

JOINT HEALTH & SAFETY COMMITTEE MEETING



St. Clair Catholic
District School Board



Date: October 14, 2022 – 9:00 A.M.
Via: Ursuline Room, CEC

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

Chair: Dave Geroux

Guests: Hollie Sparling, Deb Goglia-Kocis, Lori Moynihan, Denise Postma, Johanna Arns, Linsey Hartford, Jason McGill, Kristin Pearson, Kristi Disper, Janet Earley, Jamie Crow, Donna DeGurse, Shannon De Koning, James Firth, Renee Forgie, Allen Symeonakis, Michelene Blackshaw, Daniel Portelance, Bridget Van Lieshout, Jake McNair, Larissa Lyons, Jeremy Zimmer

Regrets: Silvia Leggiero
Jen Morrow

Interpreters: Lori Doig

Recording Secretary: Libby Perry

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

The committee welcomed everyone in attendance.

4. Adoption of Agenda

Agenda approved as presented. Approved by C. Coene and T. McNear.

5. Confirmation of Minutes – June 17, 2022

Approved by B. Cockburn and J. Crow.

6. Review of WSIB Reportable Incidents for June, July, August & September

Action:

- A reportable incident occurred in September but wasn't reported as health care until October. C. Coene questioned why it is not on the report for September. L. Burden clarified that it depends on when the incident is reported as health care as to when it is captured on the reporting. C. Coene confirmed the incident occurred on September 13, 2022 and was reported as health care on October 7, 2022. L. Burden confirmed that even though this incident has a September date, it would be captured on the October reporting.



- L. Burden reviewed the reportable incidents with the committee and onsite health & safety reps asking to collaboration to identify root cause and any actions/follow up that can be put in place to mitigate the risk of these types of incidents from occurring again.

7. Review of Employee Accident/Incident Reports for June, July, August & September

Action:

- It was asked if the previous school year's data could be provided to compare September 2021 to September 2022. L. Burden confirmed we have access to this data year over year and can review re: providing
- In reviewing the September incidents, one student was involved in 13 incidents. It was questioned what course of action has been taken to assist this student to reduce the number of incidents they are involved in.
- H. Sparling confirmed this student is at St. Peter Canisius, He is a 6-year old who arrived at school partway through JK following the death of his mother. He has a new principal, a new PRT, a new classroom teacher and a new EA, all unfamiliar with him and the program that was developed to support him. There has been extensive involvement with the ABA team, however the itinerant EA assigned to this school has been largely absent this year. Due to this absence from ABA team, we've prioritized a reassignment of a different EA. The school has been notified and this is starting next week.
- The Principal or another staff member currently covers the EA's breaks as there is only 1 EA at the school. However, sometimes it is an adult supervisor who has had no training.
- B. Cockburn questioned if there should a ceiling before the number of reports reaches 13 for one student. This is excessive for both staff and the student.
- H. Sparling confirmed that the student at St. Peter Canisius has had a safety plan in place since September.
- T. Johnson reminded the committee that the mandate of the committee is the health & safety of staff members, not students. If in doubt whether an incident should be reported, then report it. It is then up to the Administrator responsible for health & safety to review.

8. Review of Incident Trend Reports for 2021-2022

Action:

- S. DeGurse suggested we add the agenda item to the top of each report so we know what agenda item we are reviewing
- W. Bechard confirmed at the end of last school year, the committee discussed these reports and the intention behind reviewing these reports was for something for change. At the end of the year, does this report go back to St. Angela Merici? What are the next steps?
- J. Duff confirmed that we met with staff at SAM, with W. Bechard in attendance, and unpacked a host of items. This was a worthwhile and successful discussion. W. Bechard suggested the same thing be put forward with staff at St. Peter Canisius.
- C. Coene suggested searching past emails for past reporting from previous years. New members won't have these emails. If they are a union worker, they can reach out to a union colleague. However, there is not currently a central repository for this information.

8. Review of Incident Trend Reports for 2022-2023

Action:

- No discussion occurred.

9. Review of Incomplete Workplace Inspection Notes – Cumulative

Action:

- No discussion occurred.

10. Review of Workplace Inspection Reports for June, July, August & September

Action:

- L. Burden confirmed that maintenance and custodians complete summer inspections. 10-month employees can volunteer to come in and complete the inspections, for which they are paid.
- W. Bechard identified from the inspection that it appears one room in St. Ursula does not have access to air filters. D. Srokosz to resolve.

11. Business Arising

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

Action:

- J. Duff shared in previous meetings that there was an arbitration award offering OECTA representatives discretionary access to the online reporting tool. We have been working with eBase to identify ways to provide this. We are also looking to OECTA provincial and OCSTA for clarity.

12. New Business

12.1 – Selection of JHSC Co-Chair (Management) – J. Duff

Action:

- J. Duff thanked welcomed Colleen Cogghe for stepping into role as co-chair.

12.2 – AED Inspections Completed – Summer 2022 – L. Burden

Action:

- We have AED units in each location and 2 in each secondary schools. Throughout the summer, we contracted Bluewater First Aid to complete inspections of each AED unit, which included replacement of the defibrillator pads. All pads and batteries expired in September 2022 so each unit was inspected and the pads and batteries were replaced

prior to start of school year. Deficiencies were not the units themselves, but the battery in the AED cabinet. Several batteries were replaced in the cabinets. In UCC, one unit is being replaced by one of the AED's that came a school in the south that merged. The cabinet batteries are not on a 4-year replacement schedule, they are regular AAA batteries.

12.3 – Workplace Violence Risk Assessments – L. Burden

Action:

- Several years ago Workplace Violence Risk Assessments were completed by Administrators at each location in collaboration with staff and the onsite health & safety rep. We have provided training to new Administrators and refresher training to tenured administrators in completing the risk assessments. 3 training sessions were scheduled and each location has been provided the risk assessment to complete/update. They are due to be completed by next Friday. We have created a file in the H&S shared drive and we will be putting the completed risk assessment's into this drive for review by the committee.

12.4 – Ventilation Update – T. Montanino

Action:

- T. Montanino gave a ventilation presentation to committee and site-based reps.
- C. Coene questioned the reasoning that any classroom would need a HEPA if we've moved to MERV 13 everywhere. It was clarified that FDK and childcare places have been mandated to have the HEPA unit. Wherever there is a portable AC unit, there is also a HEPA unit as the MERV 13 cannot fit into this.
- T. Montanino confirmed that the frequency on changes differs. For example, St. Patrick's is currently under heavy construction. These filters are not lasting a month. It is the same with some rural schools. The vendors are responsible for changing the filters. As a board, filters are always replaced every 3 months. Our HVAC technicians check the schools that cannot last 3 months and replace as needed.
- L. Lyons confirmed that the units at St. Ursula, in our classrooms that have junior and intermediate students, are not effective. T. Montanino agreed there are challenges with these units. They aren't intended to be used as air conditioning. They are undersized. The

intent of these units is to remove the humidity from the air and temper the space. If there is an extreme complaint, we can supplement with a secondary unit but then the issue becomes noise.

- D. Geroux questioned the HVAC contractors that come in. They are doing filter replacements monthly, but in these busy places where environmental pieces are causing the filters to clog up, how can the vendors know to go in more often to change these filters? T. Montanino clarified that when a filter gets plugged, the unit shuts down. A plugged filter actually filters more when it is plugged because it allows less air flow through. The monthly changing is sufficient to maintain the unit functioning as intended and operating. If the filter is plugged, the unit shuts down and will not function. We would be notified right away. We would have to have the licensed mechanical technician change the filter and force the unit back on.
- B. Cockburn inquired if the vendor could provide the Committee with stats on filter changes.

12.5 – Noise Level in Gymnasium at St. Peter Canisius – D. Solinas

Action:

- The Phys Ed. teacher started wearing his own PPE while in the gym. He downloaded an app on his Apple Watch which identified noise levels over 100 decibels per day. This is problematic to teachers and students. T. Montanino confirmed we will work with Facilities and have someone to the school with more statistical reliability to look at the noise levels and conduct testing.
- L. Burden confirmed previous testing had been conducted in December 2017 in the gymnasium. A handheld decibel reader was used throughout the day at different times with different classes in the gym ranging from no activity to very high activity. The readings were all below 85 decibels, time weighted over an 8-hour period.
- B. Cockburn confirmed there isn't anything in the inspection reports. If this is an ongoing issue, it's never appeared anywhere in the reports. L. Burden clarified it has been in inspection reports previously, which resulted in the testing occurring.

12.6 – Onsite H&S Representative Training – L. Burden



Action:

- Lisa Burden presented the training to the committee and the onsite reps.

D. Geroux adjourned the meeting at 11:39am.

John Van Heck

Chair of the Board

Scott Johnson

Director of Education & Secretary