



## JOINT HEALTH AND SAFETY COMMITTEE (JHSC)

Minutes for October 12, 2023

9:30 a.m. to 3:30 p.m.

**In Attendance:** Lee-Anne Feltham (Co-Chair), Janice McCoy (Alternate Co-Chair) Natasha Baines, Terrena Bennett, Evan Cooper, Jamieson Dyer, Angela Gushue, Krista Hudson, Deborah Langdon, Amy Lapensee, Gord McIntyre (Ken Messervey) Don Rutherford, Bill Tyers, Wanda Mills-Boone

**Regrets:** Jeff Gervais, Pam LeMaistre, Ken Messervey

**Resources:** Jennifer Smail, Occupational Health and Safety, Melissa Peters (recording).

### 1 Call to Order and Acknowledgements

The meeting was called to order. It was acknowledged that our schools and workplaces are gathered on the traditional territory of the Algonquin people and thanked the Algonquin people for hosting us on their land.

### 2 Approval of Agenda - 12 October 2023

The 12 October 2023 agenda was approved with the addition of 18. Briargreen Health & Safety Concern Form.

### 3 Approval of Minutes – 14 September 2023

The JHSC minutes from the 14 September 2023 minutes were approved with additional language to be added to item 19. It was felt the draft minutes didn't capture the discussion.

**Action item 12 October 2023:** Approved minutes to be sent out.

### 4 Action item Tracker Updates

The Action Item Tracker Chart in the JHSC shared drive was reviewed. Lots of items completed and some items in progress. Will add the JHSC goal chart to an upcoming meeting.

### 5 Recommendation Tracker Updates *Full responses to recent recommendations are available through a link in the [Joint Health and Safety Committee Conference](#) in GEM Groups for all employees to view.*

## STANDING ITEMS

### 6 Report from Inspection Subcommittee

Inspection Subcommittee members for 2023-2024: Ken Messervey (Co-Chair), Evan Cooper (Co-Chair), Don Rutherford, Amy Lapensee, and Lee-Anne Feltham.

The Inspection Subcommittee met on 5 October 2023. An overview of the minutes was shared. This included:

**Occupational Health & Safety Concern Forms**

The 2022-2023 concern form chart was reviewed, and any outstanding items were carried over to the 2023-2024 chart.

New concern forms were reviewed and added to the 2023-2024 chart. This included the concern forms related to extreme heat event in September. The Discussion feature in eBASE was used to follow up directly with some sites to obtain more information and/or confirm the status of the concerns. Several good examples of communication using this feature including with Crystal Bay Centre for Special Education and Convent Glen Elementary School.

Updates were added to the chart including:

**Adult High School** - Facilities to follow up regarding exterior refuse bins.

**Alta Vista Public School** - Discussion added for an update on the Projector

**Bells Corners Public School** - Facilities will visit school and investigate staff washrooms next week.

**Briargreen Public School** - Rooftop Unit 5 Commissioning agent has been dispatched and report pending.

**Castlefrank Elementary School** - Defecation on carpet. Facilities to investigate as this does not pertain to one room.

**Cedarview Middle School** - Sound in former ASD Classroom. Facilities will follow up with D&C. Adding a discussion note to follow up.

**Clifford Bowey Public School:** Classroom Temperature. Facilities will investigate further the control valves were changed.

**Clifford Bower Public School:** Vision room A/C unit added and completed.

**Devonshire Public School:** Discussion thread was sent to the worker to see if the issue was resolved.

**Elgin Street Public School:** Pest Control was contacted to investigate and set up more traps. Further follow up from the site. If there is still a need work order should be submitted.

**Farley Mowat Public School:** Portable A/C unit was installed September 6th.

**Featherston Drive Public School:** Play structure gate - Still with the contractor.

**Fielding Drive Public School:** Blue light covers. Facility to get an update on dimmable light fixtures.

**Fisher Park Public School/ Summit Alternative:** Facilities will investigate further as no work order is entered at this time.

**Henry Munro Public School:** Bed bugs - Discussion thread to the worker for update.

**Heritage Public School:** HVAC performing as designed.

**Hillcrest High School:** Rodents in the classroom - Area in question has been cleaned.

**John McCrae Secondary School:** Classroom phones - Following up with worker for update.

**John McCrae Secondary School:** Fable Parking lot - Signs are now installed.

**John Young Elementary School:** Mouse droppings - Discussion added to see if the problem is still present.

**John Young Elementary School:** Change tables- Ongoing discussion at the Joint Committee Meeting.

**Kars on the Rideau Public School:** PA System in the big gym. Discussion thread to be added. Has been assigned to Capital Audio - work order #689349.

**Katimavik Elementary School:** Main Parking lot - Sent to D&C to be repaved.

**Katimavik Elementary School:** Soccer field – Following up with the JHSC member that did the Summer inspection.

**MacSkimming Outdoor Education:** The Annex - East Classroom - Facilities will follow up

**Mutchmor Public School:** Room 208 heat issue - Will monitor.

**Nepean High School:** School heating - Moving to heat chart.

**Osgoode Township High School:** Guidance Office beside construction. Concern with the dust possibly containing Asbestos - Facilities will investigate further.

**Osgoode Township High School:** Air quality and odour. Purge has taken place and is resolved.

**Ottawa Technical Secondary School:** PA System in room 143 - Facilities are going to follow up.

**Pleasant Park Public School:** Hallway Carpet - Following up.

**Pleasant Park Public School:** Outdoor sidewalk in front of portables. D&C is still looking at the issue.

**Riverview Alternative School:** Discussion at JHSC meetings ongoing about diapering students.

**Riverview Alternative School:** Facilities will follow up as this has been re-assigned to a new company to install the blinds.

**Shingwàkons Public School:** Oozing of unknown substance from electrical faceplate - Work order to be created. Facilities will investigate.

**Stittsville Public School:** No air circulation - Discussion thread to be added to verify completion

**W. Erskine Johnston Public School:** Portable 4 - Deemed resolved

**W. Erskine Johnstone Public School:** Wall mounted projectors in portables 1, 2, 3, & 6 - Discussion item to verify completion. Facilities will follow up as it is still outstanding.

**Westwind Public School:** Air circulation - Facilities will follow up.

**Woodroffe Avenue Public School:** High temperatures in room 211 & 212 Was deemed unresolved. Facilities will follow up.

**Woodroffe Avenue Public School:** Portables (c412 and c373) – Resolved

**133 Greenbank:** Tower A Basement storage of items- Facilities will investigate and have a conversation with the Team Lead

**Review of Items from Inspection Reports indicated to Bring forward to JHSC**

Flagged items reviewed. Updates added to the Discussion section in Inspection Reports when available.

The Subcommittee brought forward a flagged item for discussion from the Queen Mary Street Public School inspection report #11942. Looking for a permanent solution for the kindergarten door so that it can be locked but staff still have access when out on the yard. New information provided that is timely to have the door locked. Discussion at JHSC on the pros and cons of measures that could be implemented such as the keycard/fob, having someone monitor the door and if a baby gate would be applicable to use in this case. Additional information about the door would be beneficial.

**Recommendation #2324 - 01**

Meeting Date: 12 October 2023

Agenda Reference Number: 7. Report from Inspection Subcommittee

Subject: Follow up to Flagged Item in Inspection Report

We, the Committee, recommend that a permanent solution such as keycard/fob be identified and implemented to secure access to the exterior door into the Kindergarten yard while still allowing staff to access the building at Queen Mary Street Public School.

Reason(s) for the recommendation:

1. This item was flagged to bring forward to the JHSC in the October 2022 monthly Inspection Report #11942 and issue had been previously included in past inspection reports such as Inspection Report #08280 that was submitted in October 2020.
2. The above recommendation would address concerns by ensuring the door is secure at all times while still allowing staff to use it to access the school when they are out on the

school yard. These concerns include a new concern related to a parent/guardian who currently has restricted access to a student and the school.

3. Under section 25(2)(h) of the [Occupational Health and Safety Act](#), the employer is required to take every precaution reasonable in the circumstances for the protection of the worker.
4. Under section 9(18) of the *Occupational Health and Safety Act*, the role of the JHSC includes to make recommendations for the improvement of the health and safety of workers; and to recommend the establishment, maintenance and monitoring of programs, measures, and procedures with respect to the health and safety of workers.

The next meeting for the Inspection Subcommittee will take place on 8 November 2023.

**7 Report from Workplace Violence Prevention Subcommittee including Home and Community Safety Guidelines for School Social Workers**

Workplace Violence Prevention Subcommittee JHSC members for 2023-2024: Janice McCoy (Alternate Co-Chair), Lee-Anne Feltham (Co-Chair), Natasha Baines, Angela Gushue, and Jamieson Dyer.

OH&S: Michael O'Dacre

Learning Support Services: Peter Symmonds, Kate Stoudt, and John Wolfrain

The Workplace Violence Prevention Subcommittee met on 29 September 2023. An overview of the minutes includes:

**Update: Use of Physical Intervention Procedure/Use of Time Out Procedure**

The two procedures are with the Office of the Human Rights and Equity Advisor to review. Procedures will be going to the Director's Executive Council (DEC) as soon as details around timeout rooms are finalized. The timeout rooms at Featherston Drive Public School and Mary Honeywell Elementary School have been phased out.

**Update on Crisis Intervention Training**

There has been an increase in the Behaviour Management System (BMS) training budget. Training has begun, almost fully booked now for sessions offered into November. NVCI moving forward on PA Day at Crystal Bay Centre for Special Education and Clifford Bowey Public School. BMS bump ups being monitored, principals can fill in a form to request. The number of BMS trainers has increased. Classes have up to 30 participants for both the initial and recertification sessions. It was raised if Designated Occasional Teachers (DOT) could be considered on PA Days for crisis intervention training. Could consider, if possible, DOTs begin this year on October 2nd.

**Reporting System including update on moving forms to the completed stage (Recommendation 2223-39)**

Over 11,000 forms sitting in limbo. Closing is still in progress and OH&S has completed about a year's worth so far. The eBASE system has added a new feature that will allow forms to be closed quicker. A question was asked if the distribution list could be removed when these are being closed off. Could, but would miss any new items being added to the Discussion section

during this time. Best time may be the summer to close these off for a fresh start in September with forms.

Need to continue to look at ways to increase awareness of forms and to highlight that need to be closed off. The Summary of Health and Safety Related Forms poster is due for a refresh and can highlight to close off forms.

The Subcommittee Working Group also discussed modifying the eBASE message that is sent out at the different stages. Next Subcommittee will look at these messages.

### **Reports Submitted September 2022-June 2023**

Data has been generated for the 2022-2023 school year of the reported violent and safe schools incidents. There were 5936 reported violent incidents, 851 violent incidents indicated to bring forward to the JHSC and 2020 reported safe schools incidents.

Have started to look at trends. Out of the 5936 reported violent incidents, 2817 indicated yes for the student being in a specialized program class and 1415 involved a student in Kindergarten. These trends are similar to past years. It was noted that for some specialized program classes that one report can include multiple incidents with the same student on the same day. Both specialized program classes and Kindergarten have multiple staff. Currently data shows the number of staff who experienced the violent incident and does not break down if multiple staff are reporting the same incident. It was questioned if it was possible to generate the data for specific incidents. Could look into. Could be challenging as individuals may be putting down an approximate time that the incident occurred so could vary for the same incident. It was also asked if could break down the specific specialized program class where these incidents occurred.

### **Summer Reporting 2023**

All EDP programs were third party in the summer so would have reported any incidents using the third-party reporting system. Other board employees such as working in Summer Learning Programs or school programs would have used eBase.

### **Summary Data 2023-2024**

The new summary data charts for 2023-2024 were reviewed that contain data until 30 September 2023. A tab has now been added to provide an overview of the incidents that have been indicated to bring forward to the JHSC. This will replace the tracking chart from previous years that was manually created and updated.

It was asked if supervisors can pull their own summary data. Administrators can see the data for their site but will confirm if they can create a summary report. New administrators can contact OH&S to generate a summary of reports submitted before they arrived at the site.

### **Safe Schools Incident Report & Response (Student Suspension and Expulsion PR.515.SCO)**

The Safe Schools Incident report is part of PR.515.SCO. Before discussing further this year, looking to see if it is one of the procedures that is currently being revised. It is not showing on the workplace for this school year, no recent legislative change. Could put on future agenda to look at what policies and procedures pertinent to health and safety on list for this school year.

It was noted that there used to be a Background and Instructions sheet to accompany the Safe Schools Incident Reporting Forms that had additional information. New administrators may interpret differently the action taken or no action taken response from when the form was initially rolled out.

**Harassment - Respectful Workplace PR.652.HR & Recommendation 1718-09**

Gap still in reporting harassment. Recommendation 1718-09 outstanding that included:

1. The procedure be revised to clarify that it is intended to protect employees from all workplace related harassment, including from non-employees, e.g., parent/guardians and students;
2. The procedure include steps to follow in these circumstances of harassment from non-employees;
3. The procedure be revised to clarify that harassment connected to the workplace may take place outside of the workplace; and
4. In section 2.4 remove reference to “among employees”.

An update was provided that it is being looked at now with a timeframe of early next year.

**Incidents to Review - Report from Working Group including:**

- Bring forward Incidents as of 25 September 2023
- Occupational Health & Safety Concern Forms
- New Safety Plan Received

The Working Group met and discussed how to best respond to the incidents indicated to bring forward to the JHSC. It was agreed to add the bring forward incidents to the Summary Data Charts instead of manually tracking in a separate chart. For communication, the Subcommittee could start to use the Discussion section on forms. Has been working well for the Inspection Subcommittee to seek additional information and communicate with sites.

As of the 25 September 2023 Working Group meeting, there had been 32 incidents indicated to bring forward to the JHSC. Unresolved related Occupational Health and Safety Concern Forms submitted from Lakeview Public School and Riverview Alternative School (previously discussed related to diapering). The Working Group created the Incidents to Discuss & Action Item Tracker Chart that will only add to once discussed an incident

At JHSC meeting the following recommendations were made:

**Recommendation #2324 - 02**

Meeting Date: 12 October 2023

Agenda Reference Number: 8. Report from Workplace Violence Prevention Subcommittee

Subject: Follow up to forms submitted

We, the Committee recommend the following:

1. If there is a PA Day on the first day of the 2024-2025 (or any future) school year, that at Avalon Public School, there are no permits granted through Community Use of Schools during the school day for any classroom that is going to be occupied as a classroom during the school year.

2. A safety checklist is added to the Worksite Safety Inspection Procedure PR.643.HS to include minimum steps to take when a classroom is reopened such as ensuring that communication systems are operational.
3. As a follow up to training sessions, that information is highlighted to worksite safety representatives to inspect all occupied and unoccupied areas of the site that are not third party.

Reason(s) for the recommendation:

1. The first day of the 2023-2024 school year was a PA Day on 1 September 2023. The JHSC is aware that the Third-Party Daycare was in a classroom at Avalon Public School that was going to be used as a new Kindergarten classroom until 6:00 p.m. on 1 September 2023. This did not allow for the proper set up of a new classroom prior to the first day of school for students. Form 16423 also indicated that this classroom was not equipped with a telephone or alarm on the door to the yard.
2. Occupational Health and Safety Concern Forms 16888, 16887, 16886 and 16885 were submitted by four staff members on 19 September 2023 at Ottawa Technical Secondary School. These forms raised concerns that the PA system has not worked and there has not been a classroom phone since the Physical Support Program moved into the new classroom in April 2023. Announcements such as secure school have not been heard.
3. The JHSC wants to ensure that there are measures put in place to assist principals/supervisors with what safety features to consider when a new classroom is opened.
4. Under section 32.0.2(2) of the [Occupational Health and Safety Act](#), the employer is to ensure that workers can summon immediate assistance when workplace violence occurs or is likely to occur.
5. Under section 25(2)(h) of the *Occupational Health and Safety Act*, the employer is required to take every precaution reasonable in the circumstances for the protection of the worker.
6. Under section 9(18) of the *Occupational Health and Safety Act*, the role of the JHSC includes to make recommendations for the improvement of the health and safety of workers; and to recommend the establishment, maintenance and monitoring of programs, measures, and procedures with respect to the health and safety of workers.

#### **Recommendation #2324 - 03**

Meeting Date: 12 October 2023

Agenda Reference Number: 8. Report from Workplace Violence Prevention Subcommittee

Subject: Follow up to forms submitted

We, the Committee recommend the following:

1. **Castlefrank Elementary School** - The JHSC to be provided with information on what additional measures and staff supports have been or are going to be put in place this school year to protect workers while the application for a specialized program class is underway for a student.



2. **Lakeview Public School** - As follow up to Occupational Health and Safety Concern Form 16376 involving an incident with a parent, that a General Safety Plan be created.
3. **Terry Fox Elementary School** - As follow up to Form 16543, steps are taken to ensure that the damaged walkie talkie is or has been replaced.
4. **W.O. Mitchell Elementary School** - As follow up to Forms 17354 and 17425 and reported injuries that:
  - .A review takes place of the means to summon immediate assistance in the event of workplace violence after it took multiple attempts on the walkie talkie for support to arrive. This review to include who has walkie talkies and is available to support if required.
  - i.A plan is developed so that staff are not alone with students in the Developmental Disabilities Specialized Program Class.

Reason(s) for the recommendation:

1. The Workplace Violence Prevention Subcommittee continues to look at ways to prevent and address workplace violence and injuries. The above recommendations are part of the follow up process to violent incidents that have been indicated to bring forward to the JHSC or unresolved Occupational Health and Safety Concern Forms.
2. Under section 25(2)(h) of the [Occupational Health and Safety Act](#), the employer is required to take every precaution reasonable in the circumstances for the protection of the worker.
3. Under section 9(18) of the *Occupational Health and Safety Act*, the role of the JHSC includes to make recommendations for the improvement of the health and safety of workers; and to recommend the establishment, maintenance and monitoring of programs, measures and procedures with respect to the health and safety of workers.

**Social Work Home Visit Guidelines - Recommendation 2122 - 57 and Updated Home and Community Visits Safety Guidelines for School Social Workers**

The draft Guidelines were first viewed by the Subcommittee at the 3 June 2022 meeting and Recommendation 2122-57 was made at the 9 June 2023 JHSC meeting. Short turnaround for the JHSC to provide feedback.

The Guidelines have been updated now and LSS is looking to move forward with them. Can make changes as roll out and identify and further revisions that need to be made.

The updated Guidelines were discussed during the JHSC meeting. With the Guidelines, the final call is that it is up to the social worker if they attend the home or not. Do not want to use the term work refusal in regard to the worker deciding not to attend the home because of the risk. The risk assessment template was reviewed. It was suggested to add that the supervisor could also indicate that the risk was too high and that there would be no home visit. Both the supervisor and worker must agree to the home visit.

Discussion at the JHSC meeting that would recommend that two individuals attend the home visits. It was suggested to add the piece that it is best practice to have two social workers, and

that if a parent/guardian is not there, the social worker is to leave. It was raised that two individuals were better to attend together even with a parent/guardian(s) present. It was noted that it may not always be possible for two social workers to attend a home visit.

This is a pilot to start within social workers for social workers only. A different discussion if any other employees are conducting home visits. The Working Alone Procedure may apply.

Discussion and examples given that if getting a form signed or dropping off resources that might not require two social workers. Maybe a determining factor could be if go in the home or not. The pilot could determine if this works or not. Could be that the default is pairs, and an exception where there is just a single person going based on the risk assessment, and supervisors approval.

#### **Recommendation #2324 - 04**

Meeting Date: 12 October 2023

Agenda Reference Number: 8. Report from Workplace Violence Prevention Subcommittee

Subject: Home and Community Visits - Safety Guidelines for School Social Workers

We, the Committee recommend the *Home and Community Safety Guidelines for School Social Workers* be revised as follows:

1. The expectation is that home visits are always attended in pairs. It is only under special circumstances that a solo visit would occur and only after the risk assessment has identified the risk as low and both the employer and worker have agreed to the home visit.
2. In the Who section, remove "school staff" as these Guidelines as they are currently being piloted are only intended for social workers. The Guidelines return to JHSC if expanding to staff additional to social workers.
3. Adjust "Outcome of Risk Assessment" so that both the employer and social worker sign and either can indicate not acceptable risk for the visit to occur.
4. Revisit the risk assessment to include what the assessment aspect is such as identifying if there are any variables that increase risk such as Safety Plan and BMP.

Reason(s) for the recommendation:

1. The *Home and Community Safety Guidelines for School Social Workers* was reviewed by the JHSC in June 2022 and Recommendation #2122-57 made. This is the first time that the JHSC has discussed the updated version of the Guidelines. The JHSC has made the above recommendation to address concerns that continue related to the Guidelines.
2. Under section 25(2)(h) of the [Occupational Health and Safety Act](#), the employer is required to take every precaution reasonable in the circumstances for the protection of the worker.
3. Under section 9(18) of the *Occupational Health and Safety Act*, the role of the JHSC includes to make recommendations for the improvement of the health and safety of

	<p>workers; and to recommend the establishment, maintenance and monitoring of programs, measures and procedures with respect to the health and safety of workers.</p> <p>The next meeting date for the Subcommittee is 2 November 2023.</p>
<p><b>8</b></p>	<p><b>Ministry of Labour, Immigration, Training and Skills Development (MLITSD) - New Field Visit Reports and Outstanding Orders</b></p> <p><b>Goulbourn Middle School-</b> Field Visit Report from 20 September 2023. One new order issued that the employer shall provide information and instruction to a worker to protect the health or safety of the worker. At the time of the visit, it was determined that the 8 workers including the Principal and Vice-principal and other staff who work directly with students on safety plans or may be summoned to assist in the event of a violent incident have not received training to manage violent behaviours (currently the training provided for this hazard is BMS training). Comply by date of 31 October 2023</p>
<p><b>9</b></p>	<p><b>Workplace Accident/Incident/Occupational Illness Reports</b>  <b>WSIB Summary for September 2023</b></p> <p>The Committee reviewed the summary information provided by Wellness. There was discussion about if the Committee can get access to breakdown of incidents by site, to facilitate identification of trends.</p> <p><b>Action 12 October 2023:</b> Co Chairs to follow up to determine whether site-based information can be provided.</p> <p>Additional information was requested with regard to a reported lost time incident at Sir Guy Carleton Secondary School involving a gas leak. It was asked why this item was not included as a workplace exposure. Medical attention or lost time becomes a claim. That is why it was an illness versus exposure. An exposure and the WSIB Worker’s Exposure Incident Reporting (PEIR) program indicates that they were exposed, and they do not have any health issues now but documenting in case they develop in the future. This was put in as an illness because the worker felt ill right away. OH&amp;S had additional information related to this incident which accounted for the delay in the report being sent in. Workers need to inform their supervisor immediately if feeling unwell and that they need to leave the workplace as a result.</p> <p><b>Action 12 October 2023:</b> Janice to follow up to confirm what criteria is used when it is reported as a lost time claim</p> <p style="text-align: center;"><b>Recommendation #2324 - 05</b></p> <p>Meeting Date: 12 October 2023  Agenda Reference Number: 10. Workplace Accident/Incident/Occupational Illness Reports  Subject: Reported Incident</p> <p>We, the Committee recommend the following:</p> <ol style="list-style-type: none"> <li>1. The JHSC be provided with additional information including any relevant reports from third parties as to what caused the gas related incident on 29 August 2023 at Sir Guy Carleton Secondary School.</li> <li>2. The JHSC be provided with what measures have been put in place to prevent a similar incident from occurring again.</li> </ol>

	<p>Reason(s) for the recommendation:</p> <ol style="list-style-type: none"> <li>1. The JHSC would like additional information as follow up to a reported occupational illness.</li> <li>2. Under section 25(2)(h) of the <a href="#">Occupational Health and Safety Act</a>, the employer is required to take every precaution reasonable in the circumstances for the protection of the worker.</li> </ol> <p><b>Critical Injuries</b> One investigation was conducted at a secondary school, then the injury was reported as a tear not a fracture so was not a critical injury.</p> <p>It was discussed that there can be personal information included in some of these written investigations and not ideal to determine what should be redacted. Agreement that critical injuries investigations will be discussed during the JHSC meetings, and any information can be shared at that time.</p> <p><b>Exposures - PEIR Form</b> The WSIB PEIR form is for no lost time and no illness after an unexpected exposure. Have discussed many times at JHSC what the process is and consistently have been told that principals/supervisors would report exposures into the Parklane System and if a large number of staff, to contact Employee Wellness directly. To enter into the Parklane System is on the Summary of Health and Safety Related Forms poster. There have been recent cases of exposures where staff are being asked to directly complete the PEIR form. Need to clarify what is current messaging. <b>Action 12 October 2023:</b> OH&amp;S to follow up to clarify if change now to reporting exposures.</p>
	<p><b>BUSINESS</b></p>
<p>10</p>	<p><b>Silica Assessment Order &amp; Update WHMIS Training</b> Discussion continued related to the silica assessment that is required from the order issued by the MLITSD.</p> <p>A list was provided of schools running ceramics classes this term the course blocks they are run in. Upon reviewing the document, John McCrae Secondary School was the site with the most exposure time and want to test the worst case or most exposure case. Canterbury High School only has two blocks a week this term.</p> <p>Custodial staff will be included in the sampling. The Certified Industrial Hygienist (CIH) would like to sample three activities; kiln firing, kiln maintenance, and reclaiming clay (subject to change on site). These are the ones they have delineated as the higher risk activities. If we change them, they will put in the report that they were advised to change the tasks. OH&amp;S went to a site and asked for a worker to present the different activities conducted in the ceramics classroom and provided that information to the consultants.</p>

The order deadline is still 1 December 2023. This needs to be scheduled and coordinated so that all three activities are being done on that day. If we just show up on the site, they might not be doing these activities, so need to plan ahead and get the logistics so the assessment can be done. Will have to coordinate the same teacher teaching in the ceramics class for the three periods that day. The CIH will do area samples, where there would be one pump on while they are doing the kiln firing, then another area sample running for the full 8 hours. More information was requested to see their process. A question was asked about short term exposure limits. This project is being done by a CIH, this is their profession and speciality. This looks like the air sampling protocol, what levels they are considering, and exposure limits are established.

Ontario Regulation 833 – Control of Exposure to Biological or Chemical Agents does not include a Short-Term Exposure Limit (STEL) for Silica or a Ceiling Limit, only a Time Weighted Average (TWA) Limit.

It was asked if the JHSC can get a scope of work or terms of references document from the consultant? The final report would include the scope of work and the legislation that the consultant is referencing. A summary of the consultant's scope of work was provided to the JHSC.

There is a moratorium on ceramics in place right now that all ceramics are to be stopped. There is another memo going out with more clarification. The memo went out in June, and a memo with more clarification will be sent out again in the next few days. It contains more details and a checklist of what needs to be done to get the moratorium lifted. One of the items is that the ventilation is operating as it was designed. We need to get the moratorium off to be able to do the sampling.

Overall, agreement for John McCrae Secondary School to be used as the site for the assessment and the assessment will involve a teacher and an evening custodial staff member. Will be looking at Time Weighted Average Limits. JHSC worker members will be notified to attend as per the Terms of Reference.

#### **WHMIS Training Update**

Going to use Public Services Health & Safety Association (PSHSA) for the WHMIS training piece. It will be ready this fall. As soon as it's ready, it will be ported into eBASE and be made available to staff for training. This is Advanced training. It was asked for the training to be shared with the JHSC prior to being shared with staff as part of the consultation process.

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#### **Worksite Safety Representative Selection & Update on Draft Workplace Inspections Procedure PR.643.HS**

With the new Terms of Reference moving forward with the sites that have at least one worker who regularly works at a site. Jenn and Lee-Anne met with Brian Garbutt and went through all the closed sites.

	<p>Rideau High School has a few workers, so Memo went out and now has a confirmed Worksite Safety Representative. Century Public School, D.A. Moodie Intermediate School (when Wazon leaves), Grant Alternative School, Merivale Public School and McGregor Easson Public School all have only one worker who completes a twice-weekly check. Following up with this one individual about the role of Worksite Safety Representative. J.H. Putman Public School, Parkwood Hills Public School and Munster Elementary School have more than one worker. A Memo will go out for these three sites.</p> <p><b>Action 12 October 2023:</b> OH&amp;S to get an update where the Workplace Inspection Procedure is. Put on next month's agenda.</p>
<p><b>12</b></p>	<p><b>New Fire Safety Plans Procedure PR.575.HS and Information not included from Previous Version 3 November 2015</b></p> <p>The Fire Prevention Checklist and the room evacuation poster are still part of the procedure, but it was removed from the document. Getting questions about this information including from Worksite Safety Representatives.</p> <p style="text-align: center;"><b>Recommendation #2324 - 06</b></p> <p>Meeting Date: 12 October 2023  Agenda Reference Number: 13. <a href="#">New Fire Safety Plans Procedure PR.575.HS</a> and Information not included from <a href="#">Previous Version 3 November 2015</a>  Subject: Missing Information</p> <p>We, the Committee recommend the following:</p> <ol style="list-style-type: none"> <li>1. That the revised Fire Safety Plans Procedure PR.575.HS includes direct access /link to the Control of Fire Hazards Checklist/section.</li> </ol> <p>Reason(s) for the recommendation:</p> <ol style="list-style-type: none"> <li>1. The Fire Safety Plans Procedure PR.575.HS was revised 20 June 2023. The previous Emergency Planning - Fire Drills/Fire Safety Plan Procedure PR.575.HS contained information that is frequently referenced including The Fire Prevention Checklist and signage. This information is not directly included/linked to the revised procedure and the JHSC would like to ensure that this information is still available to all employees.</li> <li>2. Under section 9(18) of the <i>Occupational Health and Safety Act</i>, the role of the JHSC includes to make recommendations for the improvement of the health and safety of workers; and to recommend the establishment, maintenance and monitoring of programs, measures, and procedures with respect to the health and safety of workers.</li> </ol>
<p><b>13</b></p>	<p><b>Reducing risk of respiratory viruses including COVID-19</b></p> <p>Ottawa Public Health still has isolation instructions on their website for COVID-19. For those who have symptoms of COVID-19 or have tested positive on a PCR or rapid antigen test, instructions are separated into three Scenarios. In Scenario C, for a total of 10 days after the start of symptoms (or date of positive test result, whichever is earliest) the instructions indicate to continue to wear a well-fitted mask in public settings such as schools. It was asked if masks will be provided to sites this school year?</p>

**Action 12 October 2023:** OH&S to follow up

**14**

**Workplace Violence Risk Assessments**

An overview of the violence risk assessments in the OCDSB was provided. After the legislation was passed, risk assessments were completed at all sites using a template that was developed by another school board. There was a Risk Assessment Team that would go out to each site that included the Area Supervisor and a JHSC worker representative. At the site, the administrator(s), Worksite Safety Representative and Chief Custodian would attend. Moved away from the original template as tried to incorporate more of an assessment rather than a list of questions. The process also changed to the assessment could be completed during a regularly scheduled inspection so that the Worksite Safety Representative could attend. Past assessments have also been shared with the Worksite Safety Representatives to include any outstanding items on their inspection report.

The 2018 version of the template was on last year's JHSC Goal chart to review. Last November, as part of a work refusal at a school related to workplace violence, the MLITSD issued an order for a risk reassessment to be completed. After this assessment, there was movement to the PSHSA template. JHSC had concerns about the template and made recommendations. Want to make sure the template identifies hazards and what is in place to mitigate hazards.

The PSHSA template used at Mary Honeywell Elementary School stood out because it was a 0 according to their risk assessment scale. Concerns with the questions asked. Concerns that the template is not individualized. It is not site specific, it's more generic. It was noted that there is the audit piece. The audit would be more specific such as looking at safety plans and verifying information provided on the assessment.

There is still disagreement around what the risk assessment should look like. It was proposed that a small working group meet. It was noted that the Workplace Violence Prevention Subcommittee meeting provides a forum to discuss this item. It was suggested that a small group could meet from 9-10 am prior to the next regularly scheduled Subcommittee meeting to allow time for discussion.

The assessment is a point in time and a cycle to it, and the audit will go in and verify/audit what the assessment says. What is answered in the risk assessment, the audit will require to prove what was put in there. Concerns that the risk assessment doesn't capture internal violence. It doesn't capture where the violence comes from. There is a difference between the site-based risk assessment vs the safety plans and day to day. The risk assessment is to assess the site and where the violence comes from. It asks the questions about if everyone has the training they need. It is to reflect a point in time. It was raised that we are trying to correlate two different things in trying to connect risk associated with potential violence in the classroom with the risk assessment.

Will discuss further at the Violence Subcommittee meeting from 9-10 am on 2 November 2023.



<p>15</p>	<p><b>Extreme Weather - Heat including Procedure PR.581.HS &amp; Proposed New Heat Stress Regulation</b></p> <p>An update was provided that there is a new Heat Stress Regulation being proposed by the MLITSD and information can be found on the MLITSD website. The related Heat Stress Consultation Paper was shared with the JSHC. The Regulation could be in force before next summer.</p> <p>Also shared was the <i>High Temperature Guideline</i> that was developed by the Provincial Working Group on Health and Safety in 2018. Tried to make sure that the preventative measures were incorporated into the annual memo that goes out. The memo might be a good source for further discussion on this item. Also, timely to review if still require two separate OCDSB Procedures related to Extreme Weather Conditions. Will give opportunity to review shared documents before discussing further.</p> <p><b>Action 12 October 2023:</b> Add to next month's agenda.</p>
<p>16</p>	<p><b>Response to Incidents Involving Blood and Bodily Fluids PR.596.HS and update on Change Tables (Riverview Alternative School Form 16397 and photo)</b></p> <p>Discussion continued about diapering related concerns. A new Occupational Health and Safety Concern Form was reviewed from Riverview Alternative School. The Toileting and Diapering Procedure in PR.596.HS was discussed. Trying to get the change tables, but in the meantime need some immediate measures that can be put in place. Frustration with what we are doing for these staff and students. These issues are not going away, many of these students are not toilet trained. The other issue is privacy. Could use privacy curtains.</p> <p>Discussion on what temporary measures could be implemented. Concern that there is not a clarity of what is needed. Have looked at other boards, they have portable tables that may be a good solution so that they can be moved. For the timeline, JHSC can only make recommendations unless we feel it's a dangerous circumstance. The JHSC can be specific in the recommendation and include timelines.</p> <p style="text-align: center;"><b>Recommendation #2324 - 07</b></p> <p>Meeting Date: 12 October 2023  Agenda Reference Number: <a href="#">Response to Incidents Involving Blood and Bodily Fluids PR.596.HS</a> and update on Change Tables (<a href="#">Riverview Alternative School Form 16397</a> and <a href="#">photo</a>)  Subject: Diapering Students</p> <p>We, the Committee recommend the following:</p> <ol style="list-style-type: none"> <li>1. Information be provided to relevant staff relating to <a href="#">Infection Control - Response to Incidents Involving Blood and Body Fluids PR.596.HS</a> including that there are steps to take when diapering students, that any supplies such as single use pads and appropriate PPE are provided and procurement/budget information to assist with obtaining.</li> <li>2. At Riverview Alternative School, Half Moon Bay Public School and other sites as follow up to previous recommendations where diapering is being completed on the floor, that a temporary measure that is off of the floor such as a portable table be implemented</li> </ol>



	<p>immediately while more permanent solutions are being considered.</p> <p>3. Part 1 &amp; 2 of this recommendation is completed by 16 November 2023 JHSC meeting and an update provided at JHSC meeting.</p> <p>Reason(s) for the recommendation:</p> <ol style="list-style-type: none"> <li>1. The JHSC continues to have concerns that diapering activities are being completed on the floor of washrooms at schools. The above recommendation provides a temporary measure while more permanent solutions are being investigated and highlights that there are diapering procedures as part of the Inspection Control - Response to Incidents Involving Blood and Body Fluids Procedure PR.596. HS.</li> <li>2. Under section 25(2)(h) of the <a href="#">Occupational Health and Safety Act</a>, the employer is required to take every precaution reasonable in the circumstances for the protection of the worker.</li> <li>3. Under section 9(18) of the <i>Occupational Health and Safety Act</i>, the role of the JHSC includes to make recommendations for the improvement of the health and safety of workers; and to recommend the establishment, maintenance and monitoring of programs, measures and procedures with respect to the health and safety of workers.</li> </ol>
17	<p><b>Briargreen Public School Concern Form</b></p> <p>Health and Safety Concern Form was submitted in October 2021 related to lack of airflow in a room. A ventilation unit was not working properly. Updates have been added to the Health &amp; Safety Concern Form Chart. Had asked for measurements, and were waiting on parts. It was working as intended. Then told it wasn't. Then given the measurements. Looking for a recommendation to upgrade or repair the ventilation unit and be provided a timeline.</p> <p>Concern form #01913. The last update in the Concern Form Chart from the 2 October 2023 Inspection Subcommittee meeting was the commissioning agent had been dispatched and report pending. It looks like follow up is still in progress related to the concern form. Looking for a timeline when the commissioning agent was dispatched and can expect the report. Action item that more information on the commissioning agent and report be provided at the next Inspection Subcommittee meeting.</p> <p><b>Action 12 October 2023:</b> Gord/Ken to get an update/timeframe.</p>
18	<p><b>JHSC Meetings for 2023-2024</b></p> <p>No changes to the meeting dates, can switch to virtual meetings if it is necessary.</p>
19	<p><b>Date of next JHSC Meeting:</b> 16 November 2023</p> <p><b>Agenda items to Co-Chairs:</b> 7 November 2023</p>
20	<p><b>Adjournment</b></p>