

RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD
DRAFT Minutes of Meeting #4-14
Meeting of the Joint Health and Safety Committee
Tuesday, May 14, 2014
Bishop Smith CHS – Health and Safety Portable

1. Prayer

The Co-Chairperson, Employer Representative opened the meeting with a prayer at 9:38 a.m.

2. Welcome/Roll Call

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

3. Approval of Agenda

Motion #4-14-1

Moved by: COPE Representative
Seconded by: Non-Union Representative

That the agenda for Meeting #4-14 be approved, with an addition of an update on the Violence in the Workplace survey.

Carried

4. Approval of Minutes

Motion #4-14-2

Moved by: Co-Chairperson, OECTA Elementary Representative
Seconded by: Non-Union Representative

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

Carried

5. Items Arising from Last Meeting

The Non-Union Representative indicated that the Bill 169 – Violence in the Workplace Survey is now complete. Data will be analyzed and shared at a later date.

6. Inspection Reports

The Employer Representative will remind Principals about the following items at the next Leadership Team meeting:

- a) Health and Safety reports need to be submitted each month.
- b) It is a school responsibility to install adequate electrical outlets for electronic devices, to eliminate extension cords, or wires on floors or hanging from ceilings.

SCHOOL	CONCERN	ACTION
St. Joseph's (Calabogie)	Kitchen door	Door has been replaced.
	Overhanging branches	Should be completed before leaves come out on the trees.
St. John Bosco	Laminate large desk	Materials have been purchased, work is in progress.
St. Mary's, Deep River	Window Coverings	A 50/50 split by the school and the Board has been proposed for the window coverings. RECOMMENDATION TO DIRECTOR That the Director speaks to the Principal to commence action on purchase of window coverings, as per the cost share decision.
St. Andrew's	Mold on windows	This is a caretaking issue. The Co-Chairperson, Employer Representative will investigate.
	Hazard from sliding cupboard doors	Immediate solution is to remove the cupboard doors until doors can be replaced. Housekeeping needs to be completed on items in the cupboard. If access is required, two people will be required with a ladder.
Cathedral	Loose and missing ceiling tiles	The Co-Chairperson, Employer Representative will speak to the caretaker about replacing tiles.
Holy Name	Air Quality - Bats	The air quality was tested and there were no problems detected. Maintenance crew can check cracks and holes to seal entrances.
Our Lady of Lourdes	Holes and loose gate in the Primary yard	The Co-Chairperson, Employer Representative will check at the school.
Our Lady of Sorrows	Excess of 20% hanging items in the classrooms.	Local fire chiefs differ in their determination of how much material can cover walls/ceilings. The chief for Petawawa may allow these items.

Our Lady of Fatima	Fire extinguishers are too low in the primary wing. Students can knock them down. Water pooling in the school yard	Fire extinguishers are mounted at a standard height. The Co-Chair will check to make sure the extinguishers are secured. A major drainage project will be required to make sure the water can drain properly to the storm drain.
Our Lady of Grace	Fence curled at the bottom	No work order has been submitted for this. The Co-Chairperson will check at the school.
Bishop Smith CHS	Health and safety inspection schedule	Science and technical rooms need to be inspected each month. Regular classrooms can be inspected on a rotating schedule.
St. Joseph's CHS	MSDS books not updated Excess waste oil Gas container Room 114 is cluttered and poses a fire hazard	When MSDS updates are sent to schools, they should contain a confirmation page, to be returned to Plant Services once the MSDS book is updated. It is a requirement that the school generate a number with HWIN (Hazardous Waste Information Network under the Ministry of the Environment). Waste oil removers contractors cannot pick up without a number. A gas container has been ordered. The Co-Chairperson, Employer Representative will check the room.

7. Information Items

Basic Health and Safety Training

The Employer Representative (Resource) advised that mandatory basic training awareness courses in Health and Safety being developed for all staff and supervisors. The on-line courses will be available during the coming months and should take one hour and a half to complete. Compensation time for union members to take the course needs to be decided.

Accident Reports

There are two schools that are experiencing a high amount of incident reporting. In one case, there is a requirement for additional personal protective equipment, which the Co-Chair will investigate. The other case involves inappropriate touching and hitting behavior by a student.

A re-training item on completion of accident/incident reporting should be offered as part of the beginning of the year protocol sessions.

8. Member's Notice

Students who require medication to be dispensed by EA's during school hours are bringing their doses in un-marked containers. EA's are advised to speak to their Principal, who will contact the parents.

The School Board Co-operative (SBCI) receives only accident/incident reports that have been submitted as WSIB claims. SBCI is an advisory agency that handles appeals, tracks claims, develops training schedules and provides accident trends to School Boards in an annual report.

MEETINGS FOR 2014-2015
HEALTH AND SAFETY PORTABLE AT BSCHS
MEETINGS BEGIN AT 9:30 A.M.

TUESDAY, OCTOBER 14, 2014
TUESDAY, JANUARY 13, 2015
TUESDAY, MARCH 10, 2015
TUESDAY, MAY 19, 2015

Committee members requested that for next year, health and safety reports be sent on a monthly basis. The current practice of sending three months of health and safety reports in the agenda package does not give adequate time for review.

9. Adjournment

Motion #4-14-3

Moved by: COPE Representative
 Seconded by: OECTA Secondary Representative

That the meeting be adjourned at 11:08 a.m.

Carried