



ST. CLAIR CATHOLIC  
DISTRICT SCHOOL BOARD

*Lighting the Way ~ Rejoicing in Our Journey*

## **JOINT HEALTH & SAFETY COMMITTEE MEETING**

**Friday, December 5, 2014 - 9:00 a.m.**  
**Catholic Education Centre – CEC Boardroom**

### **MINUTES**

**Chair: Len Fera**

**Present:** Thelma McNear, Gloria Knoll, Deanna Kaufman, James Duff, Len Fera, Dina Carter, Lisa Burden, Lisa Demers, Ray Power, Tom Baker, Dave Geroux, Liz Holmes, Tony Montanino, Suzanne Mills, Silvia Leggiero, Chad Coene, Erin Moffat-Sharpe, John Larsh, Anita Labadie, Bruno D’Andrea, Paul Lernout

**Regrets:** *None.*

**Recording Secretary:** Kristin Winder

#### ***1. Call to Order***

Len Fera called the meeting to order at 9:07 a.m.

#### ***2. Opening Prayer***

The committee opened the meeting with a prayer.

#### ***3. Welcome***

Chair thanked everyone for attending and started the meeting.

#### ***4. Adoption of Agenda***

Moved by Bruno D’Andrea and Gloria Knoll that the agenda be accepted as printed.

#### ***5. Confirmation of Minutes – October 17, 2014***

Motioned by Ray Power and seconded by James Duff that minutes be approved as presented.

## **6. Review of Terms of Reference**

### Action:

- Discussed the purpose of the Terms of Reference and the need for the revision
- Advised that as a committee we will agree on the revisions made and then have required individuals sign-off and finally submit for final approval to the Ministry of Labour
- Reviewed the Preamble for Health & Safety Representatives as it outlines the purpose of Joint Health & Safety Committee
- Questioned if section 2.4 was due to the Ministry pushing for school Joint Health & Safety Committee members rather than a multi-site committee
- Advised that this is a communication piece outlining the right; it is for information purposes
- Advised that section 2.10 has been put forward for consideration and is up for discussion
- Discussed that option of having alternatives attend JHSC meetings with advance notice provided to the Co-Chairs; determined that the decision would be up to the party to have an alternative in place
- Questioned why section 3.1 (Preparation of Agenda) was removed
- Advised that as this has not been recent practice, it has been removed and since updated to reflect current practice but is there for consideration by committee
  - *To be reviewed at next meeting*
- Questioned section 4.5 in relation to site-based representatives conducting summer workplace inspections; is this the current site-based representative or is an alternative representative chosen?
- Advised that CUPE members that are site-based representatives are able to conduct their schools summer inspections; suggested we create a process for selecting alternatives
  - *To be reviewed at next meeting*
- Advised that section 4.9 language should state “must” rather than “shall” based on our meeting with the Ministry of Labour
- Advised that section 5.4 needs to include air quality as advised by the Ministry of Labour
- Requested clarification to section 8.1 – Entitlement to time from work for JHSC duties
  - *To be reviewed at next meeting*

## **7. Effective Inspections and Hazard Identification Training**

### Action:

- Questioned why inspectors are not asking individuals in the schools for hazards
- Advised that inspectors send email communications a few days prior to inspection asking that staff make note of any Health & Safety concerns in their areas prior to the inspection being completed
- Advised that if hazards identified on inspection reports are completed right away to be sure to close them off in eBase
- Requested that when advising of outside hazards to add pictures or mark area with paint to assist with specific hazard identification for maintenance staff; identify exact location or provide more detail in regards to location
- Questioned if all daycare employees are trained in WHMIS and ladder training
- Advised that the employer for daycare staff should be providing the training to their staff
- Questioned if kettles and fridges are allowed in teacher’s offices
  - *To be reviewed at next meeting*
- Questioned how an individual would access an eye wash station in a particular school as it is located in the storage/chemical room which is locked at all times; advised the individual would have to find one of two people who have access to this room
- Advised that this issue should be address in the Schools Emergency Response Plan
- Questioned the process for the non-apparatus work refusal
- Advised there is specific language in the Occupational Health & Safety Act outlining work refusals with respect to Teachers

## **8. Review of Employee Accident/Incident Reports**

Action:

- Acknowledged that there have been several lost time claims; three of the claims were due to the worker receiving medical treatment the next day – medical was sought as a precautionary measure
- Two lost time claims resulted from employee error; eg. Distracted employee, not watching where they were going, doing a two person job, etc.

## **9. Review of Incident Trend Reports**

Action:

- Advised that we have seen a decrease in overall incidents for October and November in comparison with September

## **10. Review of Workplace Inspection Reports**

Action:

- Questioned if there was a way to update rooms in eBase to better indicate where a hazard is located
- Advised that Facilities is currently in the process of updating floor plans and by January 2015 the new floor plans will be available on the Board's website

## **11. Business Arising**

### ***11.1 JHSC Co-Chair Selection Announcement***

Action:

- Dave Geroux was selected as the new Co-Chair of the JHSC

### ***11.2 Alternate members to attend JHSC Meetings – follow-up***

Action:

- Advised that a small adjustment has been made in which members 'can' advise Co-Chair in advance of meeting; submitted to group for consideration
  - *To be reviewed at next meeting*

### ***11.3 Noise Assessment – St. Anne, Sarnia – follow-up***

Action:

- Advised that on October 31, 2014, a sample in five different classrooms over an hour and a half period was conducted
- Report showed a decibel between 50-78 at all times for all readings; as a result the noise is not a hazard and there will be no further testing

## **12. New Business**

### ***12.1 Critical Injury Investigation – Sacred Heart Sarnia***

Action:

- Advised that a Teacher has tripped and fell and broke her elbow. A break of the arm is considered a Critical Injury therefore the Ministry of Labour (MOL) was notified. MOL Inspector investigated the incident along with two Board staff members. The incident was

determined to not be a critical injury as the brake occurred in the elbow and not the arm; based decision on recent medical research which separates the elbow from the arm.

### ***12.2 Health & Safety SFE Entries – Workplace Inspections and Mentor Visits***

Action:

- Advised that HR is requesting that staff involved in Mentor Visits and Monthly Inspections include the reason for their absence in the Administrator's Comments in SFE, ie. 'Health & Safety Inspection' or 'Mentor Visit at CEC'
- Questioned if the time to conduct an inspection is done during prep time if lieu time would be provided later in the month
  - *To be reviewed at next meeting*

### ***12.3 Items of Disposal from Science Labs at the High School***

Action:

- Questioned how to dispose of a pail of pig parts– advised they will rot if not disposed of soon after use
- Advised that this item has been chemically treated and needs to be picked up by RPR noting that requests for additional pick-ups can be made
  - *To be reviewed at next meeting*

### ***12.4 Air Quality Testing at Ursuline College***

Action:

- Advised that the Chaplain at Ursuline College was diagnosed with a lung disorder; a number of years ago there was an issue with bird feces, noting that she worked in an area with carpet
- It was requested that the testing check for this substance; results were received this morning advising that all is fine as there were no traces found

### ***12.5 Lock doors in School Buildings***

Action:

- Questioned which doors should be locked or unlocked during school hours
- Advised that the Ministry introduced funding for safe schools during school hours, specific for Elementary Schools. Our Board has decided that 10-15 minutes before school doors are locked and just before break time they will be unlocked. The exact procedure is at the Principal's discretion and therefore could differ slightly from school to school.
- Questioned how the lock door procedure works for accessibility
- Advised that it meets Building Ontario Associations requirements

***13. Adjournment*** – L. Fera adjourned the meeting at 12:00p.m.