



ATTENDANCE

Members

James Duff, Lisa Burden, Mat Roop, Stephanie Orrange, Damon Srokosz, Brian Breault, Chad Coene, Brady Watterworth, Erin Barrington, Ryan Hare, Tina Jarvis, Susan Lucier, Josh Wright, Dave Ostropolec, Carrie Tennant, Beau Cockburn, Renee Forgie, Daniel Portelance
Regrets: Dave Geroux, Derek Morrison, Rachel Chortos

Guests: Jeremy Zimmer, Jeff Phaneuf

Chair: Ryan Hare

Interpreters: Christie Reaume and Debbie Parliament

Recording Secretary: Melissa Steele

1. Call to Order – Ryan Hare called the meeting to order at 9:02 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 December meeting be approved with additions below.

- **12.2 Child Safety Locks – R. Forgie/S. Lucier**

Approved by B. Watterworth & J. Duff.

5. Confirmation of JHSC Meeting Minutes – November 14, 2025

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

Approved by R. Forgie & S. Lucier.

6. Review of WSIB Reportable Incidents

A) November

- C. Coene inquired about reportable incidents and if a copy of the full incident report and SSIR are submitted to WSIB.
- L. Burden advised that the Board completes the WSIB Form 7 that contains a condensed version of incident, mechanism of injury and areas of injury with information from the employee's report. The employee receives a copy of Form 7 and completes Form 6 in which the employee inputs their version of the incident/injury. The physician completes Form 8. For more complex claims there is communication with WSIB adjudicator if more information is required.

7. Review of Employee Accident/Incident Reports

A) November

- B. Breault commented that there were several incidents involving the same student on same day in November where employees were hit multiple times and questioned at what point is the student removed to not prevent further incidents.
- S. Orrange shared that incidents may involve JK students and when parents are contacted, they may not be able to come right away. Schools work to protect staff as best as they can until the student leaves.
- J. Wright offered information regarding the incidents and shared items not reflected in the reports including modified schedule, breaks, and early pick up. He shared that these reports were from two incidents.
- B. Breault inquired about a threshold of incidents before a student is sent home.
- R. Forgie shared that she is contacted by EA's who are struggling with the students due to the incidents. Supports are in place, but staff are still getting hurt. When can schedules be adjusted to a modified day.
- S. Orrange shared that administrators navigate this balance every day. Families are navigating students at home as well, and we try to support and find a balance. We try to support students to come to school and must consider and attempt everything before exclusion. Schools move the EA's around, so they aren't getting hurt each day.
- R. Forgie commented that EAs are getting hurt and coming back with accommodations. Principals must juggle schedules to figure out where they can put them. Some call in sick, others have accommodations and it is hard to figure it all out.
- Discussion regarding the process of how EAs are assigned to specific students and how it is a collaborative effort with staff involved.

8. Review of Incident Trend Reports

A) 2025-2026

- B. Breault shared a comparison from last year to this year and that we are seeing more reports. He shared that the numbers are an under representation of what is happening. He questioned what can be done as we are not seeing tangible change.
- J. Duff shared that he spoke with Superintendent of Education J. Morrow and that several of our colleagues are doing a multitude of different strategies across the board. He asked if the committee would benefit from having different groups of our staff share current strategies. Several committee members approved this idea.
- D. Ostropec inquired about our efforts to support parents since we send students home to dysregulated households. He works with students, and some come from dysregulation. He

inquired about a developing a pilot for a school where we directly support families and give them the tools they need to be successful. We work to make situations better for students, but staff don't have time to work directly with parents.

- S. Lucier agreed and shared that we supply students with resources but not parents. She inquired about a group to share ideas.
- J. Duff advised that the purpose of bringing staff to the committee is to better understand what is occurring in our schools. He advised that he would take the comment about parents back to L. Brush and J. Morrow.
- Discussion regarding notification to parents when something occurs and privacy and confidentiality of students involved.
- S. Orrange shared that there is debriefing done in a classroom when an incident happens, and the parents of students who are hurt are notified.
- M. Roop shared that this is a serious situation in all school boards. He asked if there is a provincial group working with the Ministry of Education. He also shared that parents could go to their local MP.
- S. Orrange shared that there is an organization of Special Educators and Superintendents who come together with community agencies.
- J. Duff shared that there is a provincial health and safety working group but unaware of this group's recent discussions and objectives.
- Discussion regarding the number of incidents reported by Principals and how they come into the situation after it is escalated. Incident reports from Principals are assigned to L. Burden and she investigates with them and completes that section.

9. Review of Incomplete Workplace Inspection Notes – Cumulative

- No comments or discussion.

10. Review of Workplace Inspection Reports

A) November

- No comments or discussion.

11. Business Arising

11.1 "No Injury" Comment – J. Duff

- J. Duff shared that the committee discussed "no injury" last year and how it means "no WSIB injury", and the committee agreed to hide that column. It was brought up at the November meeting that "no injury" is still showing on the reports in the summary totals at the bottom of each month.
- Since these reports are only for the committee, and with the understanding that "no injury" means "no WSIB injury", the committee agreed to keep the summary totals.

11.2 Aggression vs. Violence – J. Duff

- J. Duff followed up on this discussion from the previous meeting. On the incident form, there is a place to click "Workplace Violence" and the form includes definitions of workplace violence.
- J. Duff shared that the Board's use of the term "aggression" is connected to reporting for SBCI. Employees select workplace violence when identifying the type of incident and can select aggression or other subcategories further into the report.
- B. Breault commented that the term aggression is a legacy term and has been around for a while, but these incidents are workplace violence.

- L. Burden shared that when we went online for incident reporting, we were very intentional to use the term workplace violence, as this term is a legislative requirement and aggression is subcategory.
- 11.3 Month-over-Month Trends – J. Duff
- J. Duff provided an update that while HRS does not intend to create more charts, we would take last year’s total chart and share it with group each meeting.
- 11.4 SAM Accessibility Concern Update – D. Srokosz
- D. Srokosz provided an update and confirmed the school and outside area was recently built and meets compliance with all codes. A review of this area could be considered, and subject to available capital funds.
 - S. Lucier inquired how long until a review could occur.
 - E. Barrington shared that once an item is on the list, it will be reviewed and get ranked and then they decide which projects will get done.
 - L. Burden inquired if there were cut outs available at SAM currently.
 - S. Lucier confirmed that there are two already but not one near the staff entrance.
- 11.5 SSIR Update – J. Duff
- J. Duff shared an update that the intent of SSIR is for staff to notify admin of an incident and that admin are not expected to submit an SSIR to direct themselves to investigate.
- 11.6 Keys for Occasional Staff Update – J. Duff
- J. Duff shared that a message was sent to admin that if they need more keys and FOBs at their buildings to follow the process with Facility Services.
12. New Business
- 12.1 Slips, Trips and Falls – L. Burden
- L. Burden advised that the Board recently launched the Slip, Trips & Falls Winter Safely Campaign.
- 12.2 Child Safety Locks – S. Lucier
- S. Lucier shared her concern regarding the magnetic locks that are on classroom doors. She shared wording from Board’s Corporate Guidelines on Child Safety Lock Compliance with Fire Codes that childproof locks on doors compromise fire safety, and she doesn’t feel that the locks are safe and there are other locks being put on the gates. If people are in a rush to get out quickly, they may not be able to get out safely.
 - D. Ostropec shared that he has been stuck in rooms with locks on them and had to ask for help to get out.
 - E. Barrington shared that from a risk perspective if you have more than one door you have a mitigating route to exit, and the coat room door should be used for their fire route anyway. If there is only one door, then no child lock for sure.
 - S. Lucier shared that during their last fire drill, the fire was in coat room.
 - E. Barrington advised that in a real emergency, you must find another way out.
 - S. Lucier inquired if there is another lock that could be used.
 - E. Barrington advised for the gate outside, you are out of building and have a few moments to get the gate open. She inquired if S. Lucier has looked at other door locks and what other options are available. She encouraged her to investigate this.



ADJOURNMENT - Meeting was adjourned at 11:12 a.m.