

RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD
Minutes of Meeting #1-12
Meeting of the Joint Health and Safety Committee
Tuesday, October 11, 2011
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
Angel Casey, Co-Chairperson, COPE Representative
Alfie Sicoli, Principal's Association Representative
Brenda MacMullen, CUPE Representative
Micheline Blondin, OECTA Elementary Representative
Mike Silmsler, OECTA Secondary Representative
Ivan Johnson, Employer Representative (Manager)
Mark Searson, Secondary Principal Representative
Tracey Pecarskie, Occasional Teacher Representative

Absent: Jennifer O'Malley, Non-Union Representative

3. **Addition to Agenda**

Mike Silmsler requested that Policy be added to the agenda as well as Angel Casey requested WHMIS be added to the agenda.

4. **Approval of Agenda**

Motion #1-12-1

Moved by: Alfie Sicoli
Seconded by: Tracey Pecarskie

That the agenda for Meeting #1-12 be approved.

Carried.

5. **Approval of Minutes**

Motion #2-12-1

Moved by: Alfie Sicoli
 Seconded by: Micheline Blondin

That the minutes for Meeting #11-5 be approved.

Carried.

6. **Election of Employee Co-Chairperson**

Brenda McMullen was elected Co-Chairperson by a unanimous decision.

7. **Health and Safety Representatives**

Ken handed out the Health & Safety Reports. Level 2 Certification will be taking place on Wednesday, November 26, 2011 in the Bishop Smith portable starting at 9:30 a.m. Mike is to send Ken information on the P.D. break down.

8. **Items Arising from Last Meeting**

An updated Incident/Accident Report was requested. Angel is to e-mail the committee so it can be discussed at the next meeting. There are still issues with summer school inspections. The inspections were completed but there was no paperwork to justify them. A discussion took place regarding the summer inspections. A request to place Summer Inspections on the spring agenda was proposed. Ken is to contact the Columbus House and inquire about what is being done regarding inspections with the Bishop Smith Co-op teacher.

9. **Water Testing**

This was an information item. Ken stated all tests came back with good quality.

10. **Asbestos Abatement**

There are still a number of schools that have ceiling tiles considered to have asbestos in them. As requisitions are received in the Plant department, tiles are being replaced. Air quality tests have been completed at the schools where the tiles have been replaced and the air quality is good.

Once Ken has the final updated copy of the Asbestos Report he will send it to the committee. The board is in the process of sending out a memo as to what are the construction workers and caretaker duties.

11. **Information Items**

The ministry is changing certification regulations beginning in the New Year. The 8 Workplace Modules that were chosen were:

1. Physical Hazard
2. Environmental Hazard
3. Chemical Hazard
4. Occupational Hazard
5. Biological Hazard
6. Ergonomics
7. Workplace Violence,
8. Slips, Trips and Falls

12. **WHMIS**

Angel stated that there were a few issues with the on-line testing. There are still issues with the occasional employees not being able to comply with the WHMIS testing. This issue will have to be resolved.

13. **Policy & Procedure**

The Health & Safety Committee is to look at the Health & Safety Procedures Manual. The committee is disputing some of the procedures as the manual is outdated; therefore be reviewing the policies and the constitution.

This will be reviewed at the next Health & Safety meeting. Mike is to scan the outdated Health & Safety Procedures Manual and e-mail to the committee.

14. **Inspection Reports**

SCHOOL	PAST CONCERN	RESULT
John XXIII	September – No concerns. June – Outlet box loose behind door in Room 5. - Outlet box behind door.	Will bring in an electrician.
St. Joseph's, Arnprior	September – No report sent in. July - No concerns. June - TV's strapped to trolleys & inflatable tires were replaced.	
St. John Bosco	September – Items in garage have been tagged and are ready for pickup. May/June – No concerns.	E-mail was sent to board office (Plant)
St. Joseph's, Calabogie	September – Cracked light switch in hallway. June – Uneven asphalt in playground.	Light switch cover was replaced. Plant dept. has been at school to examine. Asphalt may need to be replaced. Worker crew will provide a report to Ivan.

SCHOOL	PAST CONCERN	RESULT
St. Anthony's	September – Small hole in floor of the staffroom entrance June – No concerns.	Check for work order.
George Vanier	No report sent in.	
St. Mary's, D.R.	No report sent in.	
St. Michael's	September – Internet cord running across floor in library - Cord for window blind not secured to wall in portable #1. - 10 loose ceiling tiles & 1 cracked in gym May – Asbestos tile continue to lift & be replaced. - Loose front panel on baseboard heater in portable #2	No action taken yet just recommended actions. No action taken yet just recommended actions.
St. James	September – Broken cord on blinds in room 9. - Internet faceplate missing in room 16 - Extension cords being used for computers - Left side of windows hard to open & close (no screens) room 11.5 - No screens on right windows room 17 June – Deodorant holders don't close in upstairs girl's bathroom. - Blind cord is not attached to wall in room 16. - Window screen is broken on Primary stairwell. - Recycle box blocking fire exit. - Baseboard is off wall in gym as well as the gym has a cracked window.	Work order was to be sent in. New word order sent in. Moved box.
St. Andrew's	September – Bookshelf on wheels in shaky in room 16. - Ceiling tiles are falling away from ceiling in rooms 1,3,11,15-17 & hallway in room 11. - Drywall (ceiling in hallway) damaged & falling. - Asphalt cracked and heaving. Tripping hazard. - Tiles missing at door to outside, causing tripping hazard in room 4. - Volleyball net difficult to put up and take down in gym. - Objects are stacked above sink cupboard. Falling hazard. June - Asphalt cracked and heaving. Tripping hazard. - Tiles missing at door to outside, causing tripping hazard in room 4. - Volleyball net difficult to put up and take down in gym. - Objects are stacked above sink cupboard. Falling hazard.	Bookshelf removed from classroom. New ceiling tiles in hallway. Other rooms still have loose tiles. Drop ceiling installed in hallway. All tiles have been replaced.

SCHOOL	PAST CONCERN	RESULT
Bishop Smith	September – Flammable cabinet with no vent in room 164. June – Most rooms have extension cords on floor. Tripping hazard.	Sent in work order.
Cathedral	September – No concerns. June – Paper cutter blade needs to be tightened.	Arm has been tightened.
Holy Name	September – 2 nd & 3 rd floor doors near stairwell not closing. - Concerns about asbestos in building. - Asbestos being removed over the summer after air quality test was done. June – Automatic stop on door by room 7 not working.	Sent in work order previous month.
Our Lady of Lourdes	September – Handiwashroom in Jr. wing out of order. - Light does not work properly in handiwashroom by main entrance. - Mice droppings throughout school. - Ceiling tiles out in junior hall. - Light out in cloak room. June – Sometimes wall shakes & text on Epson Board vibrates causing eye strain for the teacher & students in room 19.	Repaired by plumber. Sent in work order. Traps will be set. Repaired by plant dept. Repaired by electrician.
Our Lady of Sorrows	September – No Concerns. June – Mold on ceiling tile in room 211A	
St. Francis of Assisi	September – No concerns.	
Our Lady of Fatima	September – No report sent in.	
St. Joseph's High	September – No report sent in.	
St. Thomas the Apostle	September – Lock needs to be placed on paper cutter - Pinnie left on stairs - Heat coming on in room 102/103 - Computer cords loose/tripping hazard (room 306 & 308) - Ceiling tile out of place in room 308. - Items hanging over cupboard in room 308A	Pinnie put away. In the process of having contractor check problem.
St. Casimir's	September – No concerns. June – No concerns.	
Our Lady of Grace	September – No report sent in. June – New air conditioner keeps blowing the breaker in portable. - Gate needed at from entrance as there is a safety issue.	

SCHOOL	PAST CONCERN	RESULT
St. Mary's, Wilno	September – No report was sent in. June – Outlet cover too small for opening in main hall. <ul style="list-style-type: none"> - No internet cover plate in JK room. - Emergency lighting need in staff & student washroom. - Light covers need in main hall and girl's washroom. 	
Board Office (499)	September – carpet stretching in accounting department. <ul style="list-style-type: none"> - Equipment stored in electrical room needs to be tidied or removed. - Fire extinguisher tag not inspected in accounting department, H.R., kitchen, mail room, caretaker's room upstairs, upstairs hall, hall by board room and basement. - Crack in overhead light in upstairs mailroom. 	
Work Shop (999)	September – No concerns. August – No concerns. July – No concerns. June – No concerns.	

Alfie is to remind principals to send in their monthly Inspection Reports.

14. **Information Items**

15. **Member's Notice**

16. **Next Meeting**

Tuesday, January 17, 2012

**ALL MEETINGS START AT 9:30 A.M.
HEALTH AND SAFETY PORTABLE**

17. **Adjournment**

Motion #1-12-

Moved by: Angel Casey
Seconded by: Michele Blondin

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

Carried.

/nsk