



ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD

Lighting the Way ~ Rejoicing in Our Journey

JOINT HEALTH & SAFETY COMMITTEE MEETING

Friday, April 11, 2014 - 9:00 a.m.
Catholic Education Centre – CEC Boardroom

MINUTES

Chair: Len Fera

Present: Joe Vasko, Deanna Kaufman, Sherry Eenink, Len Fera, Dina Carter, Lisa Burden, Bruno D’Andrea, Erin Moffat-Sharpe, Doug Cruickshank, James Duff, Tony Montanino, Lorraine Willemse, Ray Power, Michelle Johnston, Tom Baker, John Larsh, Paul Lernout

Regrets: Thelma McNear, Anita Labadie, Dave Geroux, Suzanne Mills, Lisa Demers

Recording Secretary: Kristin Winder

1. Call to Order

Len Fera called the meeting to order at 9:00 a.m.

2. Opening Prayer

The committee opened the meeting with a prayer.

3. Welcome & Introductions

Chair thanked everyone for attending and invited everyone to introduce themselves.

4. Adoption of Agenda

Moved by Bruno D’Andrea and John Larsh that the agenda be accepted as printed.

5. Confirmation of Minutes – February 7, 2014

Motioned by Sherry Eenink and seconded by Lorraine Willemse that minutes be approved as presented.

6. Review of Employee Accident/Incident Reports

Action:

- Commented on the number of aggression incidents
- Discussed plowing playgrounds; explained the precautions taken in certain schools in relation to snow removal and Fire Department regulations
- Advised that Snow Removal Plans have been developed for each of our locations

7. Review of Incident Trend Reports

Action:

- Confirmed that 'LT' meant lost time and that all lost time claims are reported to the WSIB
- Identified gap between Employee Accident/Incident Reports and Incident Trend Reports in relation to number of incidents captured
 - *To be reviewed at next meeting*
- Discussed large number of incidents at specific schools; clarified that this one incident affecting several staff members
- Discussed the preventative measures in place through Special Education (ie. Strategic Behavioural & Safety Plan and the Non-Violent Crisis Intervention Training)
- Discussed Educational Assistants working with students who bite or spit; training and spit guards are available
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8. Review of Workplace Inspection Reports

Action:

- Discussed the new eBase Workplace Inspection module
- Question regarding asphalt conditions after the winter months; it was stated that a plan will be developed
 - *To be reviewed at next meeting*
- Questioned the yearly inspection of the gymnasiums; advised this has been outsourced through Parcs and a report is provided to each school upon completion
- Discussed the storage of gas propane in Elementary Schools

9. Business Arising

9.1 December & January – LT Incident

Action:

- Advised that this lost time incident was a short period of time, 3 days due to slip and fall

9.2 January Workplace Inspection Report – Work Orders

Action:

- The two schools identified as not submitting work orders have in fact done so it was just not identified on the inspection report – this has since been corrected

10. New Business

10.1 eBase Workplace Inspection Module Training – Matt Holley

Action:

- Matt Holley guided the committee through the Inspection Module

10.2 Critical Injury – Holy Trinity – April 10, 2014

Action:

- Advised that an investigation had been conducted and this incident was reported to the MOL

11. Adjournment – L. Fera adjourned the meeting at 10:58 a.m.