

November 13, 2019



# DISTRICT COUNCIL

## HEALTH & SAFETY REPORT

1. Annual training sessions have received a renovation. Now, each of the schools will have site-based training by the members of the Health and Safety Department. As well, there will be specific site inspection training.
2. The annual Safe Schools Survey has received an update, as well. Rather than individual responses, the Board is encouraging staff at each school to complete the survey together (as part of a PD Day activity or staff meeting). The goal is to stimulate conversation and challenge perceptions. Members are also welcome to submit suggestions/recommendations regarding the survey itself, or for the safety and security in and around their schools. All Members are encouraged to participate in this survey.
3. "Employee Violent Incident Reporting" has a new icon on the landing page in the LKDSB Portal.



### To Report:

- Click this icon and log in to eBase
- Click the **3 stacked** lines in the upper left corner
- Click the **Form Logic** text
- Click **Workflow** - and select "LKDSB Violent Incident Reporting"
- Click "**Start a New Report**" (upper right side of screen)
- Complete the form

\*Be sure to log-out when you close your session\*

4. Members should be reminded that all products and materials used in schools should be obtained through the LKDSB Purchasing Department to ensure that the proper MSDS sheets are on file. All product containers must be affixed with appropriate WHIMIS labels. Containers without labels can be fitted with labels you print yourself using the new SDS system.
5. The LKDSB will continue to roll out e-training modules. These modules are mandated and must be completed by all staff. A recommendation was made that our Health and Safety Committee have the opportunity to review them and make recommendations regarding the presentation. Note: Accessibility accommodations are available for these modules by contacting Paul Wiersma.
6. LKDSB Building Services has signs that may be posted throughout schools regarding fragrances and strong scents. These can be obtained with a work order through your school Health and Safety representative.
7. Ongoing:
  - The Policy and Procedure training for Food and Nutrition classes is still in development.
  - If an OSSTF member feels that something is unsafe it should be immediately reported to the principal. It is important to note the date and time you reported if it is a serious issue.