

January 15, 2014



DISTRICT COUNCIL

HEALTH & SAFETY REPORT

1. Monthly Inspection Reports:

The monthly inspection report should be sent as soon as possible after the inspection has been carried using the appropriate software. Please ensure that the report is not filed outside of the month the inspection was carried out. Reports should be sent to the following persons:

Jennifer Snary	Board Office Health and Safety Secretary	Jennifer.Snary@lkdsb.net
Carolyn Trigatti	Executive Assistant – District 10	office@osstfd10.ca

The following are persons are both willing and able to assist with inspections if necessary.

Dave Page	OSSTF Health and Safety Officer	David.Page@lkdsb.net
Mike Dodman	CUPE Health and Safety Rep	Michael.Dodman@lkdsb.net

2. Health and Safety Policies and Procedures:

Administrative Procedures, appertaining to Health and Safety for all subject areas, need to be followed rigorously to avoid possible litigation / Ministry of Labour involvement.

At this time Curriculum Leaders are reminded to ensure that the relevant Administrative Policies and Procedures are brought to the notice of their Department members at the beginning of each semester.

3. Training for Site Representatives:

The Lambton Kent District School Board Health and Safety Officer is currently looking at training modules for next year's mandatory training in the fall and is seeking input from site based representatives for ideas, etc.

4. Health and Safety Audits / Visits to Schools:

Two secondary schools, CKSS and LKCS, have had a full Health and Safety Audit. The reports are currently in the hands of the respective Principals and no doubt staff at the schools will be made aware of the findings.

5. Health and Safety Subject Specific Training / e-Learning:

In an effort to streamline training and avoid unnecessary duplication a training matrix has been developed. It is currently being reviewed by Senior Administration and if approved will hopefully assist with this somewhat thorny issue. E-Training delinquency measures have been developed and are with the Human Resource Department for review.

6. Science Prep Course:

This Health and Safety training specifically for teachers new to teaching Science will place early in Semester 2. Branch Presidents/Science Curriculum Leaders are encouraged to make sure that teachers requiring the training sign up for it in PD place.

7. Violence in the Workplace:

Risk assessments have to take place on a yearly basis and should have taken place at each school already with the full participation of all staff. If this did not occur, please let OSSTF know. As of December 12, 2013, not all High School assessments had been submitted for analysis.

The Lambton Kent District School Board Officer and the Joint Health and Safety Committee is very aware that a much more streamlined and user friendly delivery of this mandatory survey is required and it is being looked at.

8. Emergency Drills:

The Safe Schools Committee is still looking at the basic parameters / procedures of emergency drills to ensure consistency across the District.

9. Security Access Fob/Key policy:

A committee has been formed, including Plant Team members and Principals to oversee the implementation of this new initiative. Training has started at the pilot schools which are CKSS, NCVIS and SCITS.

10. MSDS / WHMIS:

WHMIS label creation is once again possible using the software available on all computers in our system. The Lambton Kent District School Board Health and Safety Officer is still investigating alternative providers of this most vital information. Staff are also reminded that any chemical brought in to a school from a store also needs to have the appropriate WHMIS information putting on it.

Dave Page, Health and Safety Officer
OSSTF District 10