



safety bulletin



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

January 14, 2015

PRESENT: Marianne Hendren, Co-Chairperson Manager Non-Teaching Staffing Services and Occupational Health and Safety
Don Postar, Co-Chairperson, Occupational Health and Safety/WSIB, CUPE 5555
Bert Callaghan, EA, Dr. Emily Stowe PS
Chris Barker, Manager of Maintenance Services
Mary Jane Smith, Human Resources Specialist, Occupational Health & Safety
Marja Koetje, Employee & Labour Relations Consultant
Larry Piccinin, Senior Manager Human Resources
Ron Maguire, President, CUPE 5555
Sandy Gougeon, Special Education Services Manager
Jessica Gallagher, EA, Charles Bowman PS
Dereck Robertson, EA, Terry Fox PS
Paul Bromley, Custodial Supervisor

Regrets: Georgette Davis, Principal Assistant to Superintendent, Special Education
Joseph Mancuso, Manager of Custodial Services
Rob Sage, Maintenance 1, Lakeshore Facilities
Laurie Lucciola, Head Custodian, TASSS

The employer representative – Marianne Hendren, chaired the meeting.

The CUPE Co-chairperson distributed a handout entitled “Keys to a Successful IRS” and spoke to the item reflecting that change is inevitable and good and needs to be communicated. Everyone needs to work together for successful IRS

1. **CHANGES TO THE AGENDA** Items 7.1 – 7.8 are missing explanatory notes to assist committee members to prepare for the meeting.
CUPE would like to defer items 7.2, 7.3, and 7.7 from the meeting agenda. Item 7.8 Terms of Reference – this item will be referred back to the Chairs to review prior to the committee review.
2. **ADOPTION OF THE AGENDA**
The agenda was adopted as revised. Moved by Bert Callaghan, seconded by Marja Koetje.
CARRIED

January 2015 CUPE Minutes

PLEASE POST

3. THE MINUTES OF THE PREVIOUS MEETING

The Minutes of the November 19, 2014 meeting were not signed. The CUPE Co-chairperson will refer back Laurie Lucciola for clarification of the information

4. ACCIDENT INVESTIGATION

For the period November 19, 2014 – January 14, 2015 there were 17 incidents. 9 lost time incidents and 8 health care incidents. 14 of the incidents involved Education Assistants while 3 incidents involved Custodial staff.

The CUPE Co-chairperson noted that claims were on the rise and provided a 3 page handout reflecting all WSIB Form 7 injuries since September. There were 60 incidents listed – 26 of the incidents involved some form of violence – punch, kick, bite, article thrown, pen used as a weapon, or strain from a restraint.

5. WORKPLACE VIOLENT INCIDENT REPORTS

The Violent Incident Report for the period November 14, 2014 – January 13, 2015 was circulated. CUPE believes that many schools are still not submitting all of the Workplace Violent Incident Reports. Terry Fox PS have had in excess of 80 Violent Incidents this year and Queen Elizabeth PS have had more than are appearing on the report. The CUPE Co-chairperson was given a collection of reports from the staff at Queen Elizabeth PS. CUPE would like an explanation as to why the reports are not appearing on the report.

Action: The HRS-OHS to confirm with IT that all CUPE Violent Incident Reports are being circulated to the CUPE Co-chairperson.

6. BUSINESS ARISING FROM THE MINUTES

- 1) Item: First Team Pilot Project Report – The Special Education Services Manager reported on behalf of the Principal Assistant to Superintendent, Special Education.

Discussion: The visual for the First Team response was provided at the November 19, 2014 meeting. The focus of the program is intervention and modeling support for the school teams.

There are 2 teams comprised of a consultant and a BSA with backup support from numerous other teams in Teaching and Learning. The program has been in to Keith Wightman, Kawartha Heights, Roger Neilson and Terry Fox Public Schools. The team works with the teacher and the support staff to build strategies to work with the students. They are in the school for an extended period of time

to role model and test the strategies and build on successes. Some situations may require going back to the schools to build yet other strategies adapt new programs or try new tools and build new behavior plans. The school must be willing to work with the multidisciplinary team and have consent of the Principal. The help cannot be forced on a team, however CUPE is concerned that if a Principal or a teacher refuses the assistance, what steps will be taken to protect the CUPE staff or provide them with the additional training they need.

The new Self Regulation Classes will begin in February with a teacher and 2 Learning Support Assistants with up to 10 students. These will be located at Otonabee Valley PS, Baltimore PS, and Lydia Truill PS. The junior students grades 4-6 will be taken out of their home school and will finish out the year in the Self Regulation Class. The program will teach students to manage their emotions and behaviours. It is built on the Stuart Shanker model.

Action: The CUPE Co-chairperson has requested that CUPE be advised when the First Team will be going into a school and which schools. The Special Education Support Staff Manager agreed to keep them informed.

2) Item: Working Alone Program – the Custodial Supervisor reported on behalf of the Manager of Custodial Services.

Discussion: In the review of programs at neighboring boards it was identified that there are no specific programs at this time. The second keypad proposal was sent to Senior Admin and was turned down. The Superintendent of Business would like further information and costs for call outs etc.

The provision of school keys for evening and weekend access is an internal school issue. There is an access control sheet at the entry of the school that should be completed upon entry and exit.

CUPE is involved in a cross Canada survey about working alone.

Action: The CUPE Co-chairperson will forward a copy of the Canada wide survey to the Manager of Custodial Services.

3) Item: Security Entry Buzzer System – The Custodial Supervisor will report on behalf of the Manager of Custodial Services

Discussion: the manufacturer of the Security Buzzer system has been contacted regarding alternate answering options. There is no type of floor switch that is available or recommended. The purpose of the system is to monitor who is entering the school.

This is a continuing item at the Secretarial Dialogue Committee. If there is a problem at

a school the timing of the doors being secured can be altered and the volume of the buzzer as well. This is a Ministry of Education mandated program. CUPE mentioned there is a WSIB claim for repetitive strain and our goal is to prevent further injuries.

CUPE has concern that some staff are being directed to remain at their desks for long periods of time and the strains from reaching and the noise from the buzzer affecting hearing. The failure to provide regular breaks from work is a violation of the Employment Standards Act

Action: This item to be referred to the Secretarial Dialogue Committee

4) Item: Site Inspection Training for Head Custodians

Discussion: The following training dates have been established and the notice to all head custodians has been circulated by the Manager of Custodial Services. The contract schools have been invited to attend. CUPE asked that the new CUPE representative on the Committee be allowed to attend the session at Crestwood SS. This was agreed to.

Secondary Head Custodians and Assistant Head Custodians

Tuesday, January 29, 2015

Northern Area – 8 a.m. – 11 a.m. Education Centre Fish Bowl
West, Central and Eastern Areas 12 p.m. – 3 p.m. Port Hope HS

Elementary Head Custodians and Assistant Head Custodians

Friday, January 30, 2015

Northern Area -- 8:30 a.m.– 11:30 a.m. Crestwood Cafeteria
West, Central and Eastern Areas 12:30 p.m. – 3:30 p.m. Port Hope HS

5) Item: Site Inspection Process and Training

Discussion: The ebase site inspection reporting pilot is being tested by 2 elementary schools at this time – Charles Bowman PS and Armour Heights PS.

A sample report was circulated for review. The union and federation representatives would be set up with accounts so they could enter and review reports.

6) Item: Chemicals in the Workplace – The Custodial Supervisor reported on behalf of the Manager of Custodial Services

Discussion: The committee was reminded that the consumable products are provincially approved and only 4 companies are approved providers. It was also noted that numerous other chemical products are brought into the school without monitoring. It was suggested that one policy/procedure be developed for bringing new chemical products into the board.

In the past there was an agreement to meet with CUPE to review new cleaning products that were being introduced and to review the safety measures. CUPE stated that this process was agreed upon several years ago and the employer has been reminded of this agreement but chooses to ignore.

Action: CUPE requested that the discussion about new products, their uses take place at the CUPE Health and Safety Committee meeting prior to being introduced, rather than Custodial Dialogue.

7) Item: Mental Health Issue

Discussion: The CSA standard on Mental Health is being reviewed at a CUPE Think tank on the weekend of January 17-18, 2015. Mental stress is not a lifestyle issue. The Health and Wellbeing committee is reviewing this issue.

8) Item: Guide to Understanding Workplace Violence and Harassment Pamphlet

Discussion: A yellow card type handout was circulated for discussion. This provided contact numbers for CUPE and the Federations as well as contact information for Human Resources. The reverse side provided information/directions on how to and to whom Workplace Violence and/or Harassment should be reported.

There were no responses on issue's to be reviewed on the original pamphlet. The contact information on the back page will be revised to reflect the correct contact information and telephone numbers and the resources on page 2 will be reviewed and revised to reflect the new document names and locations.

CUPE asked for a copy of the PDF for posting on their website.

6. NEW BUSINESS

1) Item: Meeting Minutes and Minute taking at meetings

Discussion: The Minutes for the November 19, 2014 have not been signed off by the CUPE Co-chairperson. If CUPE signs the Minutes they are indicating that they are in agreement with the contents and that there is consensus even though they were corrected 3 times and are very biased.

CUPE would like to have a meeting of the Co-chairpersons to review the minutes and discuss areas of concern. The CUPE Co-chairperson person has agreed to sign a generic signature that can be affixed to Meeting Minutes once agreement has been reached.

Action: The Manager Non-Teaching Staffing Services and Occupational Health

and Safety will establish a meeting with the Co-chairperson to review the minutes.

4) Item: Reporting of Injuries

Discussion: CUPE believes that there are a significant number of staff who are unaware that they need report their injuries to the Injury reporting Hotline – extension 3333. Many are telling their Principal and making modifications to work load at the school directly without informing HR.

An information campaign needs to be initiated to get the message out that reporting injuries is important and that there is modified work arrangements available. CUPE also reminded the employer that if an employee is on modified work for more than 7 days, then a Form 7 must be completed even if there is no lost time or medical treatment sought.

Action: HR will work on a plan to communicate the process.

3) Item: Contract Schools re Inspections

Discussion: Where the school is cleaned by a contract employee, a CUPE member will be part of the monthly inspections. The contract person works for the contractor and does not fit the definition of a worker.

6) Item: Project Renewal Forms

Discussion: The project renewal form for the project at Cobourg Collegiate Institute was reviewed by the school staff on October 16, 2014 and signed off by administration, CUPE and 3 OSSTF staff. The project notice was left at the school for posting and informing the staff. CUPE believes this practice was forgotten as there was a WSIB claim for dust at CCI in the fall.

The project renewal form and documentation for the construction project at Charles Bowman PS was shared with the staff on November 7th, 2014 along with all the documentation for the products being used. The form was signed off by CUPE staff and ETFO staff. The notice has been posted for all staff.

CUPE would like to have notice posted on the External door as directed on the form for all visitors to the school and itinerant staff.

Action: The Manager of Facilities Services will take this message back to the Facilities Services Managers Meeting.

9) Item: Violent Incident at James Strath PS

Discussion: There were 2 Workplace Violent Incident Reports submitted at

James Strath PS - one involved a staff being stabbed with a pen and the 2nd incident involved a staff member being struck by a student in the face. The Principal and the support team of aware of the incident and working with the staff and student to lessen the aggressive actions of the student. CUPE wants to know why the Police were not called and why the student wasn't suspended or expelled?

Action: CUPE would like further discussion on Police Protocol when a weapon is used.

6. OHS INSPECTION STATUS

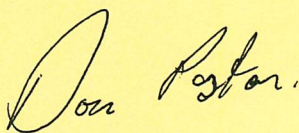
The summary of the site inspection reports for September thru January was circulated. Schools with missing reports have been contacted and advised of the necessity to complete and sign off on the monthly reports. Schools that have not signed off on a report receive a weekly notice from IT about an outstanding task in LifeCycle. The eBase program will be piloted for 2 months December, January in 2 elementary schools. Report was shared with the committee.

CUPE wants to know why there is no follow-up when a school gets behind for 2 months after being reminded.

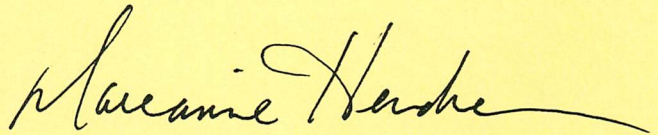
7. NEXT MEETING

Wednesday March 11, 2015 1 p.m. Education Centre.

8. ADJOURNMENT Moved by Chris Barker seconded by Larry Piccinin



Don Postar, Co-Chairperson



Marianne Hendren, Co-Chairperson