

**RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD**  
**Minutes of Meeting #2-14**  
**Meeting of the Joint Health and Safety Committee**  
**Tuesday, December 3, 2013**  
**Bishop Smith CHS – Health and Safety Portable**

---

**1. Prayer**

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

**2. Welcome/Roll Call**

Present: Ken Jones, Co-Chairperson, Employer Representative  
 Micheline Blondin, Co-Chairperson, OECTA Elementary Representative  
 Helen Heath, COPE Representative  
 Jack Rosien, OECTA Secondary Representative  
 Jillian Burchart, Non-Union Representative  
 John Freemark, Principal's Association Representative  
 Renee Rivard, Employer Representative (Resource)  
 Tracey Pecarski, Occasional Teacher Representative  
 Tony Jackno, Secondary Principal Representative

Regrets: Brenda MacMullen, CUP Representative  
 Ivan Johnson, Employer Representative (Manager)

**3. Approval of Agenda**

**Motion #2-14-1**

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

That the agenda for Meeting #2-14 be approved.

Carried

**4. Approval of Minutes**

**Motion #2-14-2**

Moved by: COPE Representative  
 Seconded by: Employer Representative (Resource)

That the minutes for Meeting #1-14 be approved, with noted change.

Carried

**5. Inspection Reports**

SCHOOL	CONCERN	ACTION
John XXIII	Extremes of heat in the building, from hot to cold.	The heat has been restored.

St. Joseph's, Arnprior	Nails protruding from computer banks.	A work order has been issued.
St. John Bosco	Mats at the door.  Cords hanging from smart boards/use of power bars  Request for door with a window so staff can see oncoming traffic.	The mats were taped down in an incorrect position, but now have been realigned.  This is an item that the school is responsible for.  Doors may be switched from the back to the front, if the doors are the same width.
St. Anthony's	Plugs by the stove not working.  Emergency light has no bulb.	There has been no request for this work to be completed.  Plant Services will check with the electrician.
George Vanier	Issue with door not opening properly.	The door has been adjusted.
St. Michael's	Replace ceiling tiles.  Portable steps are slippery due to ice build-up.	Plant will contact maintenance to expedite the work order.  A mat can be nailed on now, and replaced with a sticky mat in the spring.
St. Andrew's	Sliding doors on high supply cupboards to be replaced with hinges.	No work order has been submitted for this. The Co-chair Employer Representative will check with the school.
Cathedral	Seal gone on crawl space.  Ceiling tiles stained/chipped or missing.	Crawl space has been re-sealed.  There is a work order for this item.
Holy Name	Air quality issues - staff have refused to go in rooms in the basement due to odour, and the literacy room is not used. Mold on pipes in the basement.	The pipe leak has been repaired. A contractor is working on de-odorizing and removing sewage from a leak in the crawl space. Caretakers can wash the pipes with bleach.
Our Lady of Lourdes	Fumes from laminator.  Tree root exposed.  Soap dispenser too heavy for the door.	Have laminator repaired, or purchase a new one.  Work order has been issued.  A work order should be sent in for this item. Hand disinfectant is available in pumps through the warehouse.
Our Lady of Sorrows	No items to report	It is very unusual that a school can go for a few months with no items to report on a health and safety inspection. The Co-Chairs will complete an inspection on December 11 <sup>th</sup> and discuss with the Health and Safety Representative.

Our Lady of Fatima	Most submissions are maintenance related.	Usually maintenance work does not appear on the H & S report.
St. Thomas the Apostle	Roof leak is causing an icy build up  A heater has been taken apart, but not put back together again.	There are no orders on these items. The Co-Chair, Employer Representative will check on these two submissions.
St. Casimir's	No items to report.	There are no items to report at this location. Again, this raises a red flag, usually during a Health and Safety Inspection, there are some items to report.
St. Mary's, Wilno	No items to report.	It is unusual that a building has absolutely no items for the inspector to report. The Co-Chair, Employer Representative will check with the Principal.
Bishop Smith CHS	Water line and tap to be moved away from high voltage outlet in the auto shop  Poor ventilation in the boys' change room.  New office area lacking heat.  Fans are not working in the washroom.  Extension cords for smart boards are a tripping hazard	There is an order to a plumber for this work. Plant will follow up.  VCI Controls, the HVAC Contractor is currently checking ventilation at the school.  Individual preferences differ for temperature control in the office. A comfortable setting has been reached, employees who find it colder are using space heaters.  The Co-chair, Employer Representative will double check the operation of the fans.  Cords should be secured to the floor with duct tape. The cord and tape should be removed after use. If furniture can be re-arranged, this would pose a better solution than adding additional wiring. If wiring is required, it is a school expense.

## 6. Items Arising from Last Meeting

After the last Joint Health and Safety meeting, a recommendation was sent to the Director of Education requesting window coverings to be provided at St. Mary's, Deep River. Legally, a response should be issued to the Committee in writing within 21 days, however, to date the Committee has not received a reply.

The Co-Chair Employer Representative will check with the Director of Education. There may be a cost share proposal between Plant Services and the school to install the requested blinds.

### **7. Workplace Climate and Safety Survey**

It is mandatory for the Board to develop an on-line survey in accordance with Bill 168 – Violence in the Workplace. The Non-Union Representative stated that the survey is designed to investigate employee interactions with other people in their workplace. The survey will use a 4-point rating scale to assess how safe an employee feels at their place of work. The information gathered is strictly confidential and it is requested that all employees complete the short questionnaire.

### **8. Information Items**

1. On July 2014, new legislation will require each employee to complete health and safety training by the end of 2014. Courses for employees and supervisors are being developed by Wellnet Solutions and will be available on-line by September. It is possible that the course could be completed on a PA or snow day.
2. On December 20<sup>th</sup> there are two courses being given at St. Joseph's HS: A health and safety course for EA's and new employees and for principals, a course on what to expect during Ministry of Labour inspections.

### **9. Member's Notice**

The main reason for employee accidents in the workplace continues to be injuries/incidents as a result of student aggression. Personal protective equipment, such as Kevlar sleeves, rubber gloves and goggles are available to employees and the Committee urges Principals to diligently remind employees to utilize the tools provided.

The Health and Safety newsletter for December will be posted on the Health and Safety bulletin boards at each building.

### **10. Adjournment**

#### **Motion #2-14-3**

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

That the meeting be adjourned at 11:06 a.m.

Carried

#### **NEXT MEETING**

**TUESDAY, FEBRUARY 25, 2014**  
**AT 9:30 A.M.**  
**HEALTH AND SAFETY PORTABLE**