



## ATTENDANCE

### **Members**

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

**Guests:** Jeremy Zimmer

Chair: Dave Geroux

Interpreters: N/A

Recording Secretary: Melissa Steele

1. Call to Order – Dave Geroux called the meeting to order at 9:01 a.m.
2. Land Acknowledgement and 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 June meeting be approved with additions below.**

- **12.6 Codes and Terminology Used in Schools – B. Breault**
- **12.7 Lockdown Drills – J. Zimmer**

**Approved by Committee as a whole.**

5. Confirmation of JHSC Meeting Minutes – April 11, 2025

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

**Approved by Committee as a whole.**

6. Review of WSIB Reportable Incidents
  - A) April and May
    - No discussion or comments.
7. Review of Employee Accident/Incident Reports
  - A) April and May
    - C. Coene inquired about increases in incidents at St. Matthew and St. Philip.

- J. Morrow shared that St. Matthew had an increase with one student having many incidents. With a change in staff as well as additional training they are hoping this will improve.
- T. Johnson shared experiences from her school. She described that changes were made to support staff and students, and the CST team is supporting.

## 8. Review of Incident Trend Reports

### A) 2024-2025

- D. Solinas commented that on graph 6 'Aggression YTD' only shows 21 schools, and the remaining schools did not have any acts of aggression.
- J. Morrow confirmed that schools have students with medical or physical needs, but they are not violent.
- D. Solinas commented that it is just surprising as one school has over 600 students but there has not been a violent incident.

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

- No discussion or comments.

## 10. Review of Workplace Inspection Reports

### A) April & May

- No discussion or comments.

## 11. Business Arising

### 11.1 "No Injury" Report Comment – J. Duff

- J. Duff advised that the "No Injury" comment has been removed.
- C. Coene commented that the change is positive and will make the reports easier to read. He inquired if an employee has an injury and gets their own band-aid, would this be recorded as first aid.
- L. Burden confirmed that first aid is identified when administered by an ERT member.

### 11.2 Stair Lift at St. Peter Canisius – D. Srokosz

- D. Srokosz shared an update that the installation of the chair lift is scheduled for July. He confirmed that a second cart was added to the lower level for custodial use and that a plan to add a custodial room on the lower level has been added to capital priorities for next year.

### 11.3 Employee Personal Information Update – J. Duff

- J. Duff provided an update on the process when administration collects personal info from staff for emergency contacts. The Board will review this process to avoid staff sharing info with other staff and provide direction to administrators in August.
- T. Johnson shared that she uses a Google survey to maintain confidentiality and uses this process to obtain information about staff allergies.

## 12. New Business

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

- J. Duff shared the policy for the annual review and advised of recent draft changes. Due to Bill 190 Working for Workers Five Act, 2024, the definition of Workplace Harassment and Workplace Sexual Harassment under the Occupational Health and Safety Act was updated to include virtual/social media. Therefore, the definitions under the policy and procedure have been updated.

- J. Duff confirmed communication to staff on this change will be sent out in June and next school year.
- S. DeGurse inquired about the process if staff believe they are being harassed by someone on social media.
- J. Duff advised that the process is the same if staff believe they are being harassed in person or virtually. Staff would report the matter to their administrator and review the steps for resolution in the procedure. Based on severity of the matter, HRS may need to conduct a formal investigation.
- C. Coene asked if the Board's policy only applies to employees or others outside of the Board.
- J. Duff advised that the policy only applies to staff and offered other strategies if a staff member is harassed by someone outside of the Board, including working with administration, a cease-and-desist letter or no trespass order.
- C. Coene shared that PPM128 applies to all individuals, including parents, staff, students.

#### 12.2 Summer Workplace Inspections – L. Burden

- L. Burden shared that as per past practice, she will email 10-month Health and Safety reps to inquire if they wish to complete the summer inspections and she will work with Facility Services to develop a summer inspections schedule.

#### 12.3 Occupational Health and Safety Posting Updates – L. Burden

- L. Burden shared that Bill 190 included several updates to Occupational Health and Safety Act. One change is the posting requirements for worksite's health and safety bulletin boards. Employment Standards posters were removed but provided to all new hires. All other required postings are posted virtually to be more easily accessible for staff. They have been posted in one place on the Board website, but we are also keeping on health and safety boards and staff rooms. The "WSIB in case of injury" poster was updated, and copies will be sent to all site reps to post. Checklist will be shared with all onsite reps and Committee members.
- D. Portelance inquired if each site will continue to get an updated green book.
- L. Burden confirmed that each location will continue to get green books, and all reps have updated copies.
- C. Coene inquired if the Board gets an order from the Ministry, is there a suggested timeline that it needs to be posted.
- L. Burden advised that she would investigate.

#### 12.4 2025/26 JHSC Meeting Dates – J. Duff

- J. Duff shared that the Committee would likely continue to meet the same months next year, but certain weeks have conflicts with provincial committee meetings. He requested that members consider alternate Fridays of the month and advise about scheduling conflicts. He would subsequently work with Co-Chairs to finalized dates.
- T. Johnson inquired if the Committee could avoid Fridays due to unfilled vacancies.
- J. Duff advised that he is not opposed to other dates, but his starting point is looking at Fridays first and then possibly other days of the week.
- E. Barrington shared her experience in Facilities that onsite reps attending on Friday is difficult to find coverage.
- J. Duff advised that there is consideration of onsite reps attending virtually but some still may need to be replaced.

#### 12.5 Work Refusal at St. Angela Merici – L. Burden

- L. Burden provided confidential information regarding a work refusal at St. Angela Merici that occurred in June. This refusal involved an EA and a student with suspected bed bugs. The work refusal process was followed, and the matter was resolved.

#### 12.6 Codes and Terminology Used in Schools - B. Breault

- B. Breault commented that codes/terminology for dysregulated student in hallways varies as schools use different codes. He confirmed this is not related to formal lockdowns, hold and secure or shelter in place processes. He asked how casual/itinerant staff are supposed to know what school specific terms mean such as nesting.
- J. Morrow shared that the Board previously sent communication out on this matter. Schools were directed to use clear statements such as lock doors or don't use this hallway. We may need to revisit.
- C. Coene shared that it is difficult in Secondary. Due to large spaces, codes aren't the same at each location. Different schools use different teams based on the code/incident.
- R. Hare shared that universal codes could be applicable and clear but students figure out the codes.
- J. Zimmer shared his experience is that there are approximately three different codes staff should know and those could be provided to daily OT's so they are aware.
- D. Srokosz shared that he supports this idea, so Facilities staff are also aware.
- S. Orrange shared that common language would support external community partners in the building.
- J. Duff advised he will discuss with J. Morrow and S. Orrange will review.

#### 12.7 Lockdown Drills- J. Zimmer

- J. Zimmer inquired about the timing of drills and what direction is provided to administration.
- E. Barrington shared that in the Emergency Preparedness Plan, there should be 2 lockdown drills and 3 fire drills each semester/half of year.
- D. Portelance shared that they schedule drills at inconvenient times of the day or block primary exits to force people to use secondary exits.
- E. Barrington shared there is language in the Plan about scheduling drills at various times, but not about blocking exits but agreed it's a good practice to do this. She will review and remind administrators about this.
- S. DeGurse inquired if drills could be part of the monthly inspection in eBase.
- L. Burden indicated that she would review eBase but drills could also be tracked in a different manner.
- B. Watterworth shared that at some schools, admin will block an exit or pull a student to ensure everything is being checked and that these practices are ideal.
- R. Hare shared an experience of an actual fire alert occurring just before period 4. Students were not sure if they were required to report to period 3 or period 4. There was confusion, so it allowed administration to reflect and learn from it.
- B. Breault shared an experience in which the fire alarm went off 5 minutes before the bell and students were questioning about retrieving backpacks before meeting outside.
- D. Portelance shared an experience in which students were outside on the hill as they didn't know where to report. This uncertainty strengthens the drills and what to do.
- J. Duff agree that schools should embrace drills at inconvenient times and determine what to do these situations.



**ADJOURNMENT** - Meeting was adjourned at 10:15 a.m.