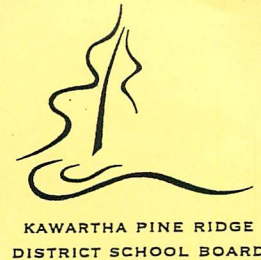




# safety bulletin



## KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD CUPE HEALTH AND SAFETY COMMITTEE MEETING MINUTES

May 21, 2014

**PRESENT:** Marianne Hendren, Co-Chairperson Manager Non-Teaching Staffing Services and Occupational Health and Safety  
Rob Sage, Maintenance 1, Lakeshore Facilities  
Bert Callaghan, EA, John M James PS  
Laurie Lucciola, Head Custodian, TASSS  
Chris Barker, Manager of Maintenance Services  
Mary Jane Smith, Human Resources Specialist, Occupational Health & Safety

**Regrets:** Ron Maguire, President, CUPE 5555  
Ben Chapman, Employee & Labour Relations Consultant  
Don Postar, Co-Chairperson, Occupational Health and Safety/WSIB, CUPE 5555  
Georgette Davis, Principal Assistant to Superintendent, Special Education  
Joseph Mancuso, Manager of Custodial Services

The employer representative – Marianne Hendren, chaired the meeting.

1. ADDITIONS TO THE AGENDA New Business: 5. Fire Protocol; 6. Lockdown; 7. Annual Audits
2. ADOPTION OF THE AGENDA  
The agenda was adopted as amended. Moved by Bert Callaghan, seconded by Chris Barker  
CARRIED
3. THE MINUTES OF THE PREVIOUS MEETING  
The Minutes of the March 2014 meeting were adopted as circulated.  
Moved by Rob Sage, seconded by Bert Callaghan  
CARRIED
4. ACCIDENT INVESTIGATION  
For the period March 19, 2014 - May 21, 2014 there were 8 lost time incidents and 17 health care incidents. The greatest numbers of incidents were related to EA's and CYW's while in restraints. This is an issue that may require further investigation and training for staff. The annual NVC training does practice

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restraints however with adult size participants while the restraints in schools are with much smaller students who are fighting against the person and squirming. The Principal Assistant to the Superintendent of Special Education will be contacted regarding this concern.

5. WORKPLACE VIOLENT INCIDENT REPORTS

Concern was expressed by the committee regarding the identification of the individual submitting the 'Workplace Violent Incident Report'. The employer co-chair noted that the union reps receive the reports and have a duty to maintain confidentiality.

The HRS/OHS will provide the report to the committee without names at future meetings.

The CUPE representative requested that the CUPE co-chairperson be informed about what is happening when there are multiple incidents in a school or with a staff member. There should be a system in place to keep CUPE informed. Changes in safety plans should also be relayed to the CUPE representative. It was noted that the CUPE staff at the school knows what steps are taken but HR does not always have the details. HR can relay to the CUPE co-chairperson when contact with the Behavior support team has been initiated.

The Special Education department has a plan for the new school year to support schools that have students with high needs and are struggling to modify the behavior and provide structure for staff to accommodate outburst in a safe manner.

The Principal Assistant to the Superintendent of Special Education will be asked to provide an update at the next meeting

6. BUSINESS ARISING FROM THE MINUTES

1) Item: Working Alone Program Implementation

Discussion: No further information available

Action: Item tabled for the September meeting

2) Item: Infectious Disease Booklet

Discussion: The booklets have been printed with a bright yellow cover for visibility and have been labeled for distribution to the Head Custodian. These will be sent out via courier to every school head custodian. It will be sent electronically to every head secretary and it will be posted on the EA, ECE, Secretarial and Health and Safety Conferences.

There was one addition to the booklet since the last review. Additional information on Fifth's disease from the KPR HR Bulletin was added.

Thank you to Laurie Lucciola for her time and hard work on this project.

3) Item: Ontario Regulation 297/13

Discussion: The Ministry of Labour under the direction of the Chief Prevention Officer and a Prevention Council have proclaimed into Law new legislation that requires all workers and supervisors to participate in Basic Occupational Health and Safety Awareness Training. This is a one-time only training program.

For all **12 month employees**, the training must be completed no later than July 1, 2014. For **10 month employees**, teachers and support staff in the **elementary panel** Senior Administration has recommended that it be completed on the August 28<sup>th</sup> PA day before returning to work in September. For all **10 month employees**, teachers and support staff in the **secondary panel**, Senior Administration has recommended that it be **completed during the exam time in June, at a staff meeting** or at the latest, the August 28<sup>th</sup> PA day before returning to work in September.

The training is designed to introduce workers to the Occupational Health and Safety Act and focuses on the health and safety rights and responsibilities of workers, supervisors and employers. It also serves as a general introduction to workplace health and safety.

Senior Administration, the Joint Health and Safety Committee and the CUPE Health and Safety Committee has endorsed the use of the Ministry of Labour e-learning modules developed and available on the Ministry of Labour website to comply with this training requirement.

All workers will be required to complete the "Worker Health and Safety Awareness in 4 Steps" program accessible at <http://www.labour.gov.on.ca/english/hs/elearn/worker/index.php> The e-learning module will require approximately 30 minutes to complete. This training meets the requirement of Regulation 297/13. Employees can log-on to the Ministry of Labour website to complete the training and then print out their certificate of completion.

Supervisors, Head Custodians, Assistant Head Custodians, and Head Secretaries will be required to complete the "Supervisors Guide Health and Safety in 5 Steps" also available on the Ministry of Labour website at <http://www.labour.gov.on.ca/english/hs/elearn/supervisor/index.php>

4) Item: Students Working in the Office

Discussion: The CUPE co-chair continues to have concerns about the students working in the office over the lunch periods and breaks. Students who are working in the office answering phones must be trained in what to do in case of an emergency call and cannot be the first responder to an emergency plan for staff/student.

CUPE wishes to go to the Dispute Resolution process to resolve this issue. The CUPE Co-chairperson or designate will write to the Senior Manager Human Resources indicating their position.

5) Item: Lakeshore Shop Transition

Discussion: The Manager of Maintenance services reported that there still is no definitive plan about the relocation of the shop. There are several scenarios but nothing is yet firm.

Action: The Manager of Maintenance Services will visit the Lakeshore shop in the near future to reassure the staff and communicate possible plans

6. NEW BUSINESS

1) Item: Summer Construction Projects

Discussion: The list of projects was shared with the committee and reassured that Facilities Services Renewal Project forms are being completed for all projects commencing before the commencement of the school year.

2) Item: Summer Hazardous Waste Pick-up

Discussion: Science Department heads have been advised to prepare a list of chemicals to be removed and send to the Manager of Maintenance Services.

Action: The Manager of Maintenance Services will send a Memo to Head Custodians with respect to the removal of chemicals and hazardous waste for Summer pick-up. The HRS/OHS will follow up with Science Department Heads.

3) Item: Armour Heights PS Noise Testing

Discussion: Cambium Consulting have been in to Armour Heights PS and

conducted sound testing in the Kindergarten classroom. Room testing was conducted on May 12, 2014. Dosimeters were attached to the teacher and the EA on Thursday May 14, 2014 to record the sound levels they are experiencing. We are awaiting the reports from the consulting firm

4) Item: Proposed Meeting Dates 2014-2015

Discussion: September 17, 2014; November 19, 2014; January 14, 2015; March 11, 2015; May 20, 2015

5) Item: Fire Protocol

Discussion: The fire protocol did not work as directed in the case of the fire at Dale Road PS. At the time of the fire all parties were out of the office and thus connecting with representatives via email. Union representative cell phone numbers shared for future incidents so that contact can be made by text or phone in the future.

6) Item: Lockdowns during Evening Hours

Discussion: In a recent visit from the Police to a high school they were positive with respect to our daytime procedures for lockdowns but wanted to know how we would handle such incidents in the evening with permit holders and custodians in the building. At this time there is nothing in place and all schools and circumstances are different about locking doors etc. This may be included as part of the working alone protocol.

Action: This item will be referred to Safe Caring and Restorative Schools Committee.

7) Item: Annual Audits

Discussion: CUPE recommended sites were: John M James PS; Dr. MacGillvray PS.; Keith Wightman PS; Norwood District SS; North Cavan PS.

The JH&SC recommended Keith Wightman PS; Northumberland Hills PS; Adam Scott. Dr. MacGillvray PS; Dr Ross Tilley PS.

Action: The HRS-OHS will merge the 2 suggestions and create a schedule for visiting the schools.

## 6. OHS INSPECTION STATUS

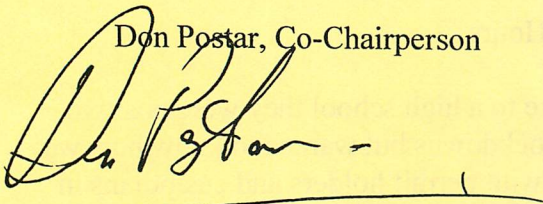
The summary of the site inspection reports was circulated. A list of schools with outstanding inspections was also circulated. It is the responsibility of the site inspection team and specifically the Principal to manage the issues in the buildings and to ensure that work orders are submitted. Quarterly meeting should be held regularly to review outstanding issues and to push these forward.

7. NEXT MEETING

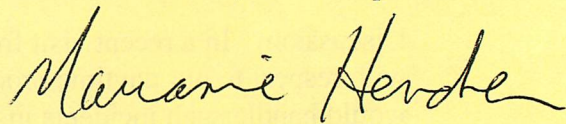
Wednesday September 17, 2014 1 p.m. Education Centre.

8. ADJOURNMENT at 3:45 Moved by Rob Sage and Laurie Lucciola

Don Postar, Co-Chairperson

A handwritten signature in black ink, appearing to read "Don Postar", with a long horizontal line extending to the right from the end of the signature.

Marianne Hendren, Co-Chairperson

A handwritten signature in black ink, appearing to read "Marianne Hendren", written in a cursive style.