



Joint Occupational Health and Safety Committee (JOHSC)

Approved Minutes for Wednesday, June 11, 2014 – 10:45 am to 3:30 pm (Mezzanine, 133 Greenbank Road)

In Attendance:

Janice McCoy (Co Chair) Lee-Anne Feltham (Co-Chair) Clem Laferriere Alan Johnson Claudia Deigan Jennifer Nutt (Alternate) Colin MacLean Pat Dixon Jeff Adams Kim Appel Bev Charles Ryan Smith Barb Martinez Larry Gauthier

Regrets: Jeff Gervais Peter Campbell

Guests: Judith Kingsbury, Administrative Assistant Greg Benson, OH&S Cameron Veale, Disability Management Don Rutherford, PSSU Michael O’Dacre, OH&S Bethany Mowat, Student South Carleton High School

Presentation in Board Room:

Jennifer Adams, Director of Education OCDSB Tom Schultz, Principal John McCrae Secondary School Ben Croskery, Student John McCrae Secondary School Christine Croskery Jeff May, Teacher John McCrae Secondary School

Agenda Item	Summary of Discussion
1	<p>Call to order The Employer Co-Chair called the meeting to order at 11:00 am</p>
2	<p>Approval of Agenda Agenda approved with additions</p>
3	<p>Approval of Minutes Review and send any changes to Judith Kingsbury – if no major concerns we will consider approved and send out for Supervisors to post to site Health & Safety Bulletin Boards</p>
4	<p>Action Items from Previous Meeting This is a new agenda item to review action items from previous meetings to ensure completed, or to have an update provided.</p> <p>May 7, 2014 meeting action items: a) Janice followed up with regard to acknowledging the efforts of the two custodians involved in the rescue of the boy at D. A. Moodie Intermediate School. It was confirmed that no additional acknowledgment was necessary.</p>

	<p>b) Bethany Mowat was confirmed to present at June JOHSC meeting.</p> <p>c) Designated Project Coordinator would be responsible to ensure that asbestos records were updated after abatement, or construction projects are completed.</p> <p>d) Janice & Lee-Anne to complete Hygiene Testing Communication Chart for July and August and provide an update. Outstanding</p> <p>e) List of sites requiring Summer Inspections has now been finalized and will be discussed under Business item 8 b at this meeting.</p> <p>f) The list of Elementary Worksite Safety Representatives for 2014-2015 was distributed. The list for Secondary and Central sites still to be distributed. To be discussed under Business item 8 c at this meeting.</p> <p>g) Early fall is the estimated timeline when revisions to IEQ Procedure will be finalized.</p> <p>h) JOHSC Certification will be discussed under Business item 8 e at this meeting.</p> <p>i) An Alert from MoL was provided to the JOHSC regarding Safety Requirements for Powered Folding Partitions. This will be discussed under Business item 8 h at this meeting.</p> <p>j) OH&S to determine plan if Supervisor OH&S is not available to notify that critical injury has occurred as outlined in Emergency Response Quick Reference Guide. Discussion continued. Evening Supervisor could be contacted if outside regular hours. Outstanding</p> <p>March 5, 2014 JOHSC meeting action item(s):</p> <p>a) Memo to be sent out to supervisors to highlight procedures around what to do if there is a suspected gas leak. Timely as there have been two more recent incidents related to possible gas leaks. Outstanding</p>
<p>5 Timed item 11:00 am</p>	<p>Timed item 11:00 a.m.: Report from Coordinator, Disability Management</p> <p>It was questioned if general statistics related to injuries were confidential, or if could be shared in these minutes. There are summary charts that are included in the report prepared for JOHSC by Disability Management. The discussion around these charts could be included in the minutes to highlight information such as the top type and cause of injuries for that month.</p>

	<p>Form 140s and Critical Injuries It was reported that there were five critical injuries, three fractures and two concussions. Investigations were discussed. No further recommendations at this time.</p> <p>WSIB Annual Report – Recommendation 1314-07 Action Janice to send to JOHSC</p>
6	<p>Report from Violence Subcommittee The Violence Subcommittee met on May 26, 2014. A hard copy of the minutes from this meeting was distributed and an overview provided to the committee.</p> <p>Procedures The Reporting Workplace Violence power point will be delayed to the new school year so that the Health and Safety Basic Awareness power point could be shared at May or June staff meetings.</p> <p>The current Health and Safety - Violence in the Workplace Procedure PR.680.HR will remain posted on the board website until all three new violence procedures are approved.</p> <p>Action Janice to share last violence related procedure at the June Violence Subcommittee meeting.</p> <p>Crisis Intervention Training Action Janice to contact Crisis Prevention Institute to inquire about expiration of NVCI for trainers and participants.</p> <p>Workplace Violence Reporting Form 733s As of the end of May there have been 1276 Workplace Violence Reporting Forms submitted to OH&S from 89 different schools. An email is now being sent out to principals when a Form 733 arrives in to OH&S that has been indicated as not being resolved. This will expedite obtaining more information about the incident.</p> <p>The Subcommittee discussed specific Workplace Violence Reporting Forms. Follow up will take place at several schools and Recommendation 1314-80 made.</p> <p>Recommendation 1314-80 A Safety Plan be developed at Carson Grove Elementary School in response to an incident(s) involving staff at the school and a student (reference violence subcommittee minutes for student initials).</p>

	<p>A Safety Plan be developed at Farley Mowat Public School in response to an incident involving staff at the school and a student (reference violence subcommittee minutes for student initials).</p> <p>Autism Working Group The Autism Working Group met on May 23, 2014. A hard copy of these minutes was included in the Violence Subcommittee report.</p> <p>In attendance: Jill Bennett, Superintendent, Learning Support Services; Jennifer Borrel-Benoit, VP, Sir Winston Churchill Public School; Claudia Deigan-Garby, Worker Member, JOHSC (OSSTF-SSP Representative); Lee-Anne Feltham, Worker Co-Chair JOHSC (OCETF Representative); Lori Lovett, Principal, Featherston Drive Public School; Janice McCoy, Superintendent Human Resources & Employer Co-Chair JOHSC; Christine Kessler, Principal Special Education/Student Services; Cheryl Sevigny, Principal, Mary Honeywell Elementary School; Clint Vester, Supervisor, OH&S.</p> <p>Workplace violence, ergonomics and exposure to bodily fluids were identified as being the top areas of health and safety related concerns. Problems related to transportation were discussed and it was noted that there are now individual transportation plans that will be used to provide information to drivers where required. Training was also discussed including: crisis intervention training, Smart Start for Educational Assistants and the development of awareness training for all employees on Autism.</p> <p>The Student Aggression Incident Report was presented for feedback. This report will be piloted for two weeks in June in the Autism Unit at Mary Honeywell Elementary School.</p> <p>Action Janice and Lee-Anne to attend the Autism Unit meeting at Mary Honeywell Elementary School later this month to obtain feedback on the Student Aggression Incident Report.</p> <p>The Autism Working Group will continue to meet in the 2014-2015 school year.</p> <p>Date of Next Violence Subcommittee meeting: June 23, 2014</p>
7	<p>Report from Inspection Subcommittee The Inspection Subcommittee met on May 23, 2014. The following summary chart was distributed to the JOHSC:</p>

<u>Superintendency</u>	<u>No Reports on file OH&S</u>	<u><5 Reports Submitted to OH&S</u>	<u>Corrective Measures Column not completed</u>
Clarke		133 Greenbank (3 on file)	133 Greenbank 3/3 440 Albert 5/5
Gamwell		Jockvale ES(4) Mary Honeywell ES (3) Longfields-Davidson Heights SS (3)	Berrigan ES 1/5
Gregoriev		Bells Corners PS (4) Castlefrank ES (3) Glen Cairn PS (2) Roland Mitchener PS (4) Bell HS (4) Earl of March HS (3)	Glen Cairn PS 1/2
MacDonald		Cambridge St. Community PS (2) Fisher Park PS/Summit Alternative(3) Lady Evelyn Alternative School (4) Queen Elizabeth PS(4) Rockliffe Park PS (1) Viscount Alexander PS (4) York Street PS (3) Glebe HS (1) Rideau HS (2)	Glebe 1/1 Rideau HS 2/2
Sliwa		Dunlop PS (4) Elizabeth Park PS (4) Featherstone Drive PS (4) Hawthorne PS (4) Vincent Massey PS (4)	Dunlop PS 4/4 Sawmill Creek ES 6/8 Ridgemont HS 6/7
Wiley	Nepean HS	Briargreen PS (4) Broadview Avenue PS (4) Century PS (3) Woodroffe HS (1) MacSkimming/Bill Mason (4)	Sir Winston Churchill PS 4/7 MacSkimming Outdoor Education Centre 4/4 Woodroffe HS 1/1
Yorke-Slader	Forest Valley ES	Carine Wilson SS (3)	Maple Ridge ES 3/4

Gloucester HS (3)

Trillium ES 5/8
Colonel By HS 5/5

Items from Workplace Safety Inspection Reports

The report is posted in Google Cloud for all employees to access through links in the OH&S folder. Updates are ongoing and can be viewed anytime.

The next Inspection Subcommittee meeting will take place on June 19, 2014.

8

BUSINESS

8a
Timed
item
3:00
pm

Presentation by Bethany Mowat

Bethany Mowat shared her “Step up to Ladder Safety” presentation with the JOHSC. Bethany is a grade 11 student at South Carleton High School. She has competed in two provincial Skills Canada competitions and one at the national level. At the recent Ontario Technological Skills Competition Bethany recently won bronze in the Workplace Safety Competition.

Bethany was congratulated and presented with a certificate and gift for her outstanding achievements related to health and safety.

8b

Summer Inspections

A Memo will go out to principals similar to last year advising that it will be worker members from the JOHSC that will be completing summer inspections where required.

In July and August all secondary and central sites will be inspected, as well as the following elementary schools that will have extended day programs operating: Bayshore Public School, Broadview Avenue Public School, Century Public School, Chapman Mills Public School, Dunlop Public School, Manordale Public School, Manotick Public School, Maple Ridge Elementary School, Robert Bateman Public School, Robert Hopkins Public School, Roch Carrier Elementary School, Vincent Massey Public School, W.E. Gowling Public School, W.E. Johnston Public School and Westwind Public School.

In addition, the following elementary schools will be inspected in July when Summer Language or Summer Learning Programs will be operating: Charles H. Hulse Public School, Robert E. Wilson Public School, Pinecrest Public School, Clifford Bowey Public School, Crystal Bay Centre for Special Education and Roberta Bondar Public School.

A list was distributed that included all sites requiring summer inspections and the JOHSC worker member who will complete

<p>8c</p>	<p>the inspection at each site. Worker members should contact principals and if principals not available, area supervisors to schedule inspections. At central sites the JOHSC worker member will contact the Worksite Safety Representative and accompany their inspection. Inspection reports to go to OH&S and principals. Action item.</p> <p>Action Janice to send a memo out to the worker members with more specifics related to compensation etc.</p> <p>Worksite Safety Representatives 2014-2015 & Update Training JOHSC reviewed the list of Worksite Safety Representatives for 2014-2015. Many sites have not yet sent the name of their Worksite Safety Representative for 2014-2015 in to OH&S. Each site requires a Worksite Safety Representative. OH&S will follow up with sites where a name has not been submitted. It is important that we know as soon as possible if there is a site that does not have a representative selected for the upcoming school year.</p> <p>It was noted that a few sites had listed two Worksite Safety Representatives. This topic is discussed annually. This tends to occur where the workload is too much for one person and two individuals agree to share the role. Release is provided for one individual each month to complete the required inspection. We need to decide who attends training.</p> <p>Training for Worksite Safety Representatives will take place in September. No update available from OH&S related to training specifics and no response yet to related JOHSC recommendation.</p> <p>Last year the Memo related to this training went out at the end of August which greatly assisted in getting this information to Worksite Safety Representatives. Last year there was a requirement that Worksite Safety Representatives had to submit their inspection schedule prior to receiving the release code to attend the training. This is problematic and not necessary. Schools need the release code in order to arrange for coverage and how to create an inspection schedule is always covered at the training.</p>
<p>8d</p>	<p>Basic Awareness Training Update A Memo will be sent to supervisors to follow up with casual and occasional employees to ensure that they receive the Basic Awareness training. We need to make sure that lunch monitors have access to this training. This training should be completed at the September staff meeting if it has not yet been done at a site. It was noted that to avoid technical problems the training had to be opened using the Google Chrome Browser. Memo will also remind supervisors to complete the required training developed for all supervisors. This awareness training will be part of the training that all new employees are required to complete at the time of hire. Action Memo to be sent out reminding principals and managers about the mandatory training.</p>

8e	<p>JOHSC Certification Clint looking into this for the fall. Barb and Don require Basic Certification. Ryan, Don, Barb and Jeff require Part II Certification. This training will also be available to alternate employer representatives.</p>
8f	<p>i) Site Specific Concerns related to Construction/Asbestos Abatement Projects</p> <p>Charles H. Hulse Public School- A contractor was using an occupied classroom to put hoses through the window. On May 28, 2014 there was an incident that involved large amounts of dust particles coming in the window. Class relocated to another room in the school. Air sampling was completed for asbestos. Several concerns including timing of this work, signage and that it should have been known prior to work commencing if materials were asbestos containing. OH&S is completing a follow up investigation.</p> <p>Barrhaven Public School - At a recent weekend asbestos abatement project at Barrhaven Public School the question of additional windows in an enclosure came up again. In this case it was a small Type 3 operation and there was concern that the negative air machine was too strong and could cause tears to the enclosure if the additional window was not present. Need to look at what is being used to cover these additional windows and develop what our accepted protocol is for these types of circumstances.</p> <p>Also a good reminder before summer abatement projects start that we need to make sure that viewing windows are consistently put into the enclosures where possible. A pull station was triggered inside the Type 3 enclosure and the fire alarm system could not be shut off, only silenced by the fire department. The viewing window had to be installed after the fact so that the pull station could be viewed to try to determine what the problem was.</p> <p>ii) Hygiene Testing Communication Protocol Chart The purpose of this chart is to clearly delineate the notification, consultation and communication of results protocol for hygiene testing i.e. air sampling. Hygiene testing generally will either be arranged through OH&S, or Facilities. There has been improvement in JOHSC workers being notified, but principals have not been consistently notified in advance that the hygiene testing or that asbestos abatement will be taking place. It is important that principals are aware so that this information can be passed on to staff. Discussion took place about the summer and who would receive and post results from testing so that the workers in the building have access to. The chart also includes protocol to follow if there are questions or concerns related to a particular project.</p> <p>Action Chart to be finalized</p>

	<p>iii) Follow up to Recommendations related to Construction and Designated Substances A revised draft procedure related to asbestos should be available for JOHSC to view early in the new school year.</p> <p>iv) Plan for regular communication about upcoming construction projects Peter Wright attended a meeting last year to provide the committee with an overview of summer and major capital construction projects. This was extremely informative and beneficial. Need to look at how we could increase communication about construction projects on a regular basis. Peel District School Board has available on an internal server a list of all construction projects and information about completion timelines that all employees can access. JOHSC now receives the Facilities Work Plan that lists projects. A detailed breakdown as to what is being done and when may not be feasible due to workload issues for staff, but could look at providing a general scope of what is being planned before a project starts. It would be beneficial if it was known in advance what projects are expected to include asbestos abatement or other designated substances.</p> <p>Revised Health and Safety – Disposal of Broken Glass, Sharp Items and Needles Procedure PR.598.HR The JOHSC received the revised procedure. Consultation will take place at the September JOHSC meeting. One major change is the expanded responsibility section. Concern was raised about work that involves large panes of glass and whether there should be a separate section to address this as what is currently in the procedure may not be practical.</p> <p>Action Agenda item to be included on September JOHSC Agenda</p> <p>8g</p> <p>Mechanized Gym Walls & Incident at Notre Dame High School An Alert from the Ministry of Labour entitled “Safety Requirements for Powered Folding Partitions” dated May 20, 2014 was presented. Discussion took place about partitions and curtains. We need to start with an inventory of how many powered folding partitions that we have at our sites. A Memo went out with suggested general controls, but we do not know what has been implemented at sites. After the critical injury to a student at Notre Dame High School one of the orders from the Ministry of Labour was a stop work order until everyone who operated the partition had received training. Recommendation 1314-81 made.</p> <p>8h</p> <p>Recommendation 1314-81 The employer provide a response to the recommended precautions and control measures included on the Ministry of Labour Alert issued on May 20, 2014 “Safety Requirements for Powered Folding Partitions”.</p>
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<p>8i</p>	<p>Recommendations from Eric Leighton Inquest The JOHSC reviewed the 22 recommendations that the jury at the inquest into the death of Eric Leighton had agreed to. Recommendations 1-12 and 21 are directed to school boards. Other recommendations are directed to the Ministry of Education, the Ontario Council for Technology Education and to the Ministry of Labour. Recommendation 1314-82 made.</p>
<p>8j</p>	<p>Recommendation 1314-82 The employer provide a response to the recommendations Number 1-12 and 21, made by the jury in Eric Leighton Coroner's Inquest (attach to recommendation).</p>
<p>8j Timed item 11:50 am</p>	<p>Timed item: Emergency Response Quick Reference The new Emergency Response Quick Reference Poster was distributed to the committee. This poster highlights how to respond to emergency situations such as a serious or critical injury, or a lockdown. The OCDSB emergency number is included at the top. There is also room to include the main office number/extension for a site, as well as a section for additional site considerations. In the process of developing examples of what sites can put in there. Our extended day sites could include who the ECEs would contact in the event of an afterhours emergency. If there is some unique situation in that classroom it could go into this space and this could vary between each classroom. It would be beneficial to have evacuation sites in this section, particularly at large sites where there may be more than one evacuation site. This chart will be in almost every room in all sites throughout the board including all central sites.</p> <p>Any additional feedback please send to Michael O'Dacre as soon as possible. The poster will be printed in the summer and distributed in the new school year.</p>
<p>8k Timed item 1:00 pm Board Room</p>	<p>Timed item: Recognition of Health and Safety Achievement Ben Croskery, a grade 12 student at John McCrae Secondary School was recognized for his achievement in the Ministry of Labour's "It's Your Job!" competition. Ben's one minute video entitled "On Call" won 2nd place at the Ontario level and then went on to win first place at the national level. Ben's video compares the damage incurred to smartphones with injuries workers suffer in the workplace.</p> <p>The JOHSC and special guests viewed Ben's award winning video. This video is available on the Ministry of Labour's website http://www.labour.gc.ca/eng/health_safety/contest/</p> <p>Ben was presented with a certificate and gift for his outstanding achievement related to health and safety.</p>

	<p>Ben's video was as assignment for his grade 12 Communications Technology course. Jeff May, Technology teacher at John McCrae joined the JOHSC when the committee reconvened in the Mezzanine. Jeff provided more information about the technological equipment and programs that students now have access to. Discussion took place about possibility of having students assist in creating materials that could be used in health and safety education and training in the board. All were in agreement that this would be beneficial to continue to look into.</p>
<p>9</p>	<p>Ministry of Labour – New and Outstanding Orders Including: Ministry of Labour inspectors have recently returned to Fisher Park Public School/Summit Alternate, Devonshire Community Public School, Fielding Drive Public School and Metcalfe Public School for follow up visits.</p> <p>Emergency Eyewash and Showers PR.592.HR – Information to system No update at this time</p> <p>Employee Safety – Locking Out and Tagging PR.594.HR No update at this time</p> <p>Recommendation 1314-17 – Chemical Storage Elementary Will be on 2014-2015 work plan</p> <p>Shop & Science Safety Documents Action Janice to follow up so that JOHSC can have access to final documents</p> <p>Silica Safe Work Procedures Silica Safe Work Procedures – These have been discussed at Fisher Park where there were Ministry of Labour orders issued. Has anything gone out to all other sites with kilns? Custodial training on this has been provided. Action Janice to confirm what information has gone out to principals to be shared with staff who work with kilns</p>
<p>10</p>	<p>Responses to Previous JOHSC Recommendations since last JOHSC Meeting</p> <p>Recommendation 1314-64 February 20, 2014</p> <ol style="list-style-type: none"> 1. To the extent reasonably possible, major renovation/construction projects be limited to when school is not in session. 2. In cases where major construction projects are occurring while the school is occupied, that every reasonable effort be made to minimize disruption to the normal operation of the school, and that principal/staff input be sought in advance of

	<p>construction starting with respect to how disruption can/will be minimized.</p> <p>3. Principals be included proactively at the earliest stages of planning to ensure their input is received and considered, and to facilitate communication with staff with regard to the scope of work to be undertaken and what it will mean for the occupants.</p> <p>Recommendation Accepted in Part – Underway and ongoing</p>
11	<p>Proposed Dates JOHSC meetings 2014-2015</p> <p>September 10, 2014 October 8, 2014 November 12, 2014 December 10, 2014 January 15, 2015 February 12, 2015 March 11, 2015 April 16, 2015 May 20, 2015 June 10, 2015</p> <p>All meetings to be held in the Mezzanine at 133 Greenbank Road</p>
12	<p>Adjournment 3:22 p.m.</p>