



November 14, 2025

Ursuline Board Room, Catholic Education Centre

ATTENDANCE

Members

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

Guests: n/a

Virtual Guests: Johanna Arns, Jerri-Lynn Murphy, Jason McGill, Megan Stuart, Kelly Carneiro, Richard Bechard, Kristi Disper, Kim Zondervan, Jaime Crow, Randy DaSilva, Shannon Murphy-DeKoning, James Firth, Nicole Carron, David Ross, Margaret Woods, Michelene Blackshaw, Bridget VanLieshout, Cynthia Orr, Christine DeVito
Regrets: Dina Carter, Deb Goglia-Kocis, Denise Postma

Acting Chair: James Duff

Interpreters: Lauri Doig and Christie Reaume

Recording Secretary: Melissa Steele

1. Call to Order – James Duff called the meeting to order at 9:06 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. J. Duff welcomed and announced new committee members and new management Co-Chair (R. Hare). Onsite reps were reminded that they were invited to observe, absorb the information and get a better understanding of the processes and operation and to refrain from participating in discussions. There was a reminder of confidentiality, respecting it and refraining from sharing any information outside of this room. Also, a reminder for all members to be respectful of each other and to work professionally together.
4. Approval of Agenda

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

- **12.4 Violence in our schools “CUPE’s Violence Campaign” – R. Forgie**
- **12.5 Bleachers at St. Patrick’s – R. Forgie**
- **12.6 Keys for Occasional Staff – B. Breault**
- **12.7 RAAC Update – C. Coene**

Approved by R. Forgie & S. Lucier.



5. Confirmation of JHSC Meeting Minutes – June 13, 2025

- B. Breault inquired about the use of the term “no injury”.
- J. Duff advised that he would review.

Motion: That the Minutes from the JHSC June meeting be approved.

Approved by D. Ostropolec & C. Coene.

6. Review of WSIB Reportable Incidents

- A) June, July and August
 - No discussion or comments.
- B) September and October
 - No discussion or comments.

7. Review of Employee Accident/Incident Reports

- A) June, July and August
 - B. Breault inquired about the origin of the term “aggression” and should we use the term “violence” instead.
 - J. Duff advised that the term aggression is a long-standing term that has been used at the Board.
 - J. Zimmer shared that the term aggression causes confusion in today’s climate.
 - B. Cockburn shared that when looking at aggression, this is a concern as there is a huge increase from last year to this year.
 - J. Duff advised that he would review the term “aggression” and come back to the Committee.
- B) September and October
 - No discussion or comments.

8. Review of Incident Trend Reports

- A) 2024-2025
 - C. Coene discussed the total incident numbers compared to the previous year and asked if the committee could receive month-over-month aggression trends from previous years to review trends historically. He is not trying to create extra work but believes this information is available.
 - J. Duff advised that he would review.
- B) 2025-2026
 - No discussion or comments.



9. Review of Incomplete Workplace Inspection Notes – Cumulative

- C. Coene inquired about the date range in this report (Oct 2024-April 2025) and why additional months were not available.
- J. Duff confirmed that if the committee hasn't seen the inspection notes yet, all items will be included in agenda item #10, and for those previously seen, this report only shows outstanding work orders on agenda item #9.
- J. Duff confirmed that the report did not show the month of May since no inspections were outstanding in May, but we will adjust the reports going forward.

10. Review of Workplace Inspection Reports

A) June, July and August

- S. Lucier asked what makes an item "not actionable". St. Angela Merici has a curb that is not cut out for accessibility, and it is marked as "not actionable" on the inspection.
- D. Srokosz shared that the school was built 3 years ago to current standards but that he would review and get back to the committee.

B) September and October

- No discussion or comments.

11. Business Arising

11.1 Stair Lift at St. Peter Canisius – D. Srokosz

- D. Srokosz shared that the new chair lift was installed in July, approved by TSSA in August.
- R. Chortos advised that they are finalizing the install for the new sink for the custodian on the lower level by next summer.

11.2 Employee Personal Information Update – J. Duff

- J. Duff provided an update on principals requesting personal information from staff for emergencies purposes at the beginning of the school year. This item was brought to administrators in August with the recommendation to request staff complete a survey.

11.3 Occupational Health and Safety Posting Updates/Checklists to Reps – L. Burden

- L. Burden provided an update on the new posting requirements. This information was shared with site-based reps and the committee. She resent the checklist to reps to confirm everything is posted and requested copies of the completed checklist be sent back.

11.4 Order from Ministry Posting Timeline Update – L. Burden

- L. Burden provided an update on posting requirements on orders from the ministry. Per Section 57(10) and 59(3) of the OHSA, orders must be posted immediately upon receipt and remain posted for at least 14 days following submission of compliance to Ministry of Labour.

11.5 Codes and Terminology Used in Schools Update – S. Orrange

- S. Orrange confirmed with many schools that the terms used are all the same, and secondary uses what is in their emergency binders and staff are aware. They have all been reminded to clearly state what is happening in the building.
- J. Zimmer inquired how often are PA system checked at UCC and shared that they ran into an emergency, and the PA system was not working to get a code called.



- D. Srokosz advised that they have been relying on the schools to do that check but that it was recently identified as something that needs to be addressed and tightened up.
- B. Breault shared that this topic is primarily for casual staff and to make sure they know what is being called as some schools still have their own local terminology.
- S. Orrange shared that in speaking with Jen Morrow, it is important to say what is happening such as "keep doors closed" and "students stay in rooms until all clear".

11.6 Scheduling Drills Update – E. Barrington or L. Burden

- L. Burden provided an update if there is a way to track and send reminders for drills at each location. Currently schools track fire drills in the eBase inspection system, but the system does not provide reminders.
- E. Barrington confirmed if we use logs in eBase, the system doesn't provide a reminder count down.

11.7 Ministry Reporting on Violence – J. Duff

- J. Duff provided an update on the process for Ministry reporting. A review is conducted twice a year with Special Education, HRS and Planning Services and the results are submitted through ONSIS. A review of incidents is conducted to determine if the incident meets the criteria. In 2022-23 there was 8 but following a Ministry audit the number was increased to 13. In 2023-24 there were 17 and 2024-25 there were 26.
- J. Duff shared that he could report this information to the committee annually.
- C. Coene inquired about the 26 incidents from last year and asked when reading the reports, how does he know if any incidents on report are included in that 26.
- J. Duff advised that some incidents may not come to the committee as the incident may not involve an employee.
- C. Coene commented that according to PPM120 there should be a SSIR completed and that there is a section on the principal section that this incident would be deemed as violent. He shared the expectation that all staff complete the SSIR.
- C. Coene asked if a principal witnessed student vs. student and the incident resulted in a suspension, should the principal complete an SSIR.
- J. Duff shared that the SSIR is for staff to complete as a notification to the principal that they witnessed the incident and believe the incident warrants a suspension or expulsion. Since the purpose of the SSIR is to alert the principal, if the principal witnesses the incident themselves, they don't need to alert themselves as they are aware of it.
- J. Duff confirmed he would review.

12. New Business

12.1 Onsite Rep Training – L. Burden (this item was deferred after agenda items 12.2 to 12.7 were discussed)

- L. Burden shared four (4) videos with onsite reps and JHSC members on the following topics- Internal Responsibility System, Hazard vs. Risk, Conducting Inspections and Hierarchy of Controls.

12.2 Work Refusal – L. Burden

- L. Burden provided information on a work refusal that occurred on September 10 at involving an employee and student at SHPL. D. Geroux and L. Burden investigated, and actions taken to successfully resolve the matter.
- C. Coene asked for new members, at what point does MOL get called.



- L. Burden advised that after the investigation and meeting with the worker if they declined and deemed it not safe then MOL would be called, go into stage 2.

12.3 UCC Mould Remediation & Asbestos Abatement – L. Burden

- L. Burden confirmed that mould remediation and asbestos abatement occurred over the summer. The committee previously received the air quality test results.

12.4 Violence in our schools “CUPE’s Violence Campaign” – R. Forgie

- R. Forgie shared that CUPE has a “It’s not part of our jobs” campaign and that there is a petition to send to the government including pictures of injuries. She commented that there is an understaffing of EA’s in the province and increase in violence in schools. Also, staff are getting hurt but may not be reporting.
- R. Forgie discussed a recent incident involving the bus in which an EA and bus driver were hurt by a student. Understanding that all students are included but we need to consider the other students, and some students may need to be removed from the classroom. We need solutions or we are going to lose EA’s which will impact the students that need them.
- R. Forgie share that she is seeking signatures for the petition and that staff are at a breaking point, and we need real solutions, so employees are not off, on WSIB, injured, or stuck in a bus fearing for their safety.
- J. Duff thanked R. Forgie for sharing the provincial campaign and advised that this matter is complex and requires a multitude of strategies. He shared that the Board is working through revised estimates with the intention of funding additional resources.
- M. Roop shared that he sympathizes with the situation and inquired if any EA’s have specific solutions to help the situations.
- R. Forgie shared that EA’s have some solutions but no funding to implement them. They do BMS training and are doing what they are supposed to be doing.
- C. Coene shared that he fully supports CUPE campaign, this is an underfunding issue and this needs to be shared.
- B. Breault agreed and that EA’s are most impacted. He has met with new teachers, and many believe violence is just a part of what happens in teaching, and this shouldn’t be what is expected.

12.5 Bleachers at St. Patrick’s – R. Forgie

- R. Forgie inquired about the bleachers at St. Patrick’s as they are heavy and require two custodians to move.
- L. Burden confirmed she followed up with Facilities and that the new bleachers take longer to put up but are only used a few times a year. There was training provided with safe operating instructions. There is communication between Facilities and the school for extra staff assigned to the school to assist when bleachers are required. Facilities is working on safe operating procedures as well.
- R. Chortos shared that there are also internal discussions at Facilities, and if there is a shortage of custodial staff to support, they will provide maintenance staff to assist. If further investigation is required, they will go down that path.

12.6 Keys for Occasional Staff- B. Breault

- B. Breault discussed keys for occasional staff and while the process of distributing keys has improved, there was an occasion where a high number of staff were absent due to a funeral and there were not enough keys available.



- E. Barrington shared that they are testing lockdown magnets. The door can be always closed but not locked, and staff just need to pull the magnet to lock the door. There has been success with the testing at schools with the new door frames, but not as successful at other schools with older door frames.
- D. Morrison shared that his school has a system that works well but may not address the situation described. He confirmed that his school has never been close to running out of keys and confirmed that keys and FOBs are connected to sticks and the secretary tracks the distribution process.
- J. Wright shared that they have a similar system at his school. He confirmed his school has many keys, but some days it gets close to running out as they share with lunch supervisors.
- J. Duff advised that offering too many keys in the system was previously a concern when the keys opened exterior doors, but keys only operate on internal doors now.
- R. Chortos shared that since 2021 all exterior doors are now a FOB system. If there is a need for additional keys, Facilities can look at that based on percentage of classrooms.
- B. Watterworth asked if there is a threshold or actual number keys required at each school.
- D. Srokosz shared that in the past, Facilities relied on schools to submit a work order if they need more keys.
- C. Coene inquired about the specific situation at the school with the funeral and the number of keys and occasional staff that day.
- J. Duff shared that he would review and get back to the committee.

12.7 RAAC Update- C. Coene

- C. Coene shared that RAAC was discussed last year. OECTA was provided an update on school renewal funding, and in Appendix B, there was a monetary amount for the Board.
- R. Chortos confirmed that RAAC is Reinforced Autoclaved Aerated Concrete which is a product installed in the 1960's. We have one location with RAAC – Sacred Heart Port Lambton. There are semi-annual reviews of the 2,500 sq. ft. area of the roof. Facilities intends to remove RAAC within the next 4-5 years.
- R. Chortos confirmed there was two different forms of funding - accessibility and RAAC. The Board did receive accessibility funding, but not RAAC. They can proceed without the funding and intend to replace this area with a steel deck in the summer of 2026 pending approval/final costs.

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