

September 11, 2013



# 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 out 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:

Sheri Ingles	Board Office	Health and Safety Secretary	Sheri.Ingles@lkdsb.net
Carolyn Trigatti	District 10	Executive Assistant	office@osstfd10.ca

The following 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 Representative	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. It is gratifying to note that we have as a group been very proactive in terms of Health and Safety but we must all continue to be particularly vigilant and diligent with respect to Health and Safety concerns to avoid any possible infractions and charges being laid.

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:

Secondary Health and Safety Site Representatives mandatory training will take place at Baldoon Golf Course (Banquet Room), Wallaceburg on October 8th, 2013 starting at 8:30 a.m. Please ensure that representatives sign up via P.D. Place.

The training will consist of a half day at the Baldoon Golf Course with Bill Sisler on how to do a proper Risk Assessment. There will also be an update to the Lockout Administrative Procedure. The afternoon will consist of everyone meeting at Wallaceburg District Secondary School for an actual school inspection, with some staging for optimal training purposes.

Basic Health and Safety Certification training will also take place again this year, please find details and register in P.D. Place.

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

Two secondary schools will have a full Health and Safety Audits during the year. Principals and Health and Safety Representatives at the schools affected will be contacted by to arrange specific dates.

**5. Eye Wash Stations:**

System wide there is still an issue with the placement of such stations and the water temperature feeding them. Currently the Lambton Kent District School Board has completed installing them in all necessary custodial areas and will continue to find ways of tempering the water supply to them all on an ongoing basis.

An Administrative Policy and Procedure is also being finalized to cover such aspects of maintenance and responsibility for them etc.

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

Secondary staff is supposed to be given a half day on the first PD day in September as their time allocation to do the required various yearly Health and Safety training modules. Please advise OSSTF if this is not the case in your school.

**7. Science Prep. Course:**

This will be Health and Safety training specifically for teachers new to Science. This will be an afternoon session, beginning with lunch at 11:30a.m. at John McGregor Secondary School on September 16, 2013.

**8. Violence in the Workplace:**

Risk assessments have to take place on a yearly basis. It has been decided that the Risk Assessment package be sent out at least 1 week prior to the Health and Safety Representative Training to be held on October 8, 2013. This will enable the Administration, Health and Safety Representatives and staff at each school to have full access to it and fully participate in its completion. Again if this does not occur let OSSTF know.

**9. Emergency Drills:**

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