

RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD
Minutes of Meeting #3-14
Meeting of the Joint Health and Safety Committee
Tuesday, February 25, 2014
Bishop Smith CHS – Health and Safety Portable

1. Prayer

The Co-Chairperson, Employer Representative opened the meeting with a prayer at 9:40 a.m.

2. Welcome/Roll Call

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

3. Approval of Agenda

Motion #3-14-1

Moved by: Co-Chairperson, OECTA Elementary Representative
Seconded by: Occasional Teacher Representative

That the agenda for Meeting #3-14 be approved.

Carried

4. Approval of Minutes

Motion #3-14-2

Moved by: Co-Chairperson, OECTA Elementary Representative
Seconded by: Occasional Teacher Representative

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

Carried

5. Items Arising from Last Meeting

It was requested that the Non-Union Representative e-mail an update on the Bill 169 – Violence in the Workplace survey to Committee members.

6. Inspection Reports

SCHOOL	CONCERN	ACTION
John XXIII	Inconsistent heat - hot/cold Front door not closing	Contractor determined that the Kindergarten was set to "cooling" mode. Cement will be ground down in the spring.
St. Joseph's, Calabogie	Tree branches hanging over school fence Replace kitchen door	These will be removed in the spring. Work order has been submitted, and work will be completed as time permits.
St. John Bosco	Internet cable loose	The Principal is responsible to contact Tech. Services, or an electrician to re-wire. The Co-Chair Employer Representative will e-mail the Principal.
St. Anthony's	Emergency Light out Hazard Severity Column has been changed from A to C, and the form is not signed	Emergency light has been replaced. The Co-Chair, Employer Representative will ask the Principal who changed the rating, and mention that the report is not signed.
St. Mary's, Deep River	No report submitted	No response has been received from the school about possible cost sharing for supply of blinds.
St. Michael's	Request from Principal for an air quality check Ceiling tile replacement	The air quality check was normal. The source of pupil's allergic reaction was determined. There is a work order issued for ceiling tile repair.
St. James	List of first aiders in first aid box Fire extinguishers missing in some areas Maintenance items and caretaking issues	The Co-Chairperson Employer Representative will check on this. Fire extinguishers are in place at all necessary locations. Employer Representative (Resource) will call in to school to resolve caretaker items.
St. Andrew's	Supply cupboard doors sticking	No requisitions to repair sliding doors. Order for Shelving in for room 10.
Cathedral	Straighten uneven floor Light fixtures cracks	Floor repair pending. An electrician will repair these lights.

SCHOOL	CONCERN	ACTION
St. Francis of Assisi	Uneven tiles in main hallway	The nature of ceramic tile produces a slight variation in tile height, resulting in the perception that the floor is not perfectly flat.
Holy Name	Air Quality Concern/Moisture and remaining bats Toy shed is being broken in to so toys stored in hallways	The Co-Chairperson, Employer Representative is to check with the Principal Either purchase a new shed or remove toys.
Our Lady of Lourdes	Smartboard cords	The school is responsible to have an electrician wire in the smart boards.
Our Lady of Sorrows	Inspection performed on January 29 th by the Co-Chairperson and the OECTA Secondary Representative	Too many items attached to the ceiling. There are no window coverings in the library, however there is a recessed wall and bookshelves to provide cover. The school emergency plan should determine escape plan in case of a lock-down.
Our Lady of Fatima	Loose ceiling tiles in the gym	The ceiling will be replaced during the summer.
St. Thomas the Apostle	Inability to lock doors poses safety concern	All doors should be able to lock from the outside, but still be opened from the inside. Submit work orders for doors that cannot lock. Occasional teachers should practice a key exchange where they leave their own keys in exchange for a classroom key.
St. Casimir's	Handrail requested	Employer Representative to check.
Our Lady of Grace	Communication system to portable	Minitel Communications has an order to hook the portable in to the system.
St. Joseph's HS	Missing reports	The Health and Safety Representative has completed monthly reports, however these reports have not been submitted. The OECTA Elementary Representative will collect paper copies at the school.
Bishop Smith CHS	Missing Reports	The school is too large, and must be inspected section by section, with a complete building inspection only being completed in a year. The Secondary Principal Representative requested the addition of more H & S Representatives.

The Co-Chairperson will remind Principals to submit monthly reports. Missing schools are: St. Joseph's, Arnprior, St. Mary's Deep River, St. Joseph's HS and Bishop Smith CHS.

Committee members are receiving inspection reports only one day before the JHSC meeting. Committee members requested that reports be scanned more in advance to allow more time for review.

7. Information Items

First Aid Training

Two first aid courses are offered each year, one in the fall, and one in the spring. These classes are not always filled, for various reasons from work load to added responsibility at the school. It may be possible to run a course at a specific school if there is sufficient registration, i.e. more than 10 to 15 people. Replacement costs are covered by the Health and Safety budget.

Incident/Accident Reports

The Committee reviewed 18 incidents of student aggression towards staff. The provision of correct Personal Protective Equipment (PPE) is the obligation of Administrative staff. Kevlar sleeves are in use at some elementary schools (i.e. St. Joseph's in Arnprior); however, multiple types of equipment may be required for larger physically aggressive students. Each Principal should check to determine what equipment is required by their staff.

RECOMMENDATION TO THE DIRECTOR:

The Joint Health and Safety Committee recommends that schools with students who are physically aggressive and pose a risk to workers be provided with personal protective equipment to be worn when staff work with the aggressive child.

Motion #3-14-3

Moved by: CUPE Representative

Seconded by: OECTA Elementary Representative

Carried

8. Member's Notice

Ministry of Labour - St. Joseph's HS

The Principal of St. Joseph's met with Principals at his school on December 20th, 2013 to demonstrate what the Ministry of Labour inspectors had picked up during their recent school inspection. The Committee requested they receive a copy of the presentation.

Basic Training courses in Health and Safety are to be taken by all staff and supervisors. The on-line courses will be available during the coming months and should not take more than one hour to complete. OECTA should discuss compensation time for their members, i.e. taking the course on a PA or snow day, or a release time allocation.

9. **Adjournment**

Motion #3-14-4

Moved by: Occasional Teacher Representative

Seconded by: OECTA Secondary Representative

That the meeting be adjourned at 12:05 p.m.

Carried

NEXT MEETING

TUESDAY, MAY 6, 2014

AT 9:30 A.M.

HEALTH AND SAFETY PORTABLE