



# safety bulletin



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

September 17, 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, Dr. Emily Stowe PS  
Laurie Lucciola, Head Custodian, TASSS  
Chris Barker, Manager of Maintenance Services  
Mary Jane Smith, Human Resources Specialist, Occupational Health & Safety  
Georgette Davis, Principal Assistant to Superintendent, Special Education  
Joseph Mancuso, Manager of Custodial Services  
Vern Andrus, Head Custodian, Burnham PS

**Regrets:** Ron Maguire, President, CUPE 5555  
Marja Koetje, Employee & Labour Relations Consultant  
Don Postar, Co-Chairperson, Occupational Health and Safety/WSIB, CUPE 5555

The employer representative – Marianne Hendren, chaired the meeting.

1. **ADDITIONS TO THE AGENDA Business Arising:** 3. Site Inspection Training dates for Fall; 4. Armour Heights PS noise assessments; 5. Ministry of Labour Orders; 6. Front Door Buzzer systems; 7. Regulation 297/13 ; New Business: 3.Mental Health; 5. Ministry of Labour Report; 6. Health and Safety Conference Site
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 May 2014 meeting were adopted as circulated.  
Moved by Laurie Lucciola, seconded by Bert Callaghan CARRIED

4. ACCIDENT INVESTIGATION

For the period May 21, 2014 – September 16, 2014 there were 12 lost time incidents and 17 health care incidents. The greatest numbers of incidents were related to Custodians due to the period for summer clean-up. The total incident reports are up over 180 claims this year. The increase of 40 claims

Many of the claims for EAs/CYWs are related to circumstances related to staff working with Special Needs Students.

The goal is prevention of injuries – how can we do this and make the report easier to read.

5. WORKPLACE VIOLENT INCIDENT REPORTS

Georgette Davis, Principal Assistant to Superintendent, Special Education provided a report on the 2014-2015 Special Education Initiative FIRST – Focused Intervention Resource Support Team. The purpose is to provide short term (up to 3 weeks) in school support to the school team individual programming for a high needs special education student. This team would consist of an Instructional Leadership consultant, Behaviour Support Assistant, Applied Behaviour Analysis Coordinator, classroom teacher, Principal/Vice Principal, Special Education Resource Teacher, parents/guardians, support staff and Supervisory Officer.

While the number of violent incident reports being submitted seems quite large, they are coming from approximately 18 schools, primarily elementary based or from the LLS classes at the secondary level. It represents approximately 5% of the student population. The FIRST team will be working with the school staff to build affective safety plans, train in adaptive behaviours when necessary, and to build capacity in the schools to support the special needs students and protect the workers from harm.

6. BUSINESS ARISING FROM THE MINUTES

1) Item: Working Alone Program Implementation

Discussion: The trial program using the keypad to check in on a timed schedule is working well. It has not been implemented in any other schools at this time as a proposal for funding for the program needs to be taken forward to Senior Administration.

For the staff working on weekends, they need to be reminded to keep the doors locked once the permit holders are in the building. CUPE feels that there should be guidelines or procedures for persons working alone on weekends

Teachers who previously accessed the secondary school building on weekends need to be advised that the buildings will be locked and they need to inform custodians prior to their desired access to the building. Many teachers have keys to exterior doors but do not have

the security codes to arm/disarm the system when accessed. All keys are supposed to be accounted for and should be signed in and out as required.

Action: The Controller of Facilities Services will advise the Principals of the process to be used for keys and night/weekend access to buildings.

2) Item: Annual Audit Review

Discussion: The reports were completed by the CUPE representative and circulated at the time. There were no big glaring issues at the schools. The concerns identified by the Principal was the completion of the electronic forms – both finding the forms, the time to complete after the inspection and the sign-offs of the forms. Some schools are not using the buzzer entrance systems. In CUPE's opinion the biggest concern was that administration did not seem concerned that reports were not completed and observed that they were not a priority.

3) Item: Noise Assessment at Armour Heights PS

Discussion: The circumstances in the kindergarten classroom have changed as the student has moved into grade one. At this time the classroom is being de-cluttered and monitored. There have been no structural changes made to the classroom.

4) Item: Buzzers and Security Doors

Discussion: A report from CUPE is forthcoming on the noise, distraction and stress factors relating to the door buzzers.

Table for future discussion.

5) Item: Bill 297/13

Discussion: Schools were provided the information to complete the program on the PA day prior to the commencement of school. For 12 month employees they were to complete the program before July 1<sup>st</sup>. Head Custodians and Head Secretaries were directed to complete the '5Step Supervisors training'. There seemed to be some confusion in the correspondence to the Custodial staff.

Action: The Manager of Custodial Services will send a Memo to all head Custodians advising them to complete their Supervisors training if they have not done so already.

6. NEW BUSINESS

1) Item: Site Inspection Effectiveness

Discussion: The subcommittee met on September 12<sup>th</sup> to review the site inspection process and looked at suggestions to improve the process. The teachers are primarily interested in the quarterly inspections when they can discuss and review the bigger concerns. Some release time may be necessary to implement this type of change. There is also some consideration on a different format for electronic processing that will be investigated. Monthly inspections by the Head Custodian and Principal would continue. The Senior Manager of Human Resources suggested that there might have to be some release time also for Head Custodians depending on the timing of the inspections.

2) Item: Site Inspection Committee Membership

Discussion: A copy of the list of persons on the committees was circulated. There appear to be a noticeable number of new committee members that will require training as well as many persons who will require a refresher.

Action: CUPE requested that all Head Custodians and Assistant Head Custodians be trained on Site Inspections.

3) Item: Mental Health

Discussion: The CUPE representative advised that the CUPE Mental Health Think Tank is planning an event for May 2015. They will submit a report on work place stressors, stigma associated with mental health issues

4) Item: Site Inspection Training Dates

Discussion: Following discussion at the subcommittee and Joint Health and Safety Committee, the dates will be posted in PD place. Training will be spread across the board locations to accommodate those in the north/south/east/ west locations.

5) Item: Ministry of Labour Report of injury – Ridpath PS

Discussion: There was no critical injury at the school. The incident filed with WSIB was a health issue. The Critical Injury reporting system did not work as it should have. In future, a call will be made to the cellphone of the CUPE chairperson for redirection and management and to the Ministry of Labour Reporting line.

6) Item: Occupation Health and Safety Conference

Discussion: The site is not easy to locate and is difficult to navigate. The CUPE representative indicated they could not find a document they were looking for

6. OHS INSPECTION STATUS

The summary of the site inspection reports for April thru August was circulated. Schools were reminded in June and August about the need to complete summer inspections and the need to have the missing reports that were/are in cyberspace completed by the staff on the reports.

7. NEXT MEETING

Wednesday November 19, 2014 1 p.m. Education Centre.

8. ADJOURNMENT Moved by Rob Sage and Laurie Lucciola

*Laurie Lucciola*  
*for Don Postar*

Don Postar, Co-Chairperson

*Marianne Hendren*

Marianne Hendren, Co-Chairperson