

RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD  
**Minutes of Meeting #1-14**  
**Meeting of the Joint Health and Safety Committee**  
**Tuesday, October 1, 2013**  
**Bishop Smith CHS – Health and Safety Portable**

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**1. Prayer**

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

**2. Welcome/Roll Call**

Present: Ken Jones, Co-Chairperson, Employer Representative  
Brenda MacMullen, CUPE Representative  
Helen Heath, COPE Representative  
Ivan Johnson, Employer Representative (Manager)  
Jack Rosien, OECTA Secondary Representative  
Jillian Burchart, Non-Union Representative  
John Freemark, Principal's Association Representative  
Micheline Blondin, OECTA Elementary Representative  
Renee Rivard, Employer Representative (Resource)  
Tracey Pecarskie, Occasional Teacher Representative

Absent: Tony Jackno, Secondary Principal Representative

The new Employer Representative (Resource) and Occasional Teacher Representative were welcomed to the Committee.

**3. Approval of Agenda**

**Motion #1-14-1**

Moved by: CUPE Representative  
Seconded by: COPE Representative

That the agenda for Meeting #1-14 be approved.

Carried

**4. Approval of Minutes**

**Motion #1-14-2**

Moved by: CUPE Representative  
Seconded by: COPE Representative

That the minutes for Meeting #4-13 be approved.

Carried

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

The OECTA Elementary Representative volunteered to act as Co-Chair, and was elected 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.

<b>SCHOOL</b>	<b>CONCERN</b>	<b>ACTION</b>
John XXIII	Stained ceiling tiles.	There is no work order request for this work. Ceiling tiles that are falling are a health and safety concern. If the tiles have a dry stain, and need to be replaced for aesthetic reasons, this is not health and safety.
St. Joseph's, Calabogie	Sand needs to be tilled.	Maintenance staff till playgrounds in the fall, and this work will be done. This is not a health and safety concern for staff members.
St. Anthony's	Video Camera requested due to location of the office.	A purchase order will be issued for the installation of a camera and door phone.
George Vanier	Light switch not working.	This item has not been requested from the school. The Co-chair, Employer Representative will check with the Principal.
St. Mary's, Deep River	Window coverings were requested over a year ago.	The Principal is not willing to purchase blinds. A Recommendation was sent by the Committee following meeting 4-13 requesting window coverings be provided as per Board lock down policy. The response was that a budget was to be determined by Executive Council. No action has yet been taken.  The Co-Chair, Employer Representative will e-mail Mary Lynn Schauer, with a cc to the Committee to determine course of action.

Holy Name	Counter top replacement.  Air quality concerns.	The Co-Chair, Employer Representative will go to the school to check the counter, and check air quality.
Our Lady of Lourdes	Caretaker Hours: there is no caretaker in the building between 9:30 and 12:30.  Casual replacements during caretaker absences are not always available.  Soap Dispensers	The Principal may issue a request to change caretaker hours, which will be discussed by the Board and the union. The CUPE Representative will address this concern.  There is a current Human Resources posting for casual caretakers.  There is no request for soap dispenser repair.
Our Lady of Sorrows	No Alarm poster in classroom	Alarm posters can be printed from the Health and Safety website.
Our Lady of Fatima	Larger mats are required outside the door by the gym.  Electrical work needed to wire in smart boards.	Standard mats are available in the stores catalogue. The Principal's Association Representative will remind Principals that Workplace Inspection form entries are not used to order work. An order must be generated to the appropriate department if action is required.  This is a school budget item. Technology upgrades should include costs to properly install new equipment.
St. Thomas the Apostle	Smart boards/overhead projectors and computers using extension cords.	If items are in a static position, wiring needs to be completed which is a school budget item. The OECTA Elementary Representative will contact the school.

## 7. Items Arising from Last Meeting

The Board approved time in lieu for teaching staff to perform monthly health and safety inspections. The Co-Chair Employer Representative will send the Committee a spreadsheet outlining time approved for each school. CUPE and COPE Rep's must re-arrange their daily work schedule to complete health and safety inspections.

**8. Information Items**

First Aid/CPR	Will be offered on October 16 <sup>th</sup> and 17 <sup>th</sup> , 2013.
Training Workshop	A training workshop will be held for new Health and Safety Representatives
Principal Course	A full day Health and Safety workshop will be held for Principals on October 24, 2013.
Smart Start	A Smart Start course will be offered for Educational Assistant's on October 11 <sup>th</sup> , 2013.

**9. Member's Notice**

There has been a dramatic increase in concussion injuries, from being hit by a ball to slips on ice.

Aggressive behavior by students towards staff is causing a large number of injuries. Personal protective equipment has been provided by the Board, and should be used by staff to decrease risk. If a high threat remains, options such as refusal to work could be considered.

Some cleaning staff are not wearing rubber gloves. The Co-Chair will look for posters for encourage the use of personal protective equipment.

**10. Adjournment**

**Motion #1-14-3**

Moved by: Non-Union Representative

Seconded by: CUPE Representative

That the meeting be adjourned at 11:21 a.m.

Carried

**NEXT MEETING**

**TUESDAY, DECEMBER 3, 2013**

**AT 9:30 A.M.**

**HEALTH AND SAFETY PORTABLE**