



## ATTENDANCE

### Members

Dave Ostropolec, 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 Johnson, Beau Cockburn

Chair: Colleen Cogghe

Guests: Paul Lernout, Jeremy Zimmer

Interpreters: Lauri Doig & Christie Reaume

Regrets: Tony Montanino, Silvia Leggiero

Recording Secretary: Nate Broad

1. Call to Order – Colleen called the meeting to order at 9:02 am.
2. Opening Prayer – The committee opened the meeting with a prayer.
3. Welcome – Committee welcomed everyone in attendance.
4. Approval of Agenda

**Motion: That the Agenda for the JHSC June meeting be approved with additions of 12.3 – FOBS, 12.4 – VTRA, 12.5 – AED, 12.6 – Lockdown Procedures**

5. Confirmation of Minutes from JHSC Meeting – April 14, 2023

**Motion: That the Minutes from the JHSC February meeting be approved with the correction that Beau Cockburn was absent. Approved by all.**

6. Review of WSIB Reportable Incidents

#### A) April and May

- 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) April and May

- 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 major incidents on the same day. 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 advised 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 that some schools are having more incidents, particularly certain students who have multiple reports, noting that it seems to be high. T. Johnson provided insight regarding a specific situation. J. Morrow commented that some of students are dealing with things at home that would be difficult for adults to handle and discussed situations in regard to students with multiple incidents. J. Morrow mentioned that plans are in place for these students, and the staff have been great in working with these students.
- W. Bechard commented that some of these kids have issues and that employees have a legal right to go to work to not experience violence from a student, and it should be addressed 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 expressed concern with St. Ursula, and shared that staff have concerns as well.

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

- Nothing discussed

## 10. Review of Workplace Inspection Reports

### A) April and May

- Nothing discussed

## 11. Business Arising

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

- J. Duff gave an update and shared that nine school boards use Ebase for reporting. The nine boards got together with OCSTA, and unpacked what is currently provided by Ebase. Ebase has regional Hubs, and has different reps for different areas, but the boards decided that Ebase must consolidate their

work. A number of boards decided to meet and work together. 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 was 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 the 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.
- D. Portelance brought up an issue with the cabinet and shelving. L. Burden said that when the chemical pickup happens, we would also have the company review the chemical storage.
- C. Coene expressed concern that the science department is running out of storage containers. L. Burden shared that if schools required additional waste containers, those should be purchased through the school budget.

### 12. New Business

#### 12.1 Workplace Violence Prevention 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.

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

- J. Duff mentioned that there was no change to the procedures.

#### 12.3 FOBs

- Looking for an update on FOBs to OTs and casual employees.
- J. Duff discussed that implementing the process for providing FOBs to daily OTs and casual employees and utilize the existing key allocation process. The current focus is finalizing the procedure for managing the FOBs to prevent any from going missing. 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. Confirmed that the procedure must be practical and balanced while maintaining the security of the building.
- 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.
- 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.

- C. Coene asked if the principals are doing a lot of key chasing, and if it was repeat offenders.
- T. Johnson 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. Coene mentioned the need for collective efforts to address the issue of key non-compliance and that it is important for safety reasons.

#### 12.4 VTRA (Violent Threat Risk Assessment)

- W. Bechard asked how many VTRAs we have had this year; most did not know. He 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 advised 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 others organizations into the review such as CAS etc.
- J. Duff mentioned they would look into the request under the Occupational Health and Safety Act.
- T. Johnson noted that an incident doesn't have to occur 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 shared 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.

- 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. Johnson 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. 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. She shared that anyone who came unannounced they met in the main office with admin around.

**ADJOURNMENT** - Meeting was adjourned at 10:21AM.