

Minutes of Meeting #4-2012
Meeting of the Joint Health and Safety Committee
Tuesday, May 29, 2012
Bishop Smith CHS – Health and Safety Portable

1. **Prayer**

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

2. **Roll Call**

Present: Ken Jones, Co-Chairperson, Employer Representative
Brenda MacMullen, Co-Chairperson, CUPE Representative
Alfie Sicoli, Principal's Association Representative
Mike Silmsler, OECTA Secondary Representative
Mark Searson, Secondary Principal Representative
Katrina Burgess, Non-Union Representative (For Jillian Burchart)
Ivan Johnson, Employer Representative (Manager)
Tracey Pecarskie, Occasional Teacher Representative
Regrets: Micheline Blondin, OECTA Elementary Representative
Absent: Angel Casey, COPE Representative

3. **Approval of Agenda**

Motion #4-12-1

Moved by: Co-Chairperson, CUPE Representative
Seconded by: Principal's Association Representative

That the agenda for Meeting #4-12 be approved, with the addition of WSIB under Member's Notice, and dates for JHSC meetings for the 2012-13 school year.

Carried.

4. **Approval of Minutes**

Motion #4-12-2

Moved by: OECTA Secondary Representative
Seconded by: Principal's Association Representative

That the minutes for Meeting #4-12 be approved.

Carried.

5. **Items arising from last meeting**

SCHOOL	ITEM	UPDATE
Various	Flammables hanging from ceiling.	<p>RECOMMENDATION FROM LAST MEETING:</p> <p>To ensure compliance with the Fire Code, the Joint Health and Safety Committee recommends that each school contact their local fire chief to request a classroom inspection. The Fire Chief should then provide a recommendation for compliance in their jurisdiction.</p> <p>The Co-Chairperson, Employer Representative will follow up and forward a response to the Committee.</p>

6. **First Aid Courses**

A two day first aid course was held for 18 participants on May 17 and 18, 2012. A second course will be provided specifically for all Employee Caretakers on June 28 and 29, 2012.

7. **Inspection Reports**

SCHOOL	CONCERN	ACTION
St. Francis of Assisi Our Lady of Fatima	The Health and Safety Officer has phoned and e-mailed several schools to request they submit their monthly Health and Safety reports in a timely fashion. Some schools, however, are consistently not submitting reports as mandated by the Health and Safety Act.	<p>RECOMMENDATION TO DIRECTOR:</p> <p>The Joint Health and Safety Committee requests the Director ensure that schools are in compliance with the monthly obligation to submit Health and Safety reports to the Joint Health and Safety Committee.</p>
St. Joseph's, Arnprior	<p>Floor tile causing tripping hazard.</p> <p>Emergency Door not working.</p>	<p>Work on the floor tile will be completed this summer.</p> <p>The Employer Co-Chairperson will investigate.</p>

RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD

St. John Bosco	Yard to be swept.	The Employer Representative will follow up.
St. Joseph's, Calabogie	Leaking roof.	The tender closed a week ago, and a purchase order has been issued to repair the roof.
St. Mary's, Deep River	Unable to hear alarm in the Snoozelin Room. Washroom fans not operating.	Strobe light in the room has been installed, the Employer Representative is to research. Plant Services will follow up on existing PO.
St. James	Ceiling tile needs to be replaced.	The Employer Representative will make sure Principal follows up with a work order.
St. Andrew's	Ceiling tile needs to be replaced in rooms 1,3,11, 15, 17.	The Employer Representative will make sure Principal follows up with a work order.
Cathedral	Leaking roof, from unknown origin.	Possibly a pool of water on the roof, Irvcon is to provide a quotation for repair.
Holy Name	Stained ceiling tiles Wasps in ceiling	Work order has been submitted. The Employer Representative will make sure Principal follows up with a work order No request submitted.
Our Lady of Lourdes	Paint peeling	No work order submitted. The Employer Representative will investigate further.
Our Lady of Sorrows	Smart Board cords	The school needs to have an electrician do this work, as part of their school budget.
St. Joseph's High School	Automatic feed requested on Jointer/Router.	Guards are in place, and an auto feeder is not required. Request is to be approved by the Principal, and taken out of the school budget.

RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD

<p>St. Joseph's HS (Continued)</p>	<p>Excess oil in auto shop.</p> <p>Insufficient clearance from table in wood shop.</p> <p>Secretary needs power bars in office. Fire exit sign directs to evacuate through the front door, but should be changed to gym exit.</p> <p>Clutter in storage rooms.</p> <p>GFI plus by sinks.</p> <p>No MSDS labels on bottles, and chemicals stored in alphabetical order.</p>	<p>School to make arrangements with the Ministry of the Environment for a regular pick up of waste oil.</p> <p>Table has been moved.</p> <p>Item to be purchased, as part of school budget. The Employer Representative will check this and change.</p> <p>Employer Representative to speak with Principal.</p> <p>GFI plugs are a recommendation from the Electrical Safety Authority, and are being switched as per inspections requests.</p> <p>The Employer Representative will investigate further, and determine chemicals that can be stored together according to type (acids, etc).</p>
<p>St. Thomas the Apostle</p>	<p>Entrance way wearing away.</p>	<p>The Employer Representative will make sure Principal follows up with a work order No request submitted.</p>
<p>Our Lady of Grace</p>	<p>Broken tiles</p> <p>Inspection Report is not signed.</p>	<p>The Employer Representative will make sure Principal follows up with a work order No request submitted.</p> <p>The Employer Representative will ensure the Principal signs inspection reports.</p>
<p>Administration</p>	<p>Carpet uneven in Accounting, causing a tripping hazard.</p>	<p>A work order has been prepared to stretch the carpet.</p>

Administration (Continued)	Items stored in electrical room.	The Co-Chairperson, Employer Representative will speak with the IT Manager.
-------------------------------	-------------------------------------	---

8. **Member's Notice**

1. **W.S.I.B:** The OECTA Secondary Representative reported that a member had been injured on the job. The employee lost time from work on a Thursday following the accident, Friday all day, and Monday morning, for a total of 2.5 days. A concern was raised over the amount of reimbursement from W.S.I.B., which amounts to \$192.00 for 1.61 lost days at 25% of earnings, with the norm being 85% reimbursement. The Co-Chairperson, Employer Representative advised that the first day absent is paid for by the employer through the employee's bank of sick leave credits, and compensation depends on the salary of an employee. Reimbursement can range from 40% to 85%. The Co-Chairperson will contact W.S.I.B. to clarify.

2. **MEETINGS FOR 2012-2013**

**HEALTH AND SAFETY PORTABLE
BISHOP SMITH CATHOLIC HIGH SCHOOL**

**TUESDAY OCTOBER 2, 2012
TUESDAY DECEMBER 4, 2012
TUESDAY, FEBRUARY 19, 2013
TUESDAY, MAY 21, 2013**

MEETINGS START AT 9:30 A.M.

9. **Adjournment**

Motion #4-12-3

Moved by: Principal's Association Representative

Seconded by: Non-Union Representative

The meeting was adjourned at 10:55 a.m.

/la