Health and Safety Act.

11.2 Request for Filter Change Information

- J. Duff explained that after the presentation on the filters they questioned the vendor that inspects and replaces the filters, and they noted that if the filters are clogged, they would shut down the system. Also noted that the questions about the frequency of changing the filters, and that there is nothing to report on that matter.

11.3 Questions Asked During Last Meeting

- B. Cockburn questioned if the EAs at St. Peter's have access to PPE J. Morrow notes that PPE is available.
- B. Cockburn also question the amount of incident it takes for one student for us to intervene. J. Morrow refers The student in question has recently moved away.

12. New Business

12.1 Chemical Spill – St. Patrick's

- Incident Report in a science prep room at St. Pats. This was not a WSIB reportable incident, but employee did get chemical on themselves. The chemical was not hazardous but we conducted a investigation. Investigation showed that employee was cleaning out the cabinet and attempted

to take out a bottle of the cabinet. The bottle disintegrated resulting in a spill on the person's hands and clothes. Staff looked at the SDS and donned PPE to clean it up. The staff reacted very well, there was some concern when it happened, but they were able to recall their training, looked at the SDS sheet, determined what the chemical was and that it was a minor spill and that they could clean it up. We looked at the root cause and discovered there was some oxidization on one of the shelves and could be cleaned up with soapy water. The bottle stuck to that? Or are we looking at an older chemical that shouldn't have been there. Uncertain if bottle stuck to cabinet or if an expired chemical but school is actioning on both. Needs to be some house keeping within the cabinets. Noted a robust chemical storage and inventory process. Lisa following up with the school as they review their chemical inventory and SDS sheets online and onsite. Chemicals should not be more than 5 years old. We have chemical waste pick up three times a year. The older chemicals have not been looked at in St. Pats for a long time, and we will be doing audit on the chemicals. It was also requested from science teacher that they have a refresher on chemical spills and clean up and we are reviewing some very good training modules to address this concern.

- Question in if there is a lockout tag out process for chemicals? L. Burden does not believe that we have this for chemicals but will investigate.

- B. Cockburn notes that we should look at UCC as well

- J. Zimmer during the recent inspection science teacher at UCC are also concerned about the chemicals. Believes that they did add HEPA filter to filter out some of the odor but still should be looked at from a health and safety standpoint. J. Duff confirms that we have reached out to UCC following the St. Pats incident and we can learn from each school. L. Burden notes the science safety standard outlines process and procedure for science departments. Also noted number of new admin staff, so refresh and training on the standard will be provided.

S. DeGurse noted that we should investigate woodshops and culinary areas as well, L. Burden confirmed that a note was put out.

C. Cogghe Adjourned the meeting at 10:53AM