

JOINT HEALTH & SAFETY COMMITTEE AGENDA



St. Clair Catholic
District School Board



Date: Friday, February 10, 2023

Time: 9:00 A.M. – 12:00 P.M.

Location: Ursuline Board Room, CEC

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

Chair: Dave Geroux

Guests: Jeremy Zimmer

Regrets: Thelma McNear, Beau Cockburn, Tony Montanino, Steve DeGurse,

Interpreters: Lori Doig

Recording Secretary: Nate Broad

1. Call to Order

The chair called the meeting to order at 9:14 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 an added point for an update to the chemical spill at St. Pat's in 12.5 of Business Arising from C. Coene

5. Approval of Agenda

Approved by all.

6. Review of Employee Accident/Incident Reports

a) December and January

- C. Coene inquired about a discrepancy in two reportable incidents not showing up on the report. One reportable took place on November 24, and another on January 31.
- L. Burden noted the reason that the January 31 incident is not there was because an incorrect incident date was entered. The incident date was entered in the system by the employee as the date they were entering it in the system, not when it occurred. The November incident was not recorded because it was entered in after the fact, so the email notification came out in December, but incident occurred in November and would not have been in this report.
- C. Coene asked if it was an error on the emails.
- L. Burden responded that it wasn't an error on the email, it was an error how it was entered in the system. That the date entered in the system, by the person who is entering was entered in as a February date instead of a January date. When the report was pulled, we enter the parameters to pull those incidents. We were just pulling January, so it didn't get captured.
- C. Coene raised a concern that there would be missing incidents because of the gap between meetings, and when incidents were reported. Mentioned how it could happen again in the future.
- J. Duff that the issue would be investigated and see if there was anything that slipped through the cracks.
- L. Burden noted that there was a catch all process that was done in the past, and we will look back and review that process for the future.
- W. Bechard asked if there were any identifiers on the reportable incident reports so we could track who caused the reportable incidents
- L. Burden noted that is identifiers were captured on the all-incident report.
- C. Coene noted a few errors on the graphing data, such as aggression was on their twice, there was also a few other errors.

- C. Coene questioned the section of falls, trips and slipped. He mentioned that we have slipped/no fall, fall/tripped and fall. Wondered if this needed to be this way.
- L. Burden shared that those are separated in the drop-down menu on the report because they can be different. Noted that it was important to differentiate between them as it can help us identify the root cause.
- J. Morrow shared some results of our previous meeting regarding EA Training. A separate BMS training was set up for EAs who missed the first training in September. It was also opened for casual EAs to voluntarily attend. Casual EAs were not paid for their time, but the training was paid for. Going forward, another round of training will be held to capture those who were missed in the first training. The BMS team is in the final stages of creating a one-hour orientation to be included in the new hire orientation. Also, they are going to prioritize the BMS training for all PRTs.
- J. Morrow also shared that things are not going well at Holy Trinity. They looked into the safe schools reports to see if they were missing something. Noted that there were about 21 safe school reports between October and January. Expressed intention to ensure staff are aware to fill out both safe schools report and incident report if applicable. As for what was happening at Holy Trinity, a team has been meeting to discuss options to help, including adjusting students' schedules, alternate location for one student. They will be implementing these as soon as possible.
- W. Bechard noted that it was good to hear that we are addressing the issues. Also commented that forms were not being filled out. Now they are being filled out. It was not good for the principals, staff and students.
- D. Geroux also added that he met with majority of CUPE staff in the school, and many of them were not filling out the appropriate forms. They had a conversation and made sure they understood what needed to be filled out and why.

7. Review of Incident Trend Reports

a) 2022-2023

- L Burden followed up on the issues with the graphs.
- N. Broad noted that when the data is pulled, some of the data must be scrubbed, and when we re-ran the report, some of the filters were not added and not scrubbed causing some of the issues. The first report should have more updated data.
- C. Coene mentioned a few other issues that required attention.

- C. Coene asked if there was a better way for the inputting the data, such as drop downs to make it easier.
- L. Burden mentioned that they would investigate the issue.
- J. Duff thanked C. Coene for the comments and mentioned that we would address the issues and send out an updated report for the records.
- W. Bechard asked to review some of the data of the incidents based on schools.
- J. Morrow shared that for December in January, we had 87 incidents in total, that involved 34 students. She highlighted that 10 of those incidents were in JK or SK. St. Matt's had 20 incidents that involve six students. St. Annes Sarnia have 15 incidents involving 3 students. St. Anne Blenheim had 16 incidents involving 4 students. St. Joseph Corunna had 8 incidents involving 3 students.
- W. Bechard asks what is happening at St. Annes Blenheim.
- J. Morrow mentioned that there are some programming changes that have led to an escalation in behavior, particularly with a new student who is in JK. However, one of the long-standing students has shown progress and has had fewer incidents compared to last year. One of the student's parents is receiving medical help, and both teams are involved, including an EA and NCST support and social workers.
- W. Bechard noted that there are concerns about the increase in the number of struggling students, particularly at Holy Trinity and St. Anne Blenheim. There have been two more arrivals at St. Anne's Blenheim, which is extremely problematic. W. Bechard expressed concerned about using EAs already allocated to other students and stated that this is not a viable strategy.
- J. Morrow responded that those two students are only attending two hours a day, and there has been additional support. Also looking at placement at the autism transition classroom, where we can transition out students to make space for the incoming students.
- W. Bechard noted that in the past 12 years, he has not seen as many calls as he had in the past week and that the schools see themselves as imploding. Mentioned that he is very nervous about going forward.
- J. Morrow mentioned that we need to advocate on behalf of the students. Also noted the correlation between teacher stress and student behavior. Report cards play a big role in that, and the staff may be struggling themselves. Also emphasized the importance of responding in a way that supports the students and prevents issues from arising in the first place. They noted that addressing these issues proactively is essential to avoid constantly reacting to problems.
- W. Bechard discussed concerns regarding the current progressive discipline methods being used in schools. He stated that the current method of simply closing the door on disruptive students in the hallway is not effective and is contributing to stress for both students and staff.

Also suggested that alternative learning and disciplinary strategies need to be reviewed and implemented to prevent further incidents such as those that occurred.

8. Review of Incomplete Workplace Inspection Notes – Cumulative

- D. Srokosz mentioned that one of the incomplete inspections is complete as of the previous night.
- C. Coene inquired about the date range.
- L Burden mentioned that this report goes back to 2021, and that it does so that we can capture anything that has not been completed. Also noted that if there is something incomplete from December, it will be shown in the next report, because those are the most recent inspections that weren't reviewed at the last meeting.

9. Review of Workplace Inspection Reports

a) December and January

- D. Portelance raised a question regarding the removal of Plexiglas barriers in response to the COVID-19 pandemic. Staff had been pushing for the removal of the barriers and asked if the board was at a point where they could be removed. Also raised concerns about the presence of sharp edges and the need to ensure that their removal is done in a way that does not leave any safety hazards.
- J. Duff respond that Executive Council had discussed this matter, and that the plan to remove Plexiglas may occur over the summer period.

11. Business Arising

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

- J. Duff mentioned that along with Chad and Wayne they were seeking information from the provincial bodies on this matter, and they are having a meeting with OCTSA on Monday. This matter was being discussed centrally, and they were going to come up with a plan, but along the way they stopped discussing it, and assumed that locals were proceeding. Now they have taking it back centrally and hoped to have a clear direction. There are 9 boards that have eBase, and have grouped together to have conversations, and we hope to have direction going forward, and more information for next meeting.

11.2 – On-line Incident Reporting and EFAP Refresh – J. Duff

- J Duff mentioned that we have sent out a refresh on EFAP and incident reporting to all staff. He expressed concern that some staff are not reading emails.
- W. Bechard asked if we can see who has read our emails.
- J. Duff responded that we cannot see who have read our emails. He shared that we previously required staff to complete a mandatory module in our learning management system.
- W. Bechard asked if there was a video with that.
- L. Burden responded that there is a video, FAQ document, and step-by-step directions with screen shots.
- L. Burden also mentioned that it was sent out in September, December, and January.

11.3 – Casual and OT training – J. Duff

- J. Duff shared regarding the onboarding of the EAs, ECEs and others. Presently, we make sure new staff receive information on online incident during the onboarding process. We are trying to provide more info, such as quick guide that acclimates them our schools before their first day of work. Information such as what to expect, connecting with a PRT or principal, looking at safety plans and more. This is being worked on.
- W. Bechard noted that young kids who may have no idea what is going on in the school, and if we don't set them up correctly, it sets them up for failure.
- J Duff agreed and noted we are trying to give these employees that opportunity to get off on the right course.

12. New Business

12.1 – WSIB Annual Review – J. Duff

- J. Duff shared a document that outlines all our WSIB incidents since 2017-18. There were 34 total incidents in 2021-22.

12.2 – Ministry of Labour, Immigration, Training and Skills Development (MLITSD) Initiative – Workplace Violence in the Education Sector – J. Duff

- J. Duff shared that the MLITSD engages the education sector to better understand our sector and our work. MLITSD is aligning themselves closer with the Ministry of Education. There will be a compliance blitz between February and March, where they will pay a visit to a school(s). We do not know if we will get a heads up or if the visit will be unannounced.
- D. Geroux mentioned that MLITSD's intention is to have a meeting or touch base with every school board. The inspections will likely be random.

12.3 – Workplace Health and Safety Policy Review – J. Duff

- J. Duff shared our policy under workplace health and safety. Mentioned that there was no change.
- D. Geroux asked about the dates on the top, whether they were the last review. J. Duff confirmed that the dates were the last review.

12.4 – Keys / FOBs and access – D. Geroux

- D. Geroux mentioned that this was a follow up on previous conversation, ensuring that everyone had access to when they have the appropriate keys and FOBs, and that there was a process for casuals and OTs to have access to the appropriate keys.
- J. Duff confirmed that principals were notified about the expectation for schools to have academic keys to ensure they can lock doors in case of lockdowns. Also mentioned that principals can put in work orders to get more keys.
- J. Duff shared that FOBs are being considered and shared the review included providing FOBs to all casuals/OTs or including FOBs with the academic keys.
- W. Bechard asked the if the FOBs can be turned off
- J. Duff noted that they can be turned off, its just a matter of knowing to turn off the FOB if it goes missing. Also need to have effective internal procedures to know where the keys are and if you have got them back.
- D. Ostropolec inquired about the activation time of some keys regarding the Monday to Friday.
- J. Duff confirmed that tier two FOBs have the Monday – Friday during school hours access and hopes that we can build a process with these keys. Tier one FOBs are provided to permanent staff and have access to buildings at all times during the day.
- J. Zimmer followed up regarding UCC. Mentions they are always trying to find keys. He questioned if it was possible for teacher to get a key regarding where they would be working most, like an arts teacher gets an arts key etc.
- J. Duff appreciates the question but outside of the scope regarding the FOBs.

12.5 – Update to the Chemical Spill at St. Pat's – C. Coene

- C. Coene asks for an update to the chemical spill at St. Pats.
- L. Burden mentioned that she has been in contact with RPR Environmental, ensuring that chemical audit happens first. Also spoke with RPR, and there were two concerns about the cabinet itself, the corrosion and maybe some drops of the chemical that remain in the cabinet. An inspection of the cabinet will occur, specifically around the corrosion piece.

- L. Burden also mentioned that they are in the process of reviewing several training modules for the science department with respect to spill cleanup.
- J Zimmer inquired if it is happening at UCC as well, and if they should be sorting chemical along with St. Pat's.
- L Burden mentions that there will be a chemical pickup for UCC as well, but the inspection is regarding the spill at St. Pats. Also, L Burden mentioned that we can see if there are concerns at UCC as well, but not scheduled for inspection by RPR.
- D. Portelance mentioned a Lock out, tag out type of procedure, and discussed that he has done 3 inspections, and nothing has moved, so if he had the ability to have a lock out tag out it would be good.
- L. Burden responded that we do not have a specific procedure in place like that, and is something we need to review going forward.
- J. Duff asked department heads would be open to a procedure like lockout tag out.
- D. Portelance mentioned that the majority of people are on board, and there should be a process much like maintenance to ensure safety in the science department.
- D. Portelance wonders if there is a process in the plant that might apply to this, and maybe we could learn from them.
- J. Duff agreed that this issue requires further discussion.

D. Geroux Adjourned the meeting at 10:33