

**RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD**  
**Minutes of Meeting #2-13**  
**Meeting of the Joint Health and Safety Committee**  
**Tuesday, December 4, 2012**  
**Bishop Smith CHS – Health and Safety Portable**

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**1. Prayer**

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

**2. Roll Call**

Present:           Angel Casey, Co-Chairperson, COPE Representative  
                      Brenda MacMullen, CUPE Representative  
                      Ivan Johnson, Employer Representative (Manager)  
                      John Freemark, Principal’s Association Representative  
                      Katrina Burgess, Non-Union Representative  
                      Mark Searson, Secondary Principal Representative  
                      Micheline Blondin, OECTA Elementary Representative  
                      Mike Silmsner, OECTA Secondary Representative  
                      Tracey Pecarskie, Occasional Teacher Representative

Regrets:           Ken Jones, Co-Chairperson, Employer Representative

**3. Approval of Agenda**

**Motion #2-13-1**

All Committee Members were in favour for approval of the agenda for Meeting #2-13.

Carried

**4. Approval of Minutes**

**Motion #2-13-2**

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

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

Carried

**5. Items Arising from Last Meeting**

SCHOOL	PAST CONCERN	ACTION TAKEN
George Vanier	Air Quality	The Co-Chairperson, Employer Representative is to present a report at the next meeting.

Holy Name	Bats	Helferty's has completed an inspection, evaluation and clean up in the attic. The CUPE Representative noted that bats were in the building on two recent occasions. There may be some holes left to be sealed up.  The Employer Representative was asked to circulate the report to Committee Members.
Various	First Aid Course	The Chairperson, COPE Representative reported that the course time needs to be changed to make employees aware the class actually begins at 8:00, and ends at 4:30.

6. **Inspection Reports**

SCHOOL	CONCERN	ACTION
St. Joseph's, Arnprior	No ventilation in custodian's room	There is usually an air vent at the bottom of the door, but typically no mechanical ventilation is installed in caretaker rooms.
George Vanier	Air Quality	There is still a musty smell in the Kindergarten Room. The Co-Chairperson, Employer Representative needs to complete tests, and report at the next meeting.
St. Mary's, Deep River	Window Coverings	The Co-Chairperson, Employer Representative is to investigate allocation of the new \$1,000 budget for the purpose of providing window coverings.
St. Michael's	Door to portable catches in the wind.  Basketball hoops to be secured  Broken and missing ceiling tiles in Gym.  Broken seal - JK/SK window	The school is to submit a requisition for the installation of a hydraulic door closer.  Requisitions have been submitted for these items.  The school should send in an order for the window to be replaced.
St. Andrew's	Ceiling tiles missing or cracked	A requisition has been submitted for this work.
Cathedral	Curtains missing.	A survey should be completed to determine which schools need window coverings.

Holy Name	<p>Ceiling tiles stained and broken</p> <p>Musty smell in room 102 and 103</p> <p>Excess heat in the Valleycrest Room</p>	<p>Requisitions should be submitted for this work.</p> <p>An Air Quality test was requested, with results to be shared with the Committee at the next meeting.</p> <p>Since the room is located next to the boiler, there is excess heat at times. A contractor has been requested to provide a quote for a fan.</p>
Our Lady of Sorrows	<p>No sink in girl's change Room</p> <p>Mold on the ceiling tile in Room 211</p> <p>Screen to be replaced</p>	<p>A contractor is providing a quote for a new sink. In the meantime, the Co-Chairperson, Employer Representative is to either shut down the washroom, or provide waterless hand sanitizer.</p> <p>Requisitions should be submitted for this work.</p> <p>Screens should be sent in for repair.</p>
Our Lady of Fatima	<p>Annoying buzz coming from cupboard that houses computer server</p> <p>Frozen dip in yard poses tripping hazard</p>	<p>The OECTA Elementary Representative with check the classroom. If the server were to be moved, re-wiring of entire system would be required.</p> <p>The snow plowing contractor should be notified when salting of yard is required.</p>
St. Thomas the Apostle	<p>Unable to regulate heat.</p>	<p>Trane has been issued a purchase order to repair the electrical distribution equipment.</p>
Bishop Smith CHS	<p>Storage space in shop areas</p>	<p>The shop areas, especially the auto shop, have no room to store equipment. Multiple blockages of doors, exits, etc. could pose a safety hazard. It was proposed that a storage garage be built to alleviate the congestion in the shop.</p>
999 Work shop and Warehouse	<p>Lack of items reported</p>	<p>There should be information written on reports. If something is repaired as a result of an inspection, it should still be noted in the Health and Safety report.</p>

Various	Extreme heat at various schools	<p>The OECTA Secondary Representative questioned why controls are not available in each classroom for teachers to turn up or down. The Employer Representative explained that some schools are able to regulate temperature by thumbwheel controls in the classroom. Not all schools operate on the same system. Some areas are controlled by roof top units, which do not have the same control options.</p> <p>Eventually, once systems are up and running, Principals will have the ability to adjust controls at their own schools.</p>
St. Anthony's St. John Bosco St. James Our Lady of Sorrows Our Lady of Grace	No reports submitted for November	The Co-Chairperson, Employer Representative is to follow up with Principals.

## 7. Member's Notice

### a) Incident/Accident Reports

The OECTA Secondary Representative requested copies of all Incident/Accident reports be submitted to the Committee. The Co-Chairperson, COPE Representative has told COPE members that in addition to the copy sent to Health and Safety, they must also submit a copy of all incidents to her. Since acts of aggression are increasing, it is important that each occurrence of aggressive or violent behaviour be documented and reported immediately. Principals will be requested to remind staff at their next staff meetings.

### b) Safe Schools Reporting Forms

All employee groups should be advised that there is a legal obligation to report incidents of student on student, or student on staff physical or verbal aggression through the Safe School Reporting process. OECTA Secondary Principal will follow up in subsequent staff meetings. To clarify, in cases of aggression towards staff, both a Safe School Reporting Form, and an Accident/Incident form would need to be completed.

### c) Occasional Teacher Training

The Occasional Teacher Representative requests training days are provided to casual and long term occasional staff above and beyond the Wellnet Solutions on-line training modules. It was agreed that occasional and ten month staff may miss training at the beginning of the year, and have other activities on PA days.

**RECOMMENDATION:**

The Joint Health and Safety Committee requests the Board provide mandatory training, as required by law, to all employees with respect to safe schools; anaphylaxis; WHMIS and general health and safety. Ideally, a date for training for all staff will be established during the 2012-13 school year.

**8. Adjournment**

**Motion #1-13-3**

Moved by: OECTA Elementary Representative

Seconded by: Non-Union Representative

That the meeting be adjourned at 11:04 a.m.

Carried

**NEXT MEETING**

**TUESDAY, FEBRUARY 19, 2013**

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

**HEALTH AND SAFETY PORTABLE**