



REPORT

Joint Health and Safety Committee

- *Minutes of the Joint Health and Safety Committee meeting December 3, 2015.*



**Joint Health & Safety Committee Minutes
Education Centre
December 3, 2015 – 9:00 a.m. CST**

COMMITTEE MEMBERS PRESENT: Gabrielle Farrah (alternate for Ann Cox), Tamara McLean, Ruth Mackie, Sarah Freeman-Kivimaki, Raymond Roy, Cindy Tysz, Travis Enge, Jeff Wall, Mickey Christiansen, Greg McKay (alternate for Claudette Scott), Jody Labossiere (videoconference) , Brad Gascoigne (videoconference), Bonnie Stewart (videoconference)

STAFF: Nancy Taggart, Recording Secretary

REGRETS: Lucinda Meyers

1. Call to order

The meeting was called to order by Tamara McLean, Co-Chair at 9:04 a.m.

2. Approval of agenda

The agenda was approved as circulated.

3. Confirmation of Minutes

The minutes of September 10, 2015 were approved.

4. Business Arising from Minutes

a) Violent Incident Reporting

The Manager of Plant Operations and Maintenance provided information to the Committee regarding incidents that are labeled as workplace violence.

During the September JHSC Training Day, the Committee was provided information that as per the *Occupational Health and Safety Act*, the employer, once a risk/hazard has been identified, must either eliminate it or,

- A hazard/risk assessment will be conducted.
- An individual child specific safety plan will be provided.
- Training will be provided, as required.
- Personal protective equipment will be provided as required.

The information provided stated that if all of the above steps have been completed, the Ministry of Labour will not label aggressive children's incidents as workplace violence. These



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incidents must still be reported, tracked and communicated to the Joint Health and Safety Committee as "struck by/against" instead of a workplace violence.

Incidents involving a student acting out towards a worker that meet the *Occupational Health and Safety Act* definition for workplace violence are still considered workplace violence if:

- The above steps have not been completed
- The student is not considered a child under the Ontario Youth Justice System
- The incident meets the definition of Violent Incident under the Ministry of Education Policy/Program Memorandum No. 120

5. New Business

a) Review Policy 7.00 Occupational Health and Safety

The Committee reviewed Policy 7.00 Occupational Health and Safety. No changes were noted.

b) Monthly School Workplace Inspection Report

The Committee reviewed the inspection report checklist. All reports are up-to-date.

c) Hazard Identification Summary Report

The Committee reviewed the summary report for November 2015.

d) Accident Year in Review

The Committee reviewed the accident report to date as well as graphs showing Incident Severity by Month, Incident Type by Month, Worker Type by Month and Incident Location by Month for the 2015-16 school year to date. The Committee would like to see a comparison bar for 2014-15 be added to the graphs. It was suggested that a blitz on Slips, Trips and Falls could be promoted and people should be reminded to wipe their feet upon entering a building.

e) Joint Health and Safety Members List

The Committee reviewed the updated members list. An alternate for the ETFO-OT representative has been submitted and added to the Members List.

f) Training Update

The Manager of Plant Operations and Maintenance provided the Committee with an update on the training that has been done since the last meeting. First Aid training took place on October 30 with 29 staff from various groups attending. The new health and safety Link2eLearning modules have been assigned and are expected to be completed by June 2016.



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The Joint Health and Safety Committee is required to complete the Slips, Trips and Falls module.

Basic Health and Safety Certification Part 1 training is being offered in Fort Frances April 5-8, 2016. Jeff Wall and Claudette Scott have been invited to attend.

Fall arrest/man-lift training will be arranged for maintenance and custodians.

6. Correspondence

The September 2015, October 2015 and November 2015 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 Health and Safety Committee minutes from December 3, 2015.

7. Future Meeting

The next Joint Health and Safety Committee meeting is scheduled for Thursday, March 3, 2016.

8. Adjournment

The meeting adjourned at 9:52 a.m.