

RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD  
**Minutes of Meeting #1-11**  
**Meeting of the Joint Health and Safety Committee**  
**Monday, September 27, 2010**  
**Bishop Smith CHS – Library Conference Room**

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1. **Prayer**

The Co-Chairperson, Employer Representative opened the meeting with a prayer.

2. **Roll Call**

Present:

Ken Jones, Co-Chairperson, Employer Representative  
Angel Casey, Co-Chairperson, COPE Representative  
Pat Molson, CUPE Representative  
Alfie Sicoli, Principal's Association Representative  
Jane Mackie, Non-Union Representative  
Micheline Blondin, OECTA Elementary Representative  
Mike Silmsler, OECTA Secondary Representative  
Ivan Johnson, Employer Representative (Manager)  
Renee Rivard, Employer Representative (Resource)

Regrets: Mark Searson, Secondary Principal Representative

3. **Approval of Agenda**

**Motion #1-11-1**

Moved by: Co-Chairperson, COPE Representative  
Seconded by: OECTA Elementary Representative

That the agenda for Meeting #1 -11 be approved.

Carried

4. **Approval of Minutes**

**Motion #2-11-1**

Moved by: OECTA Elementary Representative  
Seconded by: Co-Chairperson, COPE Representative

That the minutes for Meeting #10-5 be approved.

## 5. Election of Employee Co-Chairperson

The Principal's Association Representative and the OECTA Secondary Representative were not able to be present at the beginning of the meeting. The election of the Employee Co-Chairperson will therefore be delayed until the next meeting. The COPE Representative will continue as Co-Chairperson until the election.

## 6. Health and Safety Representatives

There are three new Health and Safety Representatives this year. The Co-Chairperson, Employer Representative will send the new Reps an on-line course on how to perform health and safety inspections. He will then make a school visit to provide additional training. The OECTA Secondary Representative questions release time for the training of two teachers and an E.A.

The Committee recommends that refresher training for all existing Reps be offered every second year. Since the training last year was focused on a high school setting, next year it was suggested that training could be conducted at a large elementary school. The OECTA Secondary Representative noted that the existing PA Days are already booked with activities, and questioned the release time for such training.

## 7. Items Arising From Last Meeting

SCHOOL	PAST CONCERN	RESULT
Our Lady of Sorrows/St. Mary's, Deep River	Time line for complete inspections, inside and out plus completion of paper work.	The Employer Co-Chairperson reported that St. Anthony's took 40 minutes to inspect. Inspections at Our Lady of Sorrows and St. Mary's School in Deep River are pending.
All Schools	Health and Safety Procedures and Policies	All Procedures and the Health and Safety Policy are under review by the lawyer. Once back from the lawyer, the Committee will have the opportunity for review.
Elementary Schools	Fire Code – 20% of walls covered with paper	The Ministry of Education has mandated information be displayed in classrooms; however, the increased visuals have resulted in more than 20% coverage of walls with paper. The Employer Representative (Manager) advised the 20% rule is applicable to day care facilities only. The Principal's Representative noted that the Pembroke Fire Chief is available to address the Committee with his interpretation of the rule. Since enforcement and practice varies between local communities, the Committee will await interpretation from an expert. The Co-Chairperson, Employer Representative will contact the Ontario Fire Marshall for clarification.

## **8. Water Testing**

The Ministry of the Environment conducted a telephone audit on eight schools. Following some paperwork discrepancies, all schools passed. An audit was also performed George Vanier School. The well cover was replaced, the well was chlorinated to reduce iron, and a 30 micron filter was added to the existing 1 micron filter.

Lead testing was completed at the end of June and all results were good, with the exception of St. Joseph's in Arnprior. There was a problem with the standing water in the Kindergarten, however the flushed sample was clear. When testing for lead, the Employer Representative (Resource) advised that only schools that have had exceedances two years in a row have to perform daily flushing. If a school has no exceedances for a period of two years, flushing is done weekly. The Ministry mandates a ten second flush at each sink, and end of the line flushing for five minutes. The CUPE Representative noted that the daily flushing at Bishop Smith CHS takes two hours each morning and must be completed before school begins.

The Employer Representative (Resource) now conducts the water testing in the seven schools with wells. Monthly samples are tested for coliform, e-coli, and turbidity. Water is tested for nitrates every three months.

## **9. Asbestos Abatement**

Asbestos Abatement, including air quality testing post abatement, was performed at several schools over the summer by two asbestos removal companies, Inflector and Asbex. Reports on the removal have not yet been received from the Stantec, the consultant. When the reports are received, the asbestos information (currently in a spiral bound booklet) will be updated at each school location, with copies to the Health and Safety Committee Members.

A discussion followed on the location of such items as Asbestos Reports, and sign in sheets for Contractors at each school. The Health and Safety Representatives should be aware of the location of reports, and pay particular attention to enforce the contractor sign in procedure. The Employer Representative (Manager) noted the Health and Safety Checklist should consist of:

- On-line course catalogue
- Monthly inspections
- WHMIS Courses
- Asbestos information
- Updated trained First Aider list

### **WHMIS Update:**

The Employer Representative (Resource) advises that either the initial WHMIS course or a refresher has to be taken by all employees, and will compile a Board wide list of WHMIS trained employees. The OECTA and COPE Representatives were of the opinion that most employees are not familiar with basic WHMIS requirements. The Co-Chairperson, Employer Representative will send out a list of on-line courses. The OECTA Representative questioned when employees are to take these courses, and requested clarification of the course requirements, i.e. is it compulsory or for information.

## 10. Inspection Reports

SCHOOL	CONCERN	ACTION
All Schools	Health and Safety Reports during the summer	The Co-Chairperson, Employer Representative completed inspections at all schools during the summer.
Various	Lack of Inspection Reports	Many reports are missing from June and September. The Co-Chairperson, Employee Representative will follow up with a memo.
Various	20% Rule for coverage of walls in classrooms	Reps should continue to report rooms that contain more than 20% of paper covering the walls until clarification from the Ontario Fire Marshall is received.
All Schools	Health and Safety Representatives	A copy of the minutes from the Joint Health and Safety Committee should be posted on the Health and Safety Bulletin Board at all schools.
St. Joseph's, Arnprior	Excessive heat in the office	The Principal may to purchase blinds to alleviate the problem.
St. Michael's	Missing page of September report.	School to send in missing page.
Cathedral	Extension cords in office	A large power bar has been purchased by the school, and installed.
Our Lady of Fatima	Water from water table creating hazard in pools on the floor  Fire Exit Signs	It was suggested that the school purchase a rubber mat to absorb spilled water.  Can be obtained from Plant Services
Admin 499	Storage in Electrical Room  Dishwasher Requested	Items have been removed.  Dirty dish problem following meetings in the office should be dealt with internally.

**11. Member's Notice**

The next first aid course will run at the end of October or beginning of November. The Employer Representative (Resource) reminds Health and Safety Representatives to update the list in the first aid box following first aid courses.

**12. Next Meeting**

**Tuesday, November 23, 2010**

**Tuesday, March 1, 2011**

**Tuesday, May 31, 2011**

**ALL MEETINGS START AT 9:30 A.M.  
ADMINISTRATION OFFICE – BOARD ROOM**

**13. Adjournment**

**Motion #1-11-**

Moved by: COPE Representative

Seconded by: OECTA Secondary Representative

That the meeting be adjourned at 11:16 a.m.

Carried