

RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD

**Minutes #3-15**

Joint Health and Safety Committee

Tuesday, March 10, 2015

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1. **Prayer**

Renee Rivard, Plant Services Officer opened the meeting with a prayer. Everyone then introduced themselves and welcomed Jaime Russell, Health and Safety Officer and Alison Shalla, Administrative Assistant to Plant Services.

2. **Roll Call**

Present: Renee Rivard, Co-Chairperson, Plant Services Officer  
Jaime Russell, Health & Safety, Plant Services Officer  
Micheline Blondin, Co-Chairperson, OECTA Elementary Representative  
Tony Jacyno, Secondary Principal Representative  
Ivan Johnson, Employer Representative  
Brenda MacMullen, CUPE Representative  
Tracey Pecarski OECTA President  
Jack Rosien, OECTA, Vice-President  
Bridgid Devlin, COPE representative  
Alison Shalla, Administrative Assistant to Plant Services

Resource: Melanie Leclair, Human Resources Manager

Absent: John Freemark, Principal's Association Representative  
Jillian Burchart, Non-Union Representative

3. **Approval of Agenda**

**Motion #3-2015-1**

Moved by: CUPE Representative

Seconded by: Co-Chairperson, OECTA Elementary Representative

That the agenda for Meeting #3-2015 be approved.

Carried.

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4. **Approval of Minutes**

**Motion #3-2015 -2**

Moved by: CUPE Representative  
 Seconded by: Employer Representative

5. **Review of “Terms of Reference**

OECTA President stated a few changes needed to be made. She is going to email the revisions to the committee.

**Review of the “Constitution”**

Just name change from Roman Catholic Separate School Board to Renfrew County Catholic District School Board.

6. **Inspection Reports**

School	Concern	Action
John XXIII	-Room 8, SERT Rm, & Room 404 extremely cold. -shelves to be re-enforced in Room 10 & 12. -Plug beside sink in Rm 9 needs grounding -Over full storage room	-WO -WO -Req. -Jaime & Renee to follow-up
St. Joseph’s, Arnprior	-Vent fan in custodian’s closet.	-Jaime & Renee going to check out if needed
St. John Bosco	No Concerns	
St. Joseph’s, Calabogie	-Main entrance needs to be filled with gravel	-Work Order to be completed in spring after ground settles.
St. Anthony’s	-Repair flooring in Staff Room & Room 4 -Light by garbage bin	-WO -Req.
George Vanier	-CO2 Detectors requested. -ceiling tiles to be replaced	-Jaime looking into. -WO
St. Mary’s, DR	-Gym-glass broken in fire hose cabinet -Outside lights around high part of school not working -Stage curtains disappeared	-WO issued -Requisition -Question Dan

School	Concern	Action Taken
St. Michael's	-bookshelves needs to be secured in library & mtg rm. -small ladder for kindergarten rm. -heater cover falling off	-WO -no action -no action
St. James	-No Emergency light in sensory room -No fire extinguisher in bookroom -No padding in quiet room -Broken Blind in Staff room -No protective plate over wires room #23 -Fire extinguisher not inspected for Feb on Stage	-Req. -Req. -More investigation required -WO -WO -Emailed Custodian
St. Andrew's	-Loose ceiling tiles	WO
St. Francis of Assisi	-No Concerns	
Cathedral	-Ceiling tiles missing in Rm 107 & 106	-WO
Holy Name	-Major water damage to ceiling tiles Room #30. -Sink counter top retaining water in Rm #2	-No action taken -No action taken
Our Lady of Lourdes	-Room #18A no clear passage	-no action
Our Lady of Sorrows	-No Concerns	
Our Lady of Fatima	-ceiling tiles to be secured Rms 15, 13 Room #4 door does not fully close. -Step area missing cement.	-WO -WO -WO to be complete in Spring
St. Thomas	-Window problem	School is to cover them
Our Lady of Grace	-Heavy custodial equipment up stairs into portables	-Renee looking into
St. Mary's, Wilno	-No Concerns	
Bishop Smith	-No Concerns	
Bishop Smith – Alternate School	-No Concerns	
St. Joseph's High	-Stage very cluttered -Temp. Difference between hall and rooms (3 <sup>rd</sup> floor) -3 prong plug in 2 prong extension cord rm 302. -stained ceiling tiles Rms 323, 322, 205, 202, 208B & chapel	-reported to principal -HVAC Co. called -informed principal -WO
St. Joseph's High – Alternate School	-No Concerns	
Administration Office	-Crack on exterior wall.	-Req.
Plant Shop	-New steps needs to be made on portables	-No action take
Warehouse	-No Concerns	

7. **Items Arising from Last Meeting**

The New Health & Safety Officer is Jaime Russell she can be reached at 613-735-1031 Ext. 343 or by email at [jrussell@rccdsb.edu.on.ca](mailto:jrussell@rccdsb.edu.on.ca).

The New incident/accident reporting spreadsheet has been completed; it will be forwarded to committee members. Human Resources are still revising the Employee Accident/Incident Report Form that is filled out by the employees and sent to Human Resources.

8. **Information Items**

Inspection Reports are not getting filled out properly. A training session to be scheduled with all School Representatives at the beginning of the next school year 2015-2016, Jaime to make recommendation to the director.

CO2 Detectors, are they required in the schools with science labs?

Should larger schools, ie. Bishop, have two Health & Safety Representatives, due to the square meters to be inspected.

WHMIS will be changed to GHS (Global Harmonized Systems)

Square Meters for the schools should be updated, as many schools have had additions done to them. Release time is currently 30 minutes per 1000 square meters up to 10000 square meters.

9. **Member's Notice**

The next meeting will take place on Tuesday, May 19<sup>th</sup> at 9:30 AM at the Board Office.

10. **Adjournment**

**Motion #3-2015-3**

Moved by: Secondary Principal Representative

Seconded by: Employer Representative

That the meeting be adjourned at 11:40 AM.

Carried.

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