



ATTENDANCE

Members

Dave Geroux, Beau Cockburn, Brian Breault, Dan Solinas, James Duff, Lisa Burden, Damon Srokosz, Mat Roop, Jen Morrow, Chad Coene, Colleen Cogghe, Susan Lucier, Renee Forgie, Dave Ostropolec, Steve DeGurse, Brady Watterworth, Erin Barrington, Daniel Portelance, Tony Montanino
Regrets: Ryan Hare, Tamara Johnson

Guests: Julie Skillas & Jeremy Zimmer

Chair: Dave Geroux

Interpreters: Lauri Doig & Kellyanne Laflair

Recording Secretary: Melissa Steele

1. Call to Order – Dave Geroux called the meeting to order at 9:03 a.m.
2. Land Acknowledgement & Opening Prayer – The Committee opened the meeting with the land acknowledgement and a prayer.
3. Welcome – Committee welcomed everyone in attendance.
4. Approval of Agenda

Motion: That the Agenda for the JHSC December meeting be approved with additions below.

- **12.2 Access to Eyewash Stations for Non-Custodial Staff – D. Geroux**
- **12.3 Access to PPE for Non-Custodial Staff – D. Geroux**
- **12.4 Access to Safety Plans & Risk Assessments for Casual/Occasional Staff – D. Geroux**
- **12.5 Power Outage / Loss of Heat – D. Geroux**
- **12.6 Risk Re-Assessments with Safety Plans – D. Geroux**
- **12.7 TVDSB MOAB (Management of Aggressive Behaviour) Procedure - D. Geroux**
- **12.8 JHSC Access to Information – D. Geroux**
- **12. 9 Wheelchair Accessible Automatic Doors – D. Geroux**
- **12.10 Doors at St. Teresa of Calcutta – D. Solinas**

Approved by Committee as a whole.

5. Confirmation of JHSC Meeting Minutes – October 18, 2024

Motion: That the Minutes from the JHSC October meeting be approved as presented.

Approved by Committee as a whole.

6. Review of WSIB Reportable Incidents

A) October & November

- C. Coene commented that when a reportable incident occurs, and the email notice is sent to the Committee, sometimes there is too much information provided which may disclose the identity of the employee if there is only one person in that position at that location.
- L. Burden advised that entering the position has been a past practice but moving forward, we will make the entry more general.

7. Review of Employee Accident/Incident Reports

A) October & November

- D. Solinas shared that some students are violent all day but remain at school and commented that we need to look at those days and at the very least the students should be removed from classroom.
- J. Morrow advised that in the situation cited, there are strategies are being implemented and many stakeholders are involved.
- D. Solinas provided another example and commented that something else must change to support staff and that under reporting of incidents is occurring as employees are submitting one report for several incidents throughout day.
- J. Morrow offered comments about a situation and that staff are attempting to support the student at school to learn how to self regulate.
- J. Zimmer inquired about incidents where students are making threats to staff.
- J. Morrow advised that administrators take these matters seriously. Most will reach out for guidance, but we need to differentiate between a student who is capable of doing it or is just seeing these things on online or video games and doesn't know difference. There are checklists with VTRA for administrators to go through and most of these are students with severe developmental disabilities.
- C. Coene commented that VTRA was mentioned as a possible response and that sometimes positives can come out of that. He inquired if there have been any VTRA's this year.
- J. Morrow advised that there had been one early in September.
- S. Lucier commented that she finds that schools are accommodating a new lower standard for student behaviour and don't react to things like swearing or threats. Other students are scared by the threats and these students go home for the day and come back next day and do it again.
- S. Lucier inquired if we offer anything to parents for support.
- J. Morrow advised that we refer to social workers. We support getting referrals, but unfortunately there are waiting lists. If students are swearing or in extreme escalation, trying to teach at that moment won't do anything. Should have conversation when student is calm and discuss how to express themselves.
- D. Portelance described the trauma that some people have experienced from these incidents, and when do we say we don't have the resources and staff are stressed out. Incidents are showing that staff were bitten and drew blood. Staff are running out of fuel. At what point do we say that we are not equipped to handle these situations and staff are getting hurt
- J. Morrow advised that within our community, there are no alternatives. They are trying to get things up and running but wait lists are extremely long. Access to beds at residential schools are not available anymore. Use of exclusions and modified days occur more than before.

- D. Portelance shared that he is sympathetic to students' situations, but we are going to run out of resources.
- B. Watterworth inquired what type of resources are available to the other students who are witnessing these incidents.
- J. Morrow advised that staff go into classrooms and provide training to bring awareness to the needs of students. Child and Youth Workers (CYW) provide training and staff how to support themselves and students.
- D. Ostropec advised that CYWs train and preventative items are brought forward. There is a debrief policy and if supervisor is aware, she could assist. He agreed that students are traumatized by actions of others. Parents and students can decline support. We can't force them into support and services but there are ways around supporting them if they decline. There are lengthy wait times in community for support. We are down one staff this year as well. Everyone is working together, team approach.
- B. Watterworth inquired about CYW debrief process.
- J. Morrow advised that it would have to be requested. If CYW is in building, have conversation with them or ask administrator to request.
- S. Lucier shared incidents involving an EA being hurt and being emotionally upset following the incident and another incident involving students locking doors as staff were responding to the incident. Expressed need to train EAs, so they are aware of how to handle different situations.
- J. Morrow agreed and indicated that this is why we do BMS training with EAs as separate group so we can tailor to specific topics. If there is a specific student/needs, we release them to attend training. We have staffing shortage, but we have pulled them.
- R. Forgie commented that EAs say BMS training is just blocking and doesn't help. Many staff don't do incident reports as it is just who the student is and part of the job now. Staff shouldn't have to go to work and deal with this. Specialized training would help.
- J. Morrow advised that holds and blocks are just part of BMS. This training includes preventative and proactive strategies that are just as important.
- C. Cogghe commented that BMS involves more than just blocks. Training includes strategies for preventative, proactive, and debrief. It is very helpful, but staff must be receptive. ABA team can come in, release staff working with students, and have tailored training which is helpful. Staff must be receptive.
- M. Roop inquired about if communication with the Ministry of Education has occurred to share information and request need for more resources.
- J. Duff advised that there are provincial working groups that work directly with Ministry. The group has been able to put more of a spotlight on the education sector and the Ministry of Labour visits with school boards to better understand our challenges. The special education budget is never enough, and we run deficits.
- D. Geroux commented that there are a lot of pieces that all unions are trying to bring awareness to this. The current government has been a detriment to this, changed funding model and we are feeling the effects of that now.
- Discussion regarding pending Ministry of Education visit to UCC but the visit is only for a specific purpose as determined by the Ministry.

8. Review of Incident Trend Reports

A) 2024-2025

- B. Watterworth commented that some incidents indicate "No Injury" but the description identifies a possible injury.

- L. Burden indicated that the "No Injury" column on the report only confirms if there was a reportable injury under WSIB. With the new discretionary access, additional updates are pending to the system and will review this item.
- D. Portelance questioned if a student bites a staff and draws blood, is there a requirement for staff to get a blood test.
- L. Burden advised that we do not have a procedure requiring a blood test. Administrators and staff may suggest employees seek health care, but this is the employee's decision.
- S. DeGurse commented that administrators do not determine if the injury is reportable or direct the employee to seek health care.
- B. Watterworth asked if there was a timeline for the updates to the system.
- L. Burden advised the changes are very minor and would update the Committee at the next meeting.

9. Review of Incomplete Workplace Inspection Notes – Cumulative

- J. Zimmer questioned the water temperature of eye wash stations and whether facilities or the onsite representative should be testing the temperature.
- L. Burden advised that she is working on an eye wash station protocol. Currently custodians are expected to check the temperature, and onsite reps review the tag to make sure that the station was inspected.
- T. Montanino advised that Facility Services is reviewing this matter to ensure the temperature is appropriate.

10. Review of Workplace Inspection Reports

A) October & November

- No discussion or comments.

11. Business Arising

11.1 JHSC Discretionary Access – J. Duff

- L. Burden provided a brief tutorial on discretionary access and confirmed that she will supply instructions to all JHSC members.

11.2 Procurement of Return-to-Work Accommodations Update – L. Burden

- L. Burden provided an update on this process and the steps that need to be followed.
- L. Burden advised that the Board has good relationships with vendors in Chatham and Sarnia, and she is working with Procurement Department to make lists for accommodated equipment that may be required for quick accommodations.

11.3 Installation & Maintenance of Classroom Phones Update – J. Duff

- J. Duff provided an update on the phone situation at St. Matthew. There were some complexities to sort through due to the room previously being a daycare room, but the phone is now working. A storage room was also converted into an office that does not have a phone. The school implemented a communication plan, and the room has two doors if staff are required to remove themselves.

12. New Business

12.1 Slips, Trips and Falls – L. Burden

- L. Burden advised that the Board recently launched the Slip, Trips & Falls campaign and shared the number of incidents from the last three years.

- B. Watterworth questioned an incident regarding a mat under the water fountain.
- L. Burden indicated that she would investigate this incident.
- Discussion regarding if an employee sees water/leak or any hazard and what steps should be taken. If employee isn't sure what to do, who to contact or isn't familiar with where "wet floor" signs are located, contact administrator/manager, H&S rep, custodian or receptionist/secretary. Part of internal responsibility process is that it is our duty as an employee that if we see a hazard, to try to correct it or advise someone.

12.2 Access to Eyewash Stations for Non-Custodial Staff – D. Geroux (CUPE)

- S. Lucier shared feedback from a H&S presentation that eye wash stations need to be accessible within 10 seconds and most stations in schools are located in a custodial area and locked. This could prevent assisting students with sand or wood chips in eyes.
- J. Duff advised that the purpose of the eye wash stations is for employees who are using chemicals and that is why stations are in the custodial area. This area must be locked to prevent students from accessing the area due to the chemicals.
- T. Montanino advised that all schools are designed that the station is in the custodial area. There are portable eye wash containers that could be considered at a school which are readily available and easy to use.
- Discussion regarding the portable eye wash water bottles and how the decision and cost would be at the school level if schools want them.
- C. Cogghe advised that administrator's FOB work in the custodial room so if there was an emergency and door was locked, staff could get FOB from administrator and access the eye wash station.

12.3 Access to PPE for Non-Custodial Staff - D. Geroux

- R. Forgie advised that some EAs and ECEs are doing toileting without gloves or PPE. She indicated that some custodians refuse to buy them as it comes out of school budget. Staff may require them for FDK or special education students.
- J. Duff advised that he was not aware of this but if staff are engaged in toileting and they want gloves, the school must provide them. This is not a custodial decision, and staff should go to their administrators and request PPE.

12.4 Access to Safety Plans & Risk Assessments for Casual/Occasional Staff - D. Geroux

- D. Geroux shared that some casual staff don't have access to safety plans and some staff are taking photos of plans. Some casual staff don't have time to review plans if called in late. This could result in staff inadvertently causing students to escalate. Wish to discuss how to get this information to staff prior to arriving and address staff using phones.
- J. Duff confirmed that casual staff should have access to safety plans and administrators were reminded of this requirement.
- J. Duff advised that staff should not be taking photos of plans. Sharing plans in advance is a challenge as schools may not know which staff are working with specific students until the school determines which staff and students are attending school that day. Safety plan templates were updated to be easy to read. The one-page template was created and allows for an initial review and reference throughout the day.
- J. Duff shared that EAs should have folders that contain plans for casual staff to read.
- J. Morrow agreed that there is a concern with staff taking photos and providing advanced copies due to privacy. During the previous PA Day, all EAs were asked to ensure that there was a folder at the office that for casuals to access which includes schedules, personal care

requirements, safety plans. Single page safety plan was created a few years ago. All teachers should have safety plans so the plans should be in the classrooms as well. Late arrivals will occur, but administrators would allow them time to go through and have good sense of what is happening with students. Administrators try to make sure experienced staff are with specific students.

- C. Cogghe advised that her school has binders with different colour for each EA. EAs have time in the morning to review. If that doesn't happen due to various reasons, then administrator or PRT could support EA to review the plan.
- D. Ostropec commented that a new safety plan involves everyone on the team, that everyone has a role in creating the document and have should access to it.

12.5 Power Outage / Loss of Heat - D. Geroux

- B. Cockburn inquired about the process when a school is closed due to power outage and staff are at school with no power and cited a recent example at two schools.
- J. Duff advised that most staff did not remain at the school. When a school is closed, it is closed but administrator and custodian will remain to ensure students don't get dropped off.
- B. Watterworth confirmed that staff were advised to report to their closest location or work from home, but communications could be improved as staff were notified after press release.
- J. Duff advised that decision to close school is not easy, and there are many variables to this decision. If there is loss of power, closing a school depends on a number of factors including the time of year, weather, duration of power outage.
- D. Geroux shared example when a custodian was required to remain onsite during a power outage in the winter. He questioned how we determine if it is safe for staff, are they expected to wear winter clothing inside, what happens if the temperature drops. In the case of power outage in evening, the emergency lighting only remains on in some areas for a small amount of time. What happens when it is no longer safe for them to work?
- D. Geroux provided example where custodian worked in lighted areas and eventually had nothing else to do and asked if they could leave. They were told yes, and after they left were told they would not get paid as they asked to leave. If power goes out at night, how do they safely make way to lighted area if pitch black. Need to make a clear process of when it is safe to work and when not.
- T. Montanino advised that there are guidelines regarding this matter in the Facilities Services Emergency Response plan. When notified of power outage, service providers will provide a restored time estimate.
- T. Montanino confirmed that custodial staff remain at school in case student or staff show up as they are part of the essential service. Custodial staff have a clothing allowance for outdoor gear and would have had their winter gear. Facilities may also deploy maintenance staff. For insurance purposes, a fire watch and walk through of the building must be conducted during a power outage. For custodians at night, every school is equipped with safety kit with lanterns as emergency lights will shut off after about 30 minutes. Custodian could reach out to supervisors if they don't feel that it is safe to be there, and their supervisor would also be checking for the time the power would be restored. In the example provided, staff wanted to leave, and supervisor indicated that they were required there, and that is why that situation happened.
- D. Geroux asked how often is this process reviewed with custodial staff and where emergency kits are located.

- T. Montanino confirmed he would bring this item to his supervisors and address at a PD session. All day custodians and supervisors are aware but casual staff may not be aware. He will remind supervisors to review with casual staff.
- D. Geroux asked how often the kits and batteries checked.
- T. Montanino advised that he was not certain but believes during the summer in preparation for the school year, but he would review and ensure extra batteries are provided.
- B. Cockburn commented that due to insurance custodians are required to stay and check building but what if something bad happens.
- J. Duff advised that the Board has working alone procedures and that night custodians work alone all the time, whether power is on or off.
- T. Montanino advised that there are procedural guidelines of what to do and if a custodian leaves, our security provider will continue with fire watch. If staff don't believe it is safe to be there, they need to tell their supervisor and can go home.

12.6 Risk Re-Assessments with Safety Plans - D. Geroux

- R. Forgie inquired about student safety plans and what happens if the plan fails.
- J. Morrow shared that with the new safety plan process and template, schools have access to update the document whenever required. Some safety plans may need reassessment every few weeks, other are fine for the year.
- D. Geroux inquired if the plan fails, does this trigger a reassessment and that the document should be fluid.
- D. Geroux inquired about risk assessment for sites and while we do them annually, how often are they reassessed following an accident or injury.
- L. Burden advised that risk assessments are required annually. Reassessments are done as often as necessary and not from a predetermined number of incidents. Different items could trigger a reassessment including a change in risk level, a new student with aggressive behaviour, an increased number of incident reports, increase in theft/vandalism in area.
- J. Duff advised that risk assessments are now prepared and provided through eBase.

12.7 TVDSB MOAB (Management of Aggressive Behaviour) Procedure - D. Geroux

- D. Geroux advised that he has been in contact with other CUPE locals to see what they are doing to manage student behaviour and referenced the TVDSB MOAB.
- J. Morrow shared that the procedure aligns with the Board's Physical Intervention of Aggressive Student Policy and other policies and inquired if there is something specific under the MOAB that is not considered.
- D. Geroux advised that he would review and get back to Committee.
- R. Forgie inquired if the information is addressed in different documents, could this information be outlined on one place.
- J. Morrow shared that she welcomes feedback.

12.8 JHSC Access to Information - D. Geroux

- D. Geroux advised that since adding this item to the agenda he received information confirming the Board is compliant and removed this item from the agenda.

12.9 Wheelchair Accessible Automatic Doors - D. Geroux

- D. Geroux advised that students in wheelchairs at St. Anne Blenheim are being brought in and out of a door that does not have an automatic opener. Staff hold door open with their body to get students in and out.

- J. Morrow advised that T. Montanino and his team invite her to be part of accessibility reviews at all schools. Principals request buttons and if required, automatic doors are installed. She will be in Blenheim next week and will review if there is medical support that warrants an automatic door.
- T. Montanino advised that buildings are built to code. Main entrances have automatic doors, but other doors may not.

12.10 Doors at St. Teresa of Calcutta – D. Solinas

- D. Solinas raised issue regarding several doors and shared that a recent WSIB claim was connected to an issue with a side door. The main entrance door has issues on windy days and must be pushed to close. On the second floor, there is an issue with a door located between two classrooms. The door to the music room is too big and bolted to floor so it can't be closed, and this causes a noise disruption in the adjoining classroom. These items could be an issue with a lockdown or individuals accessing the building. The doors may be related to warranty issues, but this is a H&S issue and are still outstanding.
- T. Montanino advised that there are some issues with new buildings, and it is a learning curve for all. One item is the HVAC pressurization is causing door issues. Another item is the wind is whipping around from the side of building and holding the door open. Consultants are reviewing entrance door to determine if the door has the right gauge or is the issue related to internal pressure. While current exterior door situation is not ideal, the next set of doors are locked. The second-floor issue is due to a specialized soundproof door for the music room which is very heavy. The door is too heavy for people to open and close so it has been bolted down until the new door arrives.
- D. Solinas asked if there was a timeline on new door.
- T. Montanino advised that it has been ordered and confirmed he will review and provide an update.

ADJOURNMENT - Meeting was adjourned at 12:21 p.m.