



ATTENDANCE

Members

Dave Geroux, Brian Breault, Dan Solinas, James Duff, Lisa Burden, Mat Roop, Jen Morrow, Chad Coene, Renee Forgie, Brady Watterworth, Erin Barrington, Daniel Portelance, Ryan Hare, Tamara Johnson, Susan Lucier

Regrets: Colleen Cogghe, Dave Ostropec, Beau Cockburn, Damon Srokosz, Tony Montanino, Steve DeGurse

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 8:59 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 February meeting be approved.

Approved by Committee as a whole.

5. Confirmation of JHSC Meeting Minutes – December 13, 2024

Motion: That the Minutes from the JHSC December meeting be approved with the correction below.

T. Johnson asked for the 'not' in item # 6 on page 2 in the last paragraph to be removed. Minutes should read "L. Burden advised that entering the position has been a past practice but moving forward, we will make the entry more general".

Approved as amended by Committee as a whole.

6. Review of WSIB Reportable Incidents
 - A) December & January
 - No discussion or comments.
7. Review of Employee Accident/Incident Reports

A) December & January

- B. Breault asked to review an incident at St. Angela Merici that involved a door that locks from the outside. In past lockdown drills, teachers wondered if they locked the door and would have to go outside of class to check if the door is locked. In this specific incident, the student was trying to enter the classroom and teacher had to hold the door shut. He asked about obtaining a locking mechanism that is inside of the door.
- J. Duff advised that he would share this item with T. Montanino. He understands that T. Montanino has been exploring alternate options and connecting with other school boards. Alternate options must ensure that students cannot lock teachers out of a classroom.
- J. Duff shared that childproof locks are under review.
- B. Breault commented that this item is not new and doors with locks on the outside are not helpful.
- S. Lucier shared that she appreciates the childproof lock review and that magnetic locks can be difficult for adults to open. She commented that there were locks on gates as well but believes that those have been removed.
- D. Geroux shared that St. Angela Merici staff are encouraged to keep doors locked at all times. The work around is flat magnets on inside of door frame so students and staff can still use the door. If required to lock door, staff pull the magnet and latch the door, but this can still cause issues. We need to come up with a better solution.
- D. Solinas commented that he is noticing that technology is a trigger for some students when their time is up. He asked if there is a way to look at non-tech rewards or an app that shuts it down. Students may throw the tech, but this strategy removes staff from having to take it away from the student.
- J. Duff advised that he would raise this question with IT to see if it is possibility.
- J. Morrow shared that the teams would welcome exploring this option. She has heard that there is an over reliance on tech and would prefer to move away from it. Most of the students would be better with hands on tasks. One student has autism and has an addiction to technology. They are putting a process in place to remove and/or reduce the tech usage.
- B. Breault commented that it just isn't teachers and EA's but office staff as well who tell students to work on tech while in the office. He suggests there needs to be team effort/entire system messaging.
- R. Forgie shared that there are still more incidents that are not being reported. Staff are indicating that they don't have time to submit them. Admin won't release them and PRT's are too busy. Completing forms should be done on paid time.
- J. Duff commented that finding time to complete forms would be on a case-by-case basis and based on school schedules and circumstances. If there aren't staff to cover, there are opportunities to fill out the next day. The reporting tool is designed so staff can start the form, save it and come back to it. SSIR don't have to submitted that day, but staff need to tell principal that day. The tool offers opportunities for staff to start it and complete as they can.
- R. Forgie commented that they aren't finding the time though. They only have a short window to prep before school and then clean up after school. Forms are not supposed to be completed on breaks/lunch. If they wait until next day, they might not remember details.
- T. Johnson commented that EA's were given 45 minutes every day or they could use prep time to finish the form. She would tell staff to not prep material that day and fill out form.
- S. Lucier indicated that at her school, EA's don't have time in the morning to complete.
- J. Duff indicated that if staff cannot find time, they should connect with their admin.

- D. Geroux commented that each site is different. Some have more freedom in scheduling. Others are scheduled all day, except for breaks and lunch. Time can be a challenge. This is a frustration piece for staff. They know that they need to do it but finding the time. With missing staff, shuffling staff due to vacancies there are usually more incidents and less time to complete them.
8. Review of Incident Trend Reports
- A) 2024-2025
- No discussion or comments.
9. Review of Incomplete Workplace Inspection Notes – Cumulative
- No discussion or comments.
10. Review of Workplace Inspection Reports
- A) December & January
- B. Breault inquired about retracting wall in the gym at St. Angela Merici.
 - S. Lucier indicated that the walls were fixed but an issue remains due to the floor. The walls must remain closed and will only be opened for assemblies or big games.
 - B. Breault commented that staff prefer closed rather than open until the issue is resolved.
11. Business Arising
- 11.1 eBase Changes Update– J. Duff
- J. Duff shared that the 'No Injury' comment on reports confirms the incident did not involve a WSIB injury but should not be interpreted that the employee was not injured. We can remove or hide this comment but only for next year.
 - C. Coene asked if we could add this item on the agenda for next meeting so we can discuss.
 - J. Duff confirmed that it could be added to next meeting.
 - J. Duff advised that minor changes were made to the incident workflow process (e.g. formatting, grammatical, HRS processes) but those changes do not impact the user or Committee experience.
- 11.2 Emergency Response Plan Training & Custodian Emergency Kits Update – T. Montanino
- T. Montanino was not at the meeting so J. Duff indicated that he would request T. Montanino provide an email to the Committee with an update.
- 11.3 Wheelchair Accessible Automatic Doors Update – J. Morrow
- J. Morrow provided an update that she reached out to the principal in Blenheim and discussed this matter. A physiotherapist has also been involved. Based on this review, a letter to proceed with an automatic door was received yesterday and forwarded to Facility Services. This item is moving forward.
- 11.4 Doors at St. Theresa of Calcutta Update – T. Montanino
- T. Montanino was not at the meeting so J. Duff indicated that he would request T. Montanino provide an email to the Committee with an update.
 - D. Solinas indicated that he was at the school last week. Exterior door has been addressed but fixes to music door is still pending.
12. New Business

- 12.1 Workplace Health & Safety Policy Review – J. Duff
- J. Duff shared the policy for the annual review and confirmed that there were no changes from last year's review. No discussion or comments.
- 12.2 WSIB Annual Review – J. Duff
- J. Duff shared a summary of WSIB data that the Committee receives throughout year. The Board continues to work with SBCI on Slips, Trips & Falls to bring awareness. He shared that an option of marking out playground areas for different types of activities has been discussed but this option requires further review.
- 12.3 New EFAP Provider – J. Duff
- J. Duff shared with Committee that all permanent staff received an email regarding the new EFAP provider, ComPsych, and a video about the services. Committee was asked to promote EFAP with staff and provide any feedback.
 - R. Forgie shared that with the transition to new provider some staff have had counsellors for 10-15 years but their counsellor is not on the list. She shared that staff do not wish to switch counsellors and asked if those counsellors could be moved to ComPsych.
 - J. Duff advised that the Board did pay for some bridging between the previous and new provider but for a time limited transition period. He shared that ComPsych is willing to take on new counsellors.
 - L. Burden shared the counsellor may be willing to come over to ComPsych. Staff may also look at their benefits package to see if they can continue with current counsellor. She shared that EFAP includes 8 counselling services, which is intended for short term solution-based services. For long term counselling, staff should consider different type of coverage through their benefit package.
 - C. Coene shared that ComPsych advised him about whether individual counsellors are open to joining ComPsych. ComPsych doesn't sign contract with entire organizations and that staff could ask their counsellor if they would consider signing on with them or access their benefits package.
- 12.4 Ministry Violent Incident Reporting – C. Coene
- C. Coene inquired about reports in the media that there were 8 violent incidents last year. He understands that the bar to be reported as a violent incident with the Ministry is high. He asked if the Committee could be provided with how many aggression incidents to date this year and how many will be reported as violent incidents in Ministry reporting.
 - T. Johnson commented that most of the ones reported there are student on student, and don't involve staff.
 - C. Coene inquired if the Committee could be notified if an incident is reported to the Ministry and questioned how it is reported.
 - T. Johnson shared that there is a box on suspension letters.
 - C. Coene inquired if a staff member was hurt and student is suspended, would it be included in the reports the Committee receives.
 - L. Burden confirmed that the Committee should see the incident from the incident reports submitted by staff. She shared that she meets with Planning Services, and they review the incidents.
 - L. Burden advised that she would touch base with Planning Services to review.

ADJOURNMENT - Meeting was adjourned at 10:01 a.m.