



ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD

Lighting the Way ~ Rejoicing in Our Journey

JOINT HEALTH & SAFETY COMMITTEE MEETING

Friday, October 17, 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

Regrets: Erin Moffat-Sharpe, John Larsh, Anita Labadie, Bruno D’Andrea, Paul Lernout

Recording Secretary: Kristin Winder

1. Call to Order

Len Fera called the meeting to order at 9:02 a.m.

2. Opening Prayer

The committee opened the meeting with a prayer.

3. Welcome & Introductions

Chair thanked everyone for attending, invited everyone to introduce themselves and started the meeting.

4. Adoption of Agenda

Moved by James Duff and Thelma McNear that the agenda be accepted as printed.

5. Confirmation of Minutes – June 6, 2014

Motioned by Lisa Demers and seconded by Dina Carter that minutes be approved as presented.

6. Review of Terms of Reference

Action:

- Discussed the Ministry of Labours recommendation of change to our Board's Terms of Reference; reviewed the Multi-Workplace Joint Health & Safety Self-evaluation Checklist and the process which will take place to update our current Terms of Reference
- Discussed some notable items such as: summer inspection schedule, non-union, non-management representative on the JHSC, and Site-Based Representative training to assist with inspections and work refusals
- Advised the committee that the revised Terms of Reference are 75% complete; a little more work is required to conform with the Checklist requirements
- The Checklist and revised Terms of Reference will be sent to all committee members for review prior to the next committee meeting
 - *To be reviewed at next meeting*

7. Review of Employee Accident/Incident Reports

Action:

- Advised that the Aggression Incidents in September at both Ursuline College and Georges P. Vanier are in relation to one incident that resulted in three reports
- Advised that St. Joseph Corunna is experiencing a number of repeat occurrences involving a single student and two Educational Assistants; all incidents reported did not require Health Care or Lost Time – we all non-injury
- Indicated that there has been an in-depth review conducted; staff have reviewed and are trained on the student safety plan; Educational Assistants will receive Non-Violent Crisis Intervention Training and will be meeting to discuss triggers and community involvement
- Questioned how the student safety plan is shared with occasional staff; advised this is provided via hard copy as well as from the Classroom Teacher
- Advised there were two Lost Time incidents in the month of September; one due to a Motor Vehicle Accident involving a staff member travelling between schools and the other involving a staff member who fell off a ladder – this individual identified their actions as a bad decision as they were over-reaching
- Questioned if the time to travel between schools is adequate; advised that it was and the staff member involved was not at fault

8. Review of Incident Trend Reports

Action:

- Advised that majority of the incidents reported are non-injury; we experienced a decrease of 11% in total incidents for the 2013-2014 school year in comparison to the 2012-2013 year
- Advised that our Lost Time incidents also decreased and that Aggression and Fall incidents remain as the top two types of incidents reported
- Overall, there was a decrease in Aggression incidents from the 2012-2013 school year although we experienced an increase in the number of Fall incidents, noting that the literature on Slips, Trips and Falls was also increased

9. Review of Workplace Inspection Reports

Action:

- Discussed the schools that do not have notes attached to their inspection; advised that when the report indicates 'Report Completed' there were no hazards identified

- Advised that at some locations, multiple work orders are being recreated to identify the same issue; indicated that follow-up should be done on the first work order rather than creating an additional one
- Indicated that the work orders need to be more specific, ie. exact location to allow for easier completion by maintenance staff
- Questioned work orders that remain outstanding; Facilities is to update the work order status in the system to allow for the school to see the progress of the work order – will continue to for the life of the item (until completed)

10. Business Arising

10.1 Aggression Incidents involving same Student/Teacher – follow-up

Action:

- Advised that in-depth reviews have been conducted to identify trends; we are currently working on enhancing how we identify and track these incidents – may be improving our current process and form

10.2 Emergency Response Folders – follow-up

Action:

- Advised that this has been discussed with the Superintendent of Education – reviewing the issue in relation to student versus employee safety

11. New Business

11.1 JHSC Co-Chair Selection

Action:

- Discussed the selection process for second co-chair; determined that a ballot process will take place at the beginning of the next meeting scheduled for December 5, 2014 and that an email would be sent to advise those worker members who are not in attendance
 - *To be reviewed at next meeting*

11.2 Alternate members to attend JHSC Meetings - Discussion

Action:

- Discussed section 2.13 of the current Terms of References in relation to alternate members attending meetings; advised we would be requesting the name of one individual to replace each member in their absence
- Questioned if the alternates would require training; advised that not every member is legislated to be certified, therefore this will not be extended to alternate members
 - *To be reviewed at next meeting*

11.3 Noise Assessment – St. Anne, Sarnia

Action:

- Advised that the concern had been discussed at the June and October 2013 committee meeting where it was determined that this was not a Health & Safety issue and no assessment was necessary at that time
- This item was identified again on the May 2014 inspection and a work order was placed, however it was not considered to be Health & Safety therefore the work order was cancelled
- This item had been brought forward again therefore Facilities Manager and the Safety & Disability Administrator went to the location to further assess the situation; moving forward

the Facilities Manager will take decibel readings in the FDK classrooms over a period of time to determine where the classes are in relation to the 85 decibel standard as outlined in the Occupational Health & Safety Act

- Questioned the times in which the decibel readings will take place; advised that the testing will take into consideration the high and low peaks of the classroom activity
 - *To be reviewed at next meeting*

11.4 Office Telephone Protocol

Action:

- Questioned if there is a specific protocol for the school offices and the answering of the phones or if this is done on an individual basis; concern for when staff need to get a hold of the office or outside agencies calling and the office has forwarded the calls to voicemail
- Advised that there is no Board policy in relation to this topic; if there are concerns they would be addressed on a case by case basis

11.5 Onsite Safety Representative Training - Discussion

Action:

- Determined the Onsite Safety Representatives would attend the next JHSC meeting scheduled for December 5, 2014 to satisfy the Ministry of Labours training requirement and JHSC meeting attendance

12. Adjournment – L. Fera adjourned the meeting at 11:35a.m.