

June 4, 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 Representative	David.Page@lkdsb.net
Mike Dodman	CUPE Health and Safety Representative	Michael.Dodman@lkdsb.net

2. Health and Safety Policies and Procedures:

We had a very unfortunate accident at one of our High Schools which resulted in an investigation involving the Health and Safety Department and the Secondary Joint Health and Safety Committee. Whilst no serious injury was sustained on this occasion the member of staff was nevertheless very lucky to not be seriously injured.

Please be aware that Administrative Policies and Procedures, appertaining to Health and Safety for all subject areas, need to be followed rigorously to avoid possible litigation / Ministry of Labour involvement. Naturally Senior Administration is in the midst of following up and further details will follow in due course as to what action(s) are to be taken.

3. Training for Site Representatives:

Representative Training will take place on October 8, 2014. Representatives need to register via PD Place.

4. Health and Safety Audits / Visits to Schools:

The Health and Safety Department has received the report from PSHA for the audit they completed of all Science and Technology areas at each Secondary School. The audit reports from Vickers Warnick on the machines in Technology at each school are now in and have been shared with the Lockout sub-committee and the JHSC. These audits will also be place on the staff portal so everyone has access to them.

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. Several modules have been released for staff to complete over the past few weeks.

E-Training delinquency measures have been developed and are with the Human Resources Department for review. At our last JHSC meeting a report of actual delinquency was unavailable but Sheri Ingles, in Human Resources, has been following it.

Employees returning from leaves are automatically checked and new employees are required to complete all mandatory courses prior to entering the classroom.

6. Violence in the Workplace / Risk Assessment Survey:

Jennifer Szucs, in the Board's IT Department, has agreed to work with the Secondary JHSC to get the Risk Assessment survey into a user friendly electronic format. Greg Nemcek, Mike Dodman and Dave Page have agreed to meet to condense the survey to be more reflective of Secondary Schools' needs and to make this job easier for Jennifer Szucs. The Secondary JHSC appreciates Jennifer's help in creating an electronic survey.

7. Emergency Drills:

A list of concerns with regards to the current Emergency Plan has been forwarded to Dave Doey who in turn will bring it to the attention of the LKDSB Safe Schools Committee. The concerns mainly have to do with tracking attendance of who is in and out of the building before and after an emergency event. The Safe Schools Committee is the key group responsible for the Board's Emergency Plans.

A tentative date of April 1 was set for a Safe Schools subcommittee to begin creating an emergency procedure template for after school staff that would become part of each school's individual emergency plan. At this time I do not know if it met.

The Health and Safety Clerk is also reviewing all the school Fire Plans and updating them. After each one is updated it is going to be sent to the School Principal to review.

8. Security Access Fob/Key policy:

Key Fob systems have been installed in CKSS, Northern and SCI&TS. Building Services is hoping to install them at JMSS and St Clair in the next phase of the project.

The JHSC committee has questioned what type of training is currently provided to staff in regards to the fobs. Currently, schools are given the fobs and training has been left to the individual schools. Building Services did prepare a Do's and Don'ts memo for staff of the Education Centre and it was suggested that this might be useful to share with the schools with fobs. At this moment in time it seems that this still to be done.

9. Automated system issues (Room Temperature and Lighting controls):

The JHSC has discussed concerns regarding the changing of the automated temperature controls so that schools are no longer able to adjust room temperatures. In the past staff were able to adjust temperatures 3 degrees either way. A Work Order now has to be sent to Building Services for any temperature adjustments, as even custodians do not have access to the automated controls. Some rooms such as, computer rooms, can become very warm and not having control to adjust the temperature can be problematic. One of the Management members of the committee agreed to review why this process was changed, but in the interim schools should continue to put in Work Orders where there are problems.

Automated lighting systems are also causing issues. For example a science teacher was checking over the investigation to be done by students and just as they were about to mix chemicals together the lab was plunged into darkness. Again a Work Order should be sent to Building Services to get the system working in a safe manner.

10. Kent Skills Centre / JMSS:

Due to continued “air quality” issues at the Kent Skills Centre (Adult Ed.) the JHSC decided to make a request to the Director to investigate the possibility of moving the Kent Skills Centre staff to another location.

Ongoing concerns at JMSS re – layout of one of the Tech. Shops and air quality in another part of the building Potential Incidents should have been filed to spur on investigation of them and hopefully rectify the problems.

11. “Goodwill” Donation Boxes:

Several schools are asking about whether or not we should be hosting these within our confines. Issues with respect to bed bugs, vermin, needles etc. have been raised. The JHSC is investigating these and will liaise with Senior Administration to arrive at a decision as to whether or not to continue our present practices or remove the boxes in the near future.

Dave Page, Health and Safety Officer
OSSTF District 10