

RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD
Minutes of Meeting #1-13
Meeting of the Joint Health and Safety Committee
Tuesday, October 2, 2012
Bishop Smith CHS – Health and Safety Portable

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
Brenda MacMullen, CUPE Representative
Ivan Johnson, Employer Representative (Manager)
John Freemark, Principal's Association Representative
Mark Searson, Secondary Principal Representative
Micheline Blondin, OECTA Elementary Representative
Mike Silmsler, OECTA Secondary Representative
Tracey Pecarskie, Occasional Teacher Representative
Regrets: Katrina Burgess, Non-Union Representative

3. **Approval of Agenda**

Motion #1-13-1

Moved by: CUPE Representative
Seconded by: Secondary Principal Representative

That the agenda for Meeting #1-13 be approved.

Carried

4. **Approval of Minutes**

Motion #1-13-2

Moved by: OECTA Elementary Representative
Seconded by: Employer Representative (Manager)

That the minutes for Meeting #4-12 be approved.

Carried

5. Election of Employee Co-Chairperson

The COPE Representative was nominated by the OECTA Secondary Representative, and was voted in as Employee Co-Chair by a unanimous vote from the Committee.

6. Inspection Reports

Inspection Reports have not received from nine school locations. The Employee Co-Chairperson will follow up to ensure the missing reports are submitted.

| SCHOOL | CONCERN | ACTION |
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| St. Joseph's Arnprior | Venting for caretaker storage closet | No requisition submitted for this request. |
| George Vanier | Air Quality - smell | The air has been tested by the Ministry of Labour; two companies (from Ottawa and Toronto) have prepared reports indicating no mould; ceiling tiles, floor tiles and the counters have been replaced, yet the odour persists. There is a large amount of old paper at the back door that should be removed, and there are donated old toys to disinfect or destroy. The Employer Co-Chairperson will check the air quality one more time. |
| St. Mary's Deep River | Unable to hear fire alarm in Room 27 and Snoozelin Room. Fans not working in various areas. Heat Control issues. | Request electrician to move strobe light inside door. Electrician to complete. Contractors start up boiler systems, which are now centrally controlled. Rooms with issues need to be identified in order to program valve/thermostat controls. |
| St. Michael's | No requisitions for requests. | The Employer Co-Chairperson will follow up with the school. |
| St. Andrew's | Paving problems. | A re-paving project was completed this past summer. |
| Our Lady of Lourdes | Question on items reported | Principal to follow up with request for a shade structure, and submit requisitions for plant items. |

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| Holy Name | Bats | <p>There has been an infestation of bats at the school. Bat nets have been installed, entry holes plugged, and ceiling tiles have been replaced to prevent further bat access. The OECTA Secondary Representative has reported the occurrence to the Health Unit and the Ministry of Labour, however, a recommended action for clean up has not been forthcoming.</p> <p>After discussion, it was decided that in order to deal with the health risk and dangers of pursuing a clean up operation for removal of dangerous guano and spores in the air, an expert should be retained to inform and guide the process. The Employer Representative is to provide information and training to each individual caretaker on how to deal with bats.</p> <p>RECOMMENDATION: The Joint Health and Safety Committee needs to bring in a certified, qualified inspector to assess and prepare a report on the bat situation at Holy Name School.</p> |
| Our Lady of Fatima | Inspection reports not signed and complete forms are not being forwarded to H & S committee. | The Secondary Principal Representative will e-mail the Principal to request to submit reports when required. The caretaker should also receive a copy of the report. |
| St. Thomas the Apostle | <p>Heat control issues.</p> <p>Mold in the window frame.</p> | <p>Work on the valves in one is complete. Work in the other room will take place following asbestos removal.</p> <p>The Employer Co-Chair will follow up.</p> |
| Our Lady of Grace | <p>Cleaning supplies being left unattended.</p> <p>Flies and wasp problem.</p> | <p>A locked cupboard is being constructed to house supplies.</p> <p>Pest control has sprayed area.</p> |
| Bishop Smith | Who is responsible for the safety of the construction site? | The General Contractor is responsible. |

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| Various | Provision of funds – Plant Budget vs. Curriculum Budget | <p>Discussion took place on the provision of funds for items that are not covered under Plant or Curriculum based requirements. These items can range from voluntary replacement of existing shop CO monitoring equipment; replacement of existing blinds, extra wiring in for relocation of smart boards, etc.</p> <p><u>RECOMMENDATION:</u> Given multiple reports over the last few years regarding Health and Safety compliance with Safe Schools Legislation, the Joint Health and Safety Committee recommends that a central budget line be created to provide required items to be in compliance with the Act.</p> <p>Response to recommendations to the Director of Education should be received back to the JH&S Committee within twenty days. The Co-Chairpersons will follow up to pursue a response.</p> |
| Administration Office | Carpet ridges pose a hazard in Accounting. | <p>If the carpet is stretched any more, it will tear. The carpet needs to be removed; however, the logistics of finding alternate office space for staff, equipment and heavy filing cabinets poses a problem.</p> <p><u>RECOMMENDATION:</u> The carpet in the Accounting Department poses a tripping hazard and needs to be replaced with new flooring immediately.</p> |

7. **Items Arising from Last Meeting**

None at this time.

8. **Information Items**

- The Employer Representative advised the Committee that W.S.I.B. now requires that a Functional Abilities Form and a Treatment Memorandum Form must be sent to the hospital/doctor with an injured employee. Each secretary can download and print these forms to have ready for use.

- **Upcoming Courses:**

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| First Aid/CPR | Will be offered during the fall 2012. |
| Monthly Inspection Course | A course for Health and Safety Representatives should be offered again this fall. The Secondary Principal Representative advised that although checking shop and science classes is a valuable tool, the last instructor made a public negative evaluation of these teachers. It was strongly suggested that the course be presented differently, and be held at another school, either St. Joseph's HS or an elementary school. |
| Caretaker Refresher Workshop | The CUPE Representative requested a WHMIS labeling course for caretakers and Health and Safety Representatives. This course is offered in an on-line format. |
| C.P.I. | This six hour course will be offered by the OECTA Secondary Representative on October 22 nd . The increasing need for the longer eight hour Physical Restraint course was discussed. |
| Smart Start | It was suggested that this course dealing with proper lifting techniques would be of value to EA's and caretakers. |

9. **Member's Notice**

The procedure for accident/incident reporting is not being followed, with one employee incident being reported to OSBIE. Once submitted to the Health and Safety Officer, the Employee Co-Chairperson and Committee members should be receiving all copies of Accident/Incident reports.

10. **Adjournment**

Motion #1-13-3

Moved by: OECTA Secondary Representative

Seconded by: CUPE Representative

That the meeting be adjourned at 11:25 a.m.

Carried

NEXT MEETING

TUESDAY, DECEMBER 4, 2012

AT 9:30 A.M.

HEALTH AND SAFETY PORTABLE