



ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD

Lighting the Way ~ Rejoicing in Our Journey

JOINT HEALTH & SAFETY COMMITTEE MEETING

Friday, June 3, 2016 - 9:00 a.m.
Catholic Education Centre, Boardroom

MINUTES

Chair: Len Fera

Present: James Duff, Lisa Burden, Dina Carter, Erin Moffat, Len Fera, Bruno D'Andrea, Paul Lernout, Gloria Knoll, Chad Coene, John Larsh, Tony Montanino, Ray Power, Thelma McNear

Guests: Janis Roby

Regrets: Brendan Deery, Deanna Kaufman, Liz Holmes, Suzanne Mills, Tom Baker, Silvia Leggiero, Dave Geroux, Anita Mallette-Snobelen, John Van Heck

Recording Secretary: Libby Hallett

1. Call to Order

The chair called the meeting to order at 9:05 am.

2. Opening Prayer

The committee opened the meeting with a prayer.

3. Welcome & Introductions

The committee welcomed everyone in attendance.

4. Adoption of Agenda

Moved by Dina Carter and Gloria Knoll that the agenda be approved as printed.

5. Confirmation of Minutes – April 8, 2016

Motioned by Bruno D'Andrea and seconded by Ray Power that the minutes be approved as presented.

6. Review of Employee Accident/Incident Reports

Action:

- No discussion occurred.

7. Review of Incident Trend Reports

Action:

- Most of the incidents being submitted are from Elementary Teachers and EA's. It was questioned if this could be further broken down by division. L. Burden to look at the reporting functionalities of the Parklane system
- The committee primarily focuses on aggression as they are continuously the highest number of incidents being reported; however this gives the impression that other types of incidents are not being looked at. It was questioned if condensed reporting could be compiled to summarize this school year compared to previous years in order to see the trends of all types of incidents, as well as by location to see if incidents are decreasing/increasing over the years in the schools for the first meeting next school year.

8. Review of Workplace Inspection Reports

Action:

- It was clarified that if the custodian is also the onsite health & safety representative they should be entering any issues electronically into the eBase system even if they are resolving them at the same time as conducting the inspection.

9. Business Arising

9.1 St. Matthew Update

Action:

- An increase in aggression incidents reports being submitted from St. Matthew was noticed and the behaviour team attended the school to meet with the Principal, classroom teacher and EA directly involved. Most reports involved one student, and the increase in incidents was due to a health issue with the student as well as an EA transition in the classroom. The teacher and EA have reported they have seen drastic improvement. Neither felt they were unsafe and confirmed they felt the proper strategies are in place.

9.2 ECE Concern Update

Action:

- In April the behaviour team went into the classroom, and together with the PRT, EA, ECE and Principal developed a new plan of action regarding chasing a student off of school property. Follow up with the union was conducted and they have not heard any further reports from the ECE.

9.3 Freedom from Harassment and Discrimination Policy Review

Action:

- This item is currently in progress. There are 2 pieces being worked on with other boards to ensure we are in accordance with the legislation as well as respective collective agreements:

- The policy states we must inform in writing the results and corrective action taken against the individual engaged in the harassment. We must be respectful of confidentiality should the corrective action involve discipline while also appropriately satisfying the new requirements.
- The policy states there must be measures that an employee can take to report incidents to a person other than the employer. For unionized employees, the employee can issue a complaint to the union on their behalf. For employees who are not unionized, another process may need to be established by which someone can submit a complaint to a third party or someone other than the employer.
- Will work in collaboration with other boards to complete this by September. We are currently putting together rollout plan to ensure new employees and the existing workforce are aware of these changes

9.4 Staff requiring keys update

Action:

- The police protocol is driving the need for us to ensure all staff have the ability to lock a door. Our draft document has been completed and is now in the hands of Lambton OPP. The next step is operationalizing this protocol. At the next meeting we can share what is in the protocol and what we have done. This will be kept as standing item.

9.5 School telephone update

Action:

- This item was shared at the administrator's meeting as well as joint liaison. With regards to the internal phone, Principals were asked to review with their staff the internal phone capabilities with respect to an emergency (i.e. the paging feature). With regards to external phone calls when the phone goes unanswered, Principals were informed that targeted discussions will begin to occur should the situation continue to be present. This will be looked at on an individual basis.

9.6 Monsignor Uyen update

Action:

- Over the past 20-25 years there have been 18-20 illness cases at this location, with half resulting in a diagnosis of cancer. Data was gathered and a meeting was held with the Medical Office of Health. Dan Parr, Lisa Burden and Todd Lozon met with Dr. Colby and presented him with the data. Dr. Colby is coming to speak with the staff at Monsignor Uyen on June 20, 2016. There does not appear to be any statistical connectivity or carcinogen present at this site.

10. New Business

10.1 - Summer Workplace Inspections

Action:

- Consensus was reached that facilities will complete both the July and August inspections in the schools.

10.2 – Terms of Reference update

Action:

- There were 3 updates to the Terms of Reference that have been made:
 - Including the approximate number of members of every bargaining unit
 - Including the distance and travel time to all of our sites from the CEC

- Confirmed that James Duff will be responsible for ensuring we satisfy our reporting obligations as the Manager of Health & Safety.

11. Adjournment – L. Fera adjourned the meeting at 10:15 am.