

REENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD

**Minutes #2- 2015**  
Joint Health and Safety Committee  
Tuesday, January 13, 2015

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**1. Prayer**

Renee Rivard, Community Use of Schools/Plant Services Officer opened the meeting with a prayer. Everyone then introduced themselves.

**1. Roll Call**

Present: Renee Rivard, Co-Chairperson, Community Use of Schools/Plant Services Officer  
Micheline Blondin, OECTA Elementary Representative  
Jillian Burchart, Non-Union Representative  
Tony Jacyno, Secondary Principal Representative  
Ivan Johnson, Employer Representative  
Brenda MacMullen, CUPE Representative  
Tracy Pecarski OECTA President  
Jack Rosien, OECTA, Vice-President  
Bridgid Devlin, COPE representative

Resource: Melanie Leclair, Human Resources Manager

Absent: John Freemark, Principal's Association Representative

**2. Addition to Agenda**

Tracy requested "Terms of Reference" and "Elections" be added to the agenda.

**3. Approval of Agenda**

**Motion #1-2015-1**

Moved by: Brenda MacMullen, CUPE Representative  
Seconded by: Micheline Blondin, Co-Chairperson, OECTA Elementary Representative

That the agenda for Meeting #1-2015 be approved.

Carried.

4. **Approval of Minutes**

**Motion #2-2015 -1**

Moved by: Micheline Blondin, Co-Chairperson, OECTA Elementary Representative

Seconded by: Tony Jacyno, Secondary Principal Representative

5. **Elections**

Ivan, Renee, Melanie and Jillian left the meeting while the vote took place for the Employee Co-chair.

6. **Employee Co-Chairperson**

The successful candidate for Employee Co-Chairperson was Micheline Blondin.

7. **Inspection Reports**

School	Concern	Action
John XXIII	-SERT Room & Room 404 – Very cold in classrooms --Room #9 – has plug beside sink been grounded?	-Informed caretaker -Inform caretaker – then WO or Req.
St. Joseph's, Arnprior	-No Inspection Report handed in by meeting date.	
St. John Bosco	-No Inspection Report handed in by meeting date.	
St. Joseph's, Calabogie	-Main entrance needs to be filled with gravel	-Work Order
St. Anthony's	-Repair flooring in Staff Room & Room 4 -Exit doors #2 & #5 need to be repaired -Side door lock (Exit #2) frozen	-Work Order -Door company to come in and replace. -Work Order
George Vanier	-Replace ceiling tiles in Music Room	-Custodian Notified
St. Mary's, DR	-Gym-glass broken in fire hose cabinet -Outside lights around high part of school not working	-Called into Plant -Requisition

School	Concern	Action Taken
St. Michael's	-Library – bookshelf needs to be secured -Very icy school yard	-No Action -Sand yard
St. James	-Laminator cord has wires exposed -Paper cutters require tightening Room 10 and SC -No handrail on stage stairs Room #2	-No action taken -Work Order -Work Order
St. Andrew's	-Loose ceiling tile – Room #1 Library	-No action taken
Cathedral	-Chipped ceiling tile Room #106 -Burnt out emergency lights	-No action taken -No action taken
Holy Name	-Major water damage to ceiling tiles Room #30 -Main entrance needs stairs repair	-No action taken -No action taken
Our Lady of Lourdes	-Defective light switch	-No action taken
Our Lady of Sorrows	-No issues	
St. Francis of Assisi	-Path between portables needs more sanding	-Called Plowing Company
Our Lady of Fatima	-Back door handle appears to be loose -Step area is missing cement -Ceiling tiles – Gym, Room #18 & hallway	- Existing work order -Existing work order -Existing work order
St. Thomas the Apostle	-Staffroom door can't be locked as all staff does not have a key -Room #404 – previously wet ceiling tiles from leak still need to be replaced	-Spoke to Irnie -Replace ceiling tiles ASAP
Our Lady of Grace	-Snow preventing gates from being closed properly	-Custodian cleared away snow
St. Mary's, Wilno	-Hall- power outlet cover moving gap apparent	-Called Rodney Yantha
Bishop Smith	-No issues.	

School	Concern	Action
Bishop Smith – Alternate School	-No Issues.	
St. Joseph’s High	-Room #323,322,205,208B & Chapel – stained ceiling tiles -	-No action taken
St. Joseph’s High – Alternate School	-Snow/Ice not dealt with by door	-Shovel was purchased
Administration Office	-Tech dept.- ipads smashed – glass could cause injury - Accounting – gasp in plastic runners	-Inform H & S -Inform Plant
Work Shop	-New steps needs to be made on portables	-No action take

8. **Items Arising from Last Meeting**

Renee discussed the window blind recommendation and to move forward with the recommendations for St. Mary’s blinds.

9. **Information Items**

Health & Safety Officer position was posted and will inform committee when new hire begins their position.

Human Resources discussed new incident/accident reporting. Melanie will look at, modify and send out to the committee for their feedback and WSIB is now with their department.

10. **Member’s Notice**

The next meeting will take place on Tuesday, March 10 and then Tuesday, May 19, 2015.

11. **Adjournment**

**Motion #3-2015-1**

Moved by: Micheline Blondin, Co-Chairperson, OECTA Elementary Representative

Seconded by: Brenda MacMullen, CUPE Representative

That the meeting be adjourned at 11:40 a.m.

Carried.