

RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD
Minutes of Meeting #4-11
Meeting of the Joint Health and Safety Committee
Tuesday, May 31st, 2011
Health and Safety Training Portable

1. **Prayer**

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

2. **Roll Call**

Present: Ken Jones, Co-Chairperson, Employer Representative
Angel Casey, Co-Chairperson, COPE Representative
Alfie Sicoli, Principal's Association Elementary Representative
Ivan Johnson, Employer Representative (Manager)
Mark Searson, Principal's Association Secondary Representative
Mike Silmser, OECTA Secondary Representative
Pat Molson, CUPE Representative
Tracey Pecarski, Occasional Teacher Representative
Regrets: Jane Mackie, Non-Union Representative
Absent: Micheline Blondin, OECTA Elementary Representative

3. **Approval of Agenda**

Motion #4-11-1

Moved by: OECTA Secondary Representative
Seconded by: CUPE Representative

That the agenda for Meeting #4 -11 be approved.

Carried

4. **Approval of Minutes**

Motion #4-11-2

Moved by: COPE Representative
Seconded by: OECTA Secondary Representative

That the minutes for Meeting #3 -11 (Revised) be approved.

5. Items Arising from Last Meeting

SCHOOL	PAST CONCERN	RESULT
Various	Air Quality Testing	Air Quality tests are complete, however one or two areas have to be re-tested, i.e. Fatima Staff Room. Reports should be distributed by the end of June.
Various	Catheter Disposal	The Co-Chairperson, Employer Representative has questioned the Pembroke Hospital as to disposal procedures, however, a company from Ottawa picks up the waste. Since we do not have the same volume to dispose of, we will continue to double bag and put the garbage in the landfill. The Red Cross, OVWRC, Fellowes HS, and Health Unit will be contacted to determine other removal methods.
Various	Training – Occasional Teachers, Supply E.A.'s and Secretaries	The Co-Chairperson, Employer Representative will investigate procedures at other Boards, and report next meeting.
St. Andrew's	Items on the floor	Items have been removed.
St. Francis of Assisi	No Inspection Reports	Only one report has been sent in this year.

6. Inspection Reports

SCHOOL	CONCERN	ACTION
St. Joseph's, Arnprior	T.V. Straps required. Fumes from toilet bowl cleaner, reportedly when mixed with urine.	Order from the Tech. Department The Co-Chairperson, Employer Representative will check chemical reaction, i.e. the addition of bleach during cleaning could cause fumes.
St. Joseph's, Calabogie	Asphalt crumbling at the back of the school.	No request for the work has been submitted. Co-Chairperson to check.

St. Michael's	Curtain missing	Quotations for replacement curtain have been submitted.
St. James	Entrance blocked with sand bags Air Quality conditions	Bags were used for flooding around the door, but have been removed. The OECTA Secondary Representative has been approached by staff regarding poor air quality. Testing has been completed in four classrooms, during class time for: CO ₂ , CO, Yeasts, <i>Pencillium</i> and <i>Aspergillus</i> . No unusual recordings were present. The Co-Chairperson, Employer Representative will double check the results.
St. Andrew's	Ceiling tile Repair Asphalt, Room #4 Volleyball Nets Library Shelving	Work to be completed this summer. Drywall will be replaced at the same time. No orders have been placed for the work. The Co-Chairperson, Employer Representative will investigate further. The Committee discussed, and recommends that two staff members are on hand to set up the volleyball nets. There is an old work order to complete this work. The Employer Representative will check to make sure the work is completed.
Cathedral	Paper Cutter	Should be sent to shop for repair.
Our Lady of Lourdes	Air Quality Room #19	Air quality testing was done in Room #18. The Co-Chairperson, Employer Representative will return and test Room #18.
St. Francis of Assisi	Fire Doors	Fire doors may not be held open by door stops. Technically, classroom doors also should not be held open, but this is not enforced by local Fire Departments.
Our Lady of Fatima	No recent reports submitted	
St. Thomas the Apostle	Ammonia smell - dryer	No request for work has been submitted. Co-Chairperson, Employer Representative is to investigate.

St. Casimir's	Photo-copier located in staff lunch rooms	The Occasional Teacher Representative and the OECTA Secondary Representative will compile a list of locations, and will also forward an article to Committee members regarding particles in the air.
St. Joseph's H.S.	Tech. equipment in cluttered storage room	The Principal's Association, Secondary Representative will talk to the I.T. Department Manager. The OVWRC has the capacity to recycle monitors if they are shipped to Pembroke, or they can be donated.
999 Shop	Report is not signed.	H & S Representative will be asked to sign future reports.
499 Administration Office	<p>Tripping Hazard from carpet</p> <p>Items in Electrical Room</p> <p>Ceiling tile wet following rain</p>	<p><u>RECOMMENDATION:</u> The un-even carpet in the Accounting Department presents a tripping hazard. The problem should be addressed through temporary repair, i.e. cutting and straightening the carpet, until a permanent solution can be made, i.e. replacement with tile or carpet.</p> <p>Tech. will be asked to move items.</p> <p>An investigation of the source of the leak should be initiated.</p>

7. Incident/Accident Forms

The COPE Representative reported that the current Incident/Accident Form is not user friendly, and employees find it cumbersome to fill out in the case of an incident. She will work on revisions to the form, making sure a progression from the questions regarding and "incident" to more detailed questions necessary for an "accident" are separated. The revisions will be presented at the next meeting.

The COPE Representative also wants more frequent reporting of Incident/Accident occurrences. The Employer Representative, Co-Chairperson will send the forms each month, rather than annually.

8. First Aid

A First Aid Course will run on June 9 and 10, 2011. For this course, a mass e-mail was sent to all staff. For the next course, a copy will be sent to all Principals, and an amendment will be added for employees to seek permission from their Principal before being enrolled in the course.

9. Bill 160 and Training

Final reading of Bill 160 is pending. Once passed, this Bill will transfer responsibility for health and safety training from W.S.I.B. to the Ministry of Labour. Approximately seven training courses will be available during the next school year, targeting E.A.'s and Caretakers, who have the most potential for accidents. The Committee suggested back care courses, and training for Occasional Teachers.

10. Member's Notice

1. The Employer Representative, Co-Chairperson will be visiting high schools shops for inspections. The Shop Teachers are aware of the impending visits.
2. The COPE Representative reported that an employee with shingles approached the Health Unit for direction on a return to work schedule. The Health Unit advised her to contact the School Board. There is currently no Board policy on contagious diseases.
3. Fifts Disease: Increased work place communication, including signage/newsletters should be circulated concerning the danger of pregnant women coming in to contact with the virus that causes the disease. Although the virus can be picked up throughout the community, vigilant care must be taken by women in direct contact with children who may be carriers of the virus. A blood test can be done to detect antibodies to the disease.

11. Next Meeting

All meetings for the 2011-12 school year will take place in the Health and Safety Portable, located at Bishop Smith CHS, starting at 9:30 a.m.

Tuesday, October 11th, 2011

Tuesday, January 17, 2012

Tuesday, March 27, 2012

Tuesday, May 29th, 2012

12. **Adjournment**

Motion #4-11-3

Moved by: CUPE Representative

Seconded by: COPE Representative

That the meeting be adjourned at 11:50 p.m.

Carried