

NOVEMBER 15, 2017



# DISTRICT COUNCIL

## HEALTH AND SAFETY REPORT

### 1. Health and Safety Policies and Procedures

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. These should be reviewed by each Department within a school at the beginning of each semester.

### 2. Health and Safety Training

Health and Safety training took place on October 4, 2017 at Lambton-Kent Composite School. The training covered i) accident reporting ii) First Aid Requirements iii) eBase and iv) Intellex.

### 3. Health and Safety Audits / Visits to Schools

Two schools were audited in the 2016-2017 school year. John McGregor Secondary School on April 11 and Ridgetown District High School on April 3. The audits for 2018 will be held in March/April, dates and schools to be announced.

### 4. Violence in the Workplace / Risk Assessment Survey

The Violence Survey has been revised to better address frontline workers. Representatives and principals will work together to fill in a different survey more geared toward policy. Release date late 2017.

### 5. MSDS / WHMIS 2015

MSDS sheets and labels are being updated for MSDSforschools.ca, as products are ordered through purchasing. The purchasing department is providing the WHMIS related information to the MSDS for Schools website. All controlled products should be ordered through purchasing for this reason.

### 6. Injuries and Violent Incidents

An ad hoc committee on violence including representatives from Special Education Behavior Team, Administration, Safe Schools and Health and Safety committee members held its first meeting on October 13. The committee is streamlining reporting within the board (a number of schools had their own systems for reporting) and clarifying responsibilities with respect to reporting and notification. Concerns about lack of detail in the incident reports have been addressed. Continue to report injuries and violent incidents via the board's portal. Do not include student's names in incident reports.

### 7. Working Alone

Staff working alone should review the Working Alone Administrative Procedure. When working outside of normal school hours staff should ensure that it is work related. Teaching staff should refrain from high risk activities when working alone.

### 8. Kent Skills Centre / John McGregor Secondary School

"Air quality" issues at the Kent Skills Centre (Adult Ed.) are ongoing. An announcement regarding relocation of the skills centre will be made in the Spring of 2018. Work on new facilities is scheduled to start spring 2018 with Adult Education moving in in fall 2018.