



REPORT

***Joint Occupational Health and Safety
Committee***

- *Minutes of the Joint Occupational Health and Safety Committee meeting
June 6, 2013.*



Joint Occupational Health & Safety Committee Minutes
Education Centre
June 6, 2013 – 9:00 am

COMMITTEE MEMBERS PRESENT: Ed Ojala , (videoconference), Marc Caron (videoconference), Sarah Freeman-Kivimaki , Ruth Mackie, Lucinda Meyers, Jacquie Dupuis-Brandli, Kelly Agar, Michael Lewis (alternate for Ralph Hill), Leslie Barr-Kellar (alternate for Jody Labossiere), Travis Enge

STAFF: Nancy Taggart, Recording Secretary

REGRETS: Jody Labossiere, Tamara McLean, Mickey Christiansen, Ralph Hill, Greg McKay

1. Call to order

The meeting was called to order by Ruth Mackie, Co-Chair.

2. Approval of agenda

The agenda was amended and approved with the addition of item 5. f) Meeting Dates for 2013-14 and 5. g) Committee Members List.

3. Confirmation of Minutes

The minutes of March 21, 2013 were approved.

4. Business Arising from Minutes

a) Ministry of Labour Terms of Reference

The Manager of Plant Operations and Maintenance explained the reasons for revising the Joint Occupational Health and Safety Committee Terms of Reference as it was required by the Ministry of Labour. The Subcommittee that was formed to revise the Terms of Reference met on April 26, 2013 to create a new Terms of Reference. The Subcommittee is waiting for answers on a few questions and a review from John Reid of the Ministry of Labour who will arrange a conference call with Travis Enge and one of the co-chairs to discuss the review. The changes will then be brought back to the Subcommittee to finalize the Terms of Reference.

b) Atikokan High School Mould Testing

Mould testing was performed at Atikokan High School due to ongoing reports of a musty smell in one of the classrooms. Mould was found on an outside wall of the building in this area due to a missing downspout. The mould on the building was removed and the downspout replaced. It was also determined that the ventilation unit for this classroom is in the basement. Pricing was received on engineering to install proper ventilation and viable mould testing was done on May 28, 2013. Brad Gascoigne, teacher at Atikokan High School took part in this testing as a worker representative. The lab has the samples and the lab report has not yet been received.



5. New Business

- a) Monthly School Workplace Inspection Report
The Committee reviewed the inspection report checklist and the list is up to date.
- b) Hazard Identification Summary
The Committee reviewed the summary report for May 2013. A memo has been sent out to Principals requesting that Health and Safety work orders are indicated as 'HEALTH & SAFETY' in the description area which will alert the approver to flag the work order as 'Safety' priority in SchoolDude.
- c) Accident Year in Review
The Committee reviewed the accident report to date and it was noted that 6 of the 37 incidents reported to the end of May were struck by/against in nature at one school. The Administrative Assistant to Plant, with the help of the Human Resources Officer will try to determine if these incidents were the same student. Due to privacy of information, sensitivity must be used when investigating.

One lost time accident was reported due to a slip/trip/fall. The use of shoe spikes for staff that have to walk on icy surfaces is being explored.
- d) October Training Day
The October 2013 Training Day has been tentatively scheduled for Thursday, October 3, 2013 in Atikokan from 9:00 a.m. to 2:30 p.m.. Some topics for training include crisis intervention, training modules that are education specific (between students and staff) and training modules on mould. Administration will explore these suggestions to develop an agenda for the training day.
- e) Wellnet Training Modules Update
In April Principals were sent lists of staff at their schools with outstanding training modules to complete. Due to the number of requests recently from Principals for updated lists, the Administrative Assistant to Plant will send out new lists to Principals.
- f) Meeting Dates for 2013-14
The meeting dates for the 2013-2014 Joint Occupational Health and Safety Committee are as follows:

October 3, 2013
January 9, 2014
March 20, 2014
June 5, 2014



g) Committee Members List

The committee members list was distributed and members gave verbal changes that were noted. Written confirmation of the changes to representation from the unions is required. Once this is received an updated committee members list will be issued.

6. Correspondence

The March 2013, April 2013 and May 2013 Health and Safety Report from the Canadian Centre of Occupational Health and Safety was received and will be posted on the Health and Safety bulletin boards with the Joint Occupational Health and Safety Committee minutes from June 6, 2013.

7. Future Meeting

The next Joint Occupational Health and Safety Committee meeting is scheduled for October 3, 2013.

8. Adjournment

The meeting adjourned at 9:42 a.m.