



ST. CLAIR CATHOLIC  
DISTRICT SCHOOL BOARD

*Lighting the Way ~ Rejoicing in Our Journey*

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

**Friday, February 7, 2014 - 9:00 a.m.**  
**Catholic Education Centre – CEC Boardroom**

### **MINUTES**

**Chair: Joe Vasko**

**Present:** Thelma McNear, Joe Vasko, Deanna Kaufman, Sherry Eenink, Len Fera, Dina Carter, Lisa Burden, Bruno D’Andrea, Erin Moffat-Sharpe, Lisa Demers, Doug Cruickshank. Anita Labadie, Tony Montanino, Lorraine Willemse, Ray Power, Michelle Johnston

**Regrets:** Tom Baker, John Larsh, Dave Geroux, Suzanne Mills, Paul Lernout

**Recording Secretary:** Kristin Winder

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

Len Fera called the meeting to order at 9:04 a.m.

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

The committee opened the meeting with a prayer.

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

Chair thanked everyone for attending.

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

Moved by Ray Power and Bruno D’Andrea that the agenda be accepted as printed.

#### ***5. Confirmation of Minutes – October 18, 2013***

Motioned by Thelma McNear and seconded by Dina Carter that minutes be approved as presented.

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

Action:

- Discussed incidents with incorrect information, will follow-up accordingly
- Discussed incidents involving Slips, Trips & Falls; advised of additional training that Lisa Burden provided to Custodians
- Questioned incident involving 2-man lift; advised we are in the process of installing a lift

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

Action:

- Questioned if the LT claim was a significant amount of time
  - *To be reviewed at next meeting*

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

Action:

- Discussed the January report where work was required and no work orders were provided
  - *To be reviewed at next meeting*
- Suggested we remind the school-based Health & Safety representatives not to use names in the Inspection Reports
- Made note that all schools are not completing their monthly Inspections; reminders will continue to be sent
- Discussed the storage of gas propane in Elementary Schools

## **9. Business Arising**

### ***9.1 Incident Reports 2012/13 – comparison with similar sized Board***

Action:

- Discussed the reporting structure; advised all reporting options are included

## **10. New Business**

### ***10.1 Workplace Inspection – New Platform Demo***

Action:

- Introduced the Inspection Module with Matt Holley from eBase via phone
- Questioned new module; training to follow at April JHSC Meeting.

## **11. Adjournment** – J. Vasko adjourned the meeting at 10:41 a.m.