

November 5, 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	<a href="mailto:Jennifer.Snary@lkdsb.net">Jennifer.Snary@lkdsb.net</a>
Carolyn Trigatti	Executive Assistant – District 10	<a href="mailto:office@osstfd10.ca">office@osstfd10.ca</a>

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

Dave Page	OSSTF Health and Safety Representative	<a href="mailto:David.Page@lkdsb.net">David.Page@lkdsb.net</a>
Mike Dodman	CUPE Health and Safety Representative	<a href="mailto:Michael.Dodman@lkdsb.net">Michael.Dodman@lkdsb.net</a>

### 2. Health and Safety Policies and Procedures:

Please be aware that Administrative Policies and Procedures, pertaining 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.

### 3. Health and Safety Training:

Basic Health and Safety Certification training took place on October 21<sup>st</sup>, 23<sup>rd</sup>, 27<sup>th</sup> and 29<sup>th</sup>, 2014. OSSTF members should consult PD Place for the next available sessions.

### 4. Health and Safety Audits / Visits to Schools:

The Health and Safety Department received the reports from PSHSA for the audits they completed of all the Science and Technology areas at each Secondary School. The audit reports from Vickers Warnick on the machines in Technology at each school are also now in and have been shared with the Lockout sub-committee and the Joint Health and Safety Committee. These audits should have been placed 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 still with the Human Resources Department for review. 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 Scuzs, (IT Department) agreed to work with Greg Nemcek, Mike Dodman and myself from the Secondary JHSC to get the Risk Assessment survey into a user friendly electronic format. This work has been completed and is awaiting Senior Administrative approval prior to distribution to all workers involved in our high schools.

## **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 Lambton Kent District School Board's 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. To date we have had no response from this committee.

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 and then bring to the attention of all staff in each building.

## **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 with regard to these 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 at all of the affected schools.

## **9. Automated System Issues (Room Temperature and Lighting controls):**

The JHSC 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.

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.

Work Order(s) should be submitted to Building Services requesting them to fix these issues.

## **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. It appears that this is probably going to occur in the not too distant future.

Potential Incidents should have been filed at JMSS re – layout of one of the Tech. Shops and air quality in another part of the building 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.

**12. Asbestos and Floor Tiles:**

NCIVS raised an issue about crumbling floor tiles and whether or not they contain asbestos. It is the 9 inch square tiles which cause most concern in this regard, the 12 inch square ones are not so much of a concern. The asbestos reports in each of our schools will indicate that floor tiles throughout the building MAY contain asbestos. The Health and Safety Department does not have the funding to request testing of all floor tiles but stresses that new replacement tiles DO NOT contain any asbestos. Crumbling floor tiles should therefore be treated as possibly having asbestos in them and appropriate actions should be taken to replace/repair them. The subfloor should also be carefully dealt with too when this task is carried out.

**13. Sports Field Maintenance:**

This is to be tendered out to specialist companies who will have the appropriate credentials etc. This will include grass cutting and line marking (at the right time). OSSTF members are NOT to get involved with maintaining them anymore.

**14. MSDS / WHMIS:**

The LKDSB in conjunction with several contiguous boards is compiling a joint RFP for a new service provider with respect to these issues. It is hoped a much improved system which can be integrated with the Intalex system (Potential Incidents / Work Orders etc.) will result.

Dave Page, Health and Safety Officer  
OSSTF District 10