

RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD

Minutes #4-15

Joint Health and Safety Committee

Tuesday, May 19, 2015

1. **Prayer**

Health & Safety Officer opened the meeting with the Lord's Prayer.

2. **Roll Call**

Present: Jaime Russell, Co-Chairperson, Health & Safety Officer
Renee Rivard, Plant Services Officer
Micheline Blondin, Co-Chairperson, OECTA Elementary Representative
Tony Jacyno, Secondary Principal Representative
Jillian Burchart, Non-Union Representative
Tracey Pecarski OECTA President
Jack Rosien, OECTA, Vice-President

Absent: Ivan Johnson, Employer Representative
John Freemark, Principal's Association Representative
Brenda MacMullen, CUPE Representative
Bridgid Devlin, COPE representative

3. **Approval of Agenda**

Motion #4-2015-1

Moved by: Plant Services Officer
Seconded by: Non-Union Representative

That the agenda for Meeting #4-2015 be approved.

Carried.

4. **Changes of Minutes**

Changes #3-2015 -Minutes

- Add and "e" to Tracey;
- #5 Change "emailed" to "email";
- #8 Add an "s" to Representative.

5. **Review of “Terms of Reference”**

Changes to #2.1 eight (8) members is changed to “eleven (11)” members; two (2) is changed to “three (3)” selected by the employer and six (6) changed to “eight (8)” members selected by employee groups.

And to #3.5 remove “the person”;

And to #7.3 should read “placed” not places.

Review of the “Constitution”

Change under “Meetings” the paragraph “The usual dispatch of notices should be via the courier service in the week preceding the week of the meeting. Change “via the courier service” to emailed.

6. **Inspection Reports Concerns**

School	Concern	Action
St. Joseph’s, Arnprior	-Cord’s hanging	-Jaime & Renee spoke to staff on April 17th
St. Joseph’s, Calabogie	-Retaining wall main school entrance needs a railing	-Irnle to install in the summer.
St. Anthony’s	Lip on the floor in the staffroom	WO#G1415393 was completed April 22, 2015
St. James	-Windows that cannot open Rooms 11, 15, 20 -windows missing screens Room 15 -handle in time out room	-WO#G1415401 -WO#G1415336 -As per standards
St. Joseph’s C. H. S.	3 Prong plug in a 2 prong extension cord	-Tony to install a lock given by Jaime.

7. **Items Arising from Last Meeting**

- a. Approval of the New Incident/Accident Log (non-students)

Motion #4-2015-2

Moved by: Co-Chairperson, OECTA Elementary Representative

Seconded by: Plant Services Officer

That the New Incident/Accident Log (non-students) be approved.

Carried

- b. Training Session for 2015-2016 Health & Safety Representatives recommendation was prepared by the Health & Safety Officer and approved by committee to send to the Director of Education
- c. Square meters for the schools to be updates and a recommendation put in place for coverage changes for the Health & Safety Representatives, due to the addition of monthly inspections for gyms, foods, labs, shops and other areas.

8. **New Business**

- a. New Incident/Accident Reporting form changes to remove line 2 in Section 3; Add Buttock and Groin area to Section 5 checklist; move employee signature to end of the form where principal signs and add Health & Safety Officers name to Part C.
- b. Approval of the Gymnasium and Equipment Inspection Procedure

Motion #4-2015-3

Moved by: Secondary Principal Representative
Seconded by: OECTA President

That the Gymnasium and Equipment Inspection Procedure be approved.

Carried

9. **Member's Notice**

The 2015-2016 Meeting dates are at 9:30 AM in the Board Room at the Administration building on:

Tuesday, October 13, 2015
Tuesday, January 19, 2016
Tuesday, April 12, 2016 and;
Tuesday, June 21, 2015

10. **Adjournment**

Motion #4-2015-4

Moved by: Non-Union Representative
Seconded by: Plant Services Officer

That the meeting be adjourned at 11:30 AM.

Carried

/as