

RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD
Minutes of Meeting #3-11 REVISED
Meeting of the Joint Health and Safety Committee
March 3, 2011
Health and Safety Portable – Bishop Smith CHS

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 Silmsner, OECTA Secondary Representative
Pat Molson, CUPE Representative
Tracey Pecarski, Occasional Teacher Representative

3. **Addition to Agenda**

Mike Silmsner requested that an addition to WSIB 9(b) be added to the agenda.

4. **Approval of Agenda**

Motion #3-11-1

Moved by: Mike Silmsner
Seconded by: Alfie Sicoli

That the agenda for Meeting #3 -11 be approved.

Carried

5. **Approval of Minutes**

Motion #3-11-2

Moved by: Micheline Blondin
Seconded by: Jane Mackie

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

6. Election of Employee Co-Chair

Angel Casey was elected a Co-Chairperson by de-fault.

7. First Aid

Level 2 certification will be this fall. The portable at Bishop Smith is to be utilized by all groups for any training. A request for the Plant department to check the odor in the portable was made.

8. WHMIS

There seems to be confusion in some schools where to find the MSDS binder. There are issues around occasional teachers, temporary educational assistants and temporary caretakers wanting to receive their WHMIS training. The question to how other boards and hospitals deal with this scenario was raised. A concern regarding the signing of the Inspection Reports was brought forth. The committee would like to see monthly reports handed in at the appropriate time line and completed correctly.

9.a) Inspection Reports

SCHOOL	PAST CONCERN	RESULT
John XXIII	Febraury - No concerns.	No action taken.
St. Joseph's, Arnprior	February - Report not sent in. January – TV strapped to trolley & tires need replacing.	W/O re submitted. Awaiting response.
St. John Bosco	January - report not sent in. February – computer and smartboard wires.	Action taken.
St. Joseph's, Calabogie	February – Fluorescent light fixture pulling away from ceiling.	W/O submitted.
St. Anthony's	February – Exposed cords & wires in principal's office.	W/O needs to be placed.
George Vanier	December – report not sent in. February – No concerns.	No action taken.

SCHOOL	PAST CONCERN	RESULT
St. Mary's, Deep River	November, December & February – report not sent in. January – Hole in the dry well. <ul style="list-style-type: none"> - Cannot hear Fire Bell in the Snoozalin Room. - Fans in cloakroom too load as you can hear them in the classroom. 	Problem repaired. W/O needs to be placed. W/O needs to be placed.
St. Michael's	February - Safety issue with library not having all the windows covered. <ul style="list-style-type: none"> - Loose tile on floor in the gym. - Repair door jam in portable. - Weather stripping needed on portable doors. - Heater in kitchen not functioning. - Thermostat & wires are hanging in kitchen. 	Needs to be addressed. W/O needs to be placed. W/O needs to be placed. W/O needs to be placed. W/O needs to be placed for electrician. W/O needs to be placed.
St. James	February – Blind cords needs to be attached to the wall	Parts have been ordered. W/O needs to be placed.
St. Andrew's	February – Bookshelf on wheels is unstable. <ul style="list-style-type: none"> - Ceiling tiles are falling away from ceiling. - Drywall in hallways damaged and falling. - Asphalt cracked & heaving in west entrance way. - Phone cord in staff room not fastened to the wall. - Tiles missing at door outside Room 4. 	W/O has been placed (twice) W/O has been placed. W/O needs to be placed. W/O needs to be placed. Cord taped until cable runner can be installed. W/O needs to be placed. W/O needs to be placed.

SCHOOL	PAST CONCERN	RESULT
St. Andrew's (continued)	<ul style="list-style-type: none"> - Items left on floor. - Volleyball net difficult to put up and take down. - Smartboard Rover has issues with extension cords and power bar. - Too many extension cords for computer equipment. - Too many objects above cupboard where the sink is in room 9. 	<p>Ken to call Mary Catherine. W/O needs to be placed.</p> <p>Req. has been placed for a new power cord.</p> <p>- Req. has been placed for a new power cord.</p> <p>Items need to be removed.</p>
Cathedral	February – Plaster falling from ceiling in girl's upstairs washroom.	Req. has been sent in.
Holy Name	February – Air quality concerns	Ken to start testing.
Our Lady of Lourdes	<p>February – Extension cord being used for computer Room 16.</p> <ul style="list-style-type: none"> - Extension cord being used for computer Room 19. - 2 light burnt out in front entrance. - Need to replace blind in Room 5. - Issue with overhead screen in Room 3. 	<p>Purchased power bar.</p> <p>Purchased power bar.</p> <p>Bulbs have been replaced.</p> <p>Contacting suppliers to replace blind.</p> <p>Repaired.</p>
Our Lady of Sorrows	<p>February – Missing light cover and need to replace bulbs in Portable 1.</p> <ul style="list-style-type: none"> - Fire extinguisher has been checked in Portable 1. - Ceiling tiles need to be replaced in Portable 1. - Fire extinguisher has not been checked in Portable 2. - Fire extinguisher needs to be checked upstairs, outside Room 3. - Lights burnt out in Room 212. 	<p>Custodian to replace.</p> <p>Custodian needs to be checking monthly.</p> <p>W/O has been placed.</p> <p>Custodian needs to be checking monthly.</p> <p>Custodian needs to be checking monthly.</p> <p>Custodian needs to replace.</p>

SCHOOL	PAST CONCERN	RESULT
St. Francis of Assisi	No Inspection Report for December, January and February.	Ken to check into this.
Our Lady of Fatima	No Inspection Reports for December and January. February – Overall air quality not good. <ul style="list-style-type: none"> - Paper cutter not in proper position. - Carpet in Kindergarten room has ripples/needs to be taped down. - Fire alarm is always blocked by gum door. 	New Trane air system to be installed summer 2011. Placed on another table. Custodian needs to tape down carpet. Chairs were removed and teachers were advised.
St. Thomas the Apostle	No Inspection Report for December and February. January – Loose/dangling computer cords in rooms 201, 305 & 306.	Custodian needs to tape or tie.
St. Casimir's	February – Electrical outlet needs repair in Room 7/8. - There are still mold issues in the pump room on wall.	Electrician has repaired. W/O has been placed. Drywall has been replaced with cement board.
Our Lady of Grace	No Inspection Report for February. January – Issue with gate not latching.	Calvin repaired gate.
St. Mary's, Wilno	February – No issues	No action taken.
Bishop Smith	February – No concerns Smart Board issue brought up at meeting regarding outlets.	No action taken. School needs new wiring for Smart Boards.
St. Joseph's High	No Inspection Report for December & January. February – Nut products being brought into school. - Air quality concerns.	Mark to address at next staff meeting. E-mailed Ken Feb. 23, 2011.
Board Office	No Inspection Report for February. January – Carpet rippling in accounting department. <ul style="list-style-type: none"> - Employees reacted to scented products. - Fire extinguisher tags have not been checked since December. 	To be looked at during shut down. Ken is aware of the situation. Custodian needs to be checking monthly.

SCHOOL	PAST CONCERN	RESULT
Board Office (continued)	<ul style="list-style-type: none"> - Entrance ceiling tile is wet. - Equipment being stored in electrical room. 	<p>W/O has been placed.</p> <p>Equipment needs to be removed,</p>

Resolution

A resolution was achieved at the meeting regarding the issues with the Smart Boards. The following language was approved by the committee,

“That any portable Smart Board wires are taped to the floor during use or have proper wiring installed and tape should be removed after use. Extension cords should not be considered permanent use.”

9. b) WSIB

An incident at a school regarding the process of a WSIB form was brought to the attention of the committee. It was noted that the WSIB form was not filled out in the appropriate time of 48 hours. In this circumstance the person who was to fill out the form was injured themselves. A resolution to have a 2nd person responsible to complete the form in the correct timeline and send to appropriate the people should be considered. This item will be addressed in Ken’s next Health & Safety Newsletter.

10. Air Quality

Ken is to start performing air quality tests at schools and the board office. He will be testing for molds such as aspergillus mold (commonly found in water damaged buildings), altermaria mold (commonly found near sources with condensation such as window frames), stachybotrys mold (found on indoor water damaged ceiling tiles, insulation, wallpaper, wood, sheet rock and wallpaper as well as numerous other species of mold contaminants). The AGAR Test Strips will be forwarded to Caduceon Environmental Laboratories.

11. Member’s Notice

Angel attended the Smart Start Training. She noted this is great training for new employees coming into our system, especially for educational assistants. Angel has sent Ken an e-mail posing the question of “how to dispose properly of catheters?” Ken is to check what the procedure is at our local hospital. The Fire Chief has been asked to come to the next Health & Safety Meeting on Tuesday, May 31, 2011 to discuss the 20% regulation of paper coverage on the walls of the schools.

12. Next Meeting

The next meeting will be Tuesday, May 31, 2011 in the Bishop Smith portable at 9:30 a.m. There was a request for coffee and water for the next meeting.

13. Adjournment

Motion #3-11-3

Moved by: Micheline Blondin

Seconded by: Ivan Johnson

That the meeting be adjourned at 11:55 a.m.

...Carried.

/nsk