

RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD  
**Minutes of Meeting #2-11**  
**Meeting of the Joint Health and Safety Committee**  
**Tuesday, November 23<sup>rd</sup>, 2010**  
**Administration Office – Board 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  
Alfie Sicoli, Principal's Association Elementary Representative  
Ivan Johnson, Employer Representative (Manager)  
Jane Mackie, Non-Union Representative  
Mark Searson, Principal's Association Secondary Representative  
Micheline Blondin, OECTA Elementary Representative  
Mike Silmsler, OECTA Secondary Representative  
Pat Molson, CUPE Representative

Absent: Tracey Pecarski, Occasional Teacher Representative

**3. Approval of Agenda**

**Motion #2-11-1**

Moved by: Non-Union Representative  
Seconded by: OECTA Elementary Representative

That the agenda for Meeting #2 -11 be approved.

Carried

**4. Approval of Minutes**

**Motion #2-11-2**

Moved by: COPE Representative  
Seconded by: Non-Union Representative

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

**5. Election of Employee Co-Chair**

Management Representatives left the room. The OECTA Secondary Representative expressed interest in being the Employee Co-Chairperson for this year, and was unanimously voted in by members.

## 6. Marian Neeson – Bill 168 Update

Marian, Manager of Human Resources Services reported on the progress of Bill 168 implementation. She stated that the Board is not where it needs to be, but work is diligently being done to ensure compliance.

- Policy and Procedure: Workplace Violence and Workplace Harassment policy and procedures have been drafted; immediate assistance response and Board obligations have been established.
- Training: Online training complete with a tracking system to ensure completion by all staff will be available on a link through the Board website. The first draft has been completed, and changes made. The second draft should be available in three to four weeks.
- Leadership Training: Will be available in early 2011.
- Assessment of Workplaces: The Employer Representative, Co-Chair has made site visits. A staff survey (with no obligation to complete) to gauge individual opinion on risk assessment is to be added as a link on the board website. The Committee was requested to provide feedback on the proposed survey before implementation.
- Reporting Form: A form has been developed, and after determination of the most appropriate location for the form, it probably will be added to the Board website.
- Domestic Violence: The Board is primarily a female-dominated work place, and extra work is yet to be completed on the impact of employees suffering domestic violence. Third party service groups, such as the Women's Shelter and Support Services, or the Workers Health and Safety Centre are important resources that will be investigated as part of the Board obligation to assist employees.

## 7. Items Arising from Last Meeting

SCHOOL	PAST CONCERN	RESULT
All Schools	20% Wall Coverage	Information from the Fire Marshall indicates his support for the 20% rule. The local Fire Chief, however, is responsible for the implementation and enforcement in their jurisdiction.  The Principal's Association Elementary Representative will arrange for the Pembroke Fire Chief to be available at the next meeting.
All Schools	Time allocated for Health and Safety Inspections	The Employer Representative, Co-Chairperson, has completed sample inspections at St. Anthony's, St. Mary's and Our Lady of Sorrows. The numbers presented in the time/cost analysis prepared by the Principal's Association Secondary Representative are accurate. The COPE

		representative noted that the time allocations in the report do not make an allowance for report preparation and follow up. The OECTA Secondary Representative suggested the time/cost analysis be used as a template for this year, and matched with data from actual inspections from this year.
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## **8. Newsletter Review**

The Executive Council requested that a monthly newsletter be sent to all employees. The Employer Representative, Co-Chairperson drafted the first copy, and passed the first edition out to the Committee for review.

The Committee discussed the method of distribution for the newsletter. E-mail distribution is not efficient, since some employees do not have e-mail access. It was decided to send an e-mail copy to all registered users, plus a hard copy to the Health and Safety Representative and the Principal to post at the school. The Principal's Association Secondary Representative suggested a link on the Board website to facilitate browsing of current and past editions.

The Committee was requested to suggest ideas for future editions.

## **9. Health and Safety Courses**

### **i. First Aid**

Eighteen participants from fourteen locations have enrolled for the fall First Aid course, to be offered on November 25 and 26, 2010.

### **ii. Wellnet**

A list of available "Wellnet" courses and suggested frequency was distributed to Committee members. The Employer Representative will send an e-mail for the access link to employees, Health and Safety Committee members and Health and Safety Representatives requesting courses.

### **iii. WHMIS**

At the last meeting, it was suggested that an annual review of WHMIS be developed for teachers and educational assistants. Custodians, Maintenance Staff, Lab and Technical Teaching staff would continue to take the on-line course each year. A proposed update was distributed, which the Committee thought was a good basic overview. A point was raised by the OECTA Secondary Representative about when staff would complete the review, who tracks who has completed the review, and questioned follow up if the review was not completed. Principals would need a list of employees that had already completed the on-line WHMIS course to determine staff requiring the review.

Following discussion, the Committee decided for this year the review format will be changed from a test to a question and answer informational update. Staff will sign off, and Principals will track staff completion. The COPE Representative noted that before sign-off, Principals pay

particular attention to question #4, the location of the MSDS binder, since the location will vary at each school.

Next year, the review should be delivered in a quiz format, to be taken on a P.A. Day session at the beginning of the year.

#### **10. Inspection Reports**

<b>SCHOOL</b>	<b>CONCERN</b>	<b>ACTION</b>
St. Anthony's	Wires exposed (no power source).	The Employer Representative, Co-Chairperson will check with the Principal.
St. Mary's, Deep River	Dust inside heaters.	The Employer Representative, Co-Chairperson will check with the Principal.
St. Andrew's	Reinforce bookshelf on wheels	The Employer Representative, Co-Chairperson will check with the Principal.
Our Lady of Sorrows	Ceiling tile - leaking  Heating System – excess heat in some rooms.	Work order submitted to replace ceiling tiles.  Board policy is to open windows during recess and lunch. The COPE representative advised that blocks have been put in windows. A work order should be submitted to remove blocks.
Our Lady of Fatima	Boiler unreliable, hot and cold areas.	The Employer Representative reported that the system is to be re-vamped with new controls this year.

#### **11. Member's Notice**

The OECTA Secondary Representative announced that he has enrolled the new Occasional Teacher Representative in an upcoming Level 1 Certification course in Ottawa. The course is offered by the Worker's Health and Safety Centre, offers a union perspective, and is of four days duration. The OECTA Secondary Representative explained that he believes this is a superior course, and expects the Board to provide compensation for attendance.

The Employer Representative, Co-Chairperson explained that there is no requirement for each member of the Health and Safety Committee to be trained at a Level 1 Certification, however it is a goal of the Health and Safety Committee. The Board provides standard courses offered by the Public Service Health and Safety Association. Usual procedure involves teaming up with other member groups, such as the Public Board, to offer the course to a minimum of twelve interested

participants. Courses are offered locally, and are of three days duration. As a member of PSHSA, the Board receives reduced member rates for these courses. It was noted that the last course was offered four years ago.

The majority of the Committee agreed that the correct procedure would have been to consult the Committee about sending a new Committee member to a course. Since the Health and Safety Committee has no budget allocation, the Committee may have recommended the Board make extra funds available for enrollment in the enhanced course. It was agreed that a recommendation to the Board will not be made at this time.

Given the Board requirement to provide training, the Employer Representative Co-Chair will investigate the cost and availability of offering a course locally for interested Committee Members and Health and Safety Representatives. The OECTA Secondary Representative requested clarification of how much money is allocated per person, and later stated that he would pursue other options.

**12. Next Meeting**

**Tuesday, March 1, 2011  
AT 9:30 A.M.  
ADMINISTRATION OFFICE – BOARD ROOM**

**13. Adjournment**

**Motion #2-11-3**

Moved by: CUPE Representative

Seconded by: Principal's Association Secondary Representative

That the meeting be adjourned at 12:04 p.m.

Carried