

January 18, 2012



DISTRICT COUNCIL

HEALTH & SAFETY REPORT

1. Monthly Inspection Reports:

The online inspection software has been in full progress as of October 4th. There has been a learning curve with the software but the initial indication seems that it is being used very proactively. A couple of improvements have already been made to the initial release of the software, based on feedback from the users.

A few other issues that have arisen are:

- a) All schools/locations must submit an online inspection each month – inspectors must enter the actual date of the inspection when entering their report;
- b) “Other” hazard is being used too often. There needs to be a review with Health and Safety Representatives that this should not be used. They will need to search and re-evaluate what the hazard is, before using “Other”;
- c) Items being reported that are not health and safety related;
- d) Repeat items, if they are not dealt with quickly, and re-appear on several month’s inspections, make work as the Principal will then have to go back over each month’s report and complete information on each month that repeat item is listed.

The overall consensus is that this inspection software is a great tool for tracking information and follow-up.

Any Representative having problems with the software can seek assistance from myself,

Dave Page	OSSTF Health and Safety Representative	pageda@lkdsb.net	or either of the following
Betty Meyskens	Board Office Health and Safety Secretary	meyskebe@lkdsb.net	
Mike Dodman	CUPE	dodmanmi@lkdsb.net	

2. Health and Safety Policies and Procedures:

The Lambton Kent District School Board has demonstrated that Health and Safety in its facilities is a very important consideration. Health and Safety Policies and Procedures are in place in many departmental areas.

The Tech Administrative Procedure is almost wrapped up. There is one more meeting needed to work out the final details. A new sub-committee will be formed early in the new year to work on the Science Administrative Procedure.

Drama and Art Administrative Procedures are also to be compiled after relevant audits by Kris Lee.

A Health & Safety Achievement program has been started by the Director of Education and the Technology Department at Wallaceburg District Secondary School as a pilot. The Health and Safety Officer would like to receive information regarding any staff or students that make a positive contribution to Health and Safety.

3. Training for Site Representatives:

Level 1 and Level 2 Health and Safety Certification courses are being offered. Colleagues are encouraged to seek out details etc. via P.D. Place.

Level 2 Joint Health and Safety Committee Certification training (3 days) has been tentatively scheduled for April 11, 18, 25, 2012.

4. Health and Safety Audits / Visits to Schools:

Both myself and Mike Dodman (CUPE) can be made available for any monthly site inspection, should any Health and Safety Representative feel that our presence would provide assistance.

Two secondary schools were audited recently, Sarnia Collegiate Institute & Technical School on the 16th November 2011 and St. Clair Secondary School on the 18th of November 2011. The informal feedback from the internal school audits is that staff have a very good awareness of health and safety issues. They felt that administration is very knowledgeable in this area.

5. Eye Wash Stations:

Building Services is continuing to work on the installation of eyewash stations in the custodial areas based on budget funding availability. Building Services is completing an inventory of eyewash stations at all Lambton Kent District School Board locations. The sub-committee has been expanded to include the following areas: Science, Art, Technology and Family Studies.

6. Health and Safety Subject Specific Training / E-Training:

Status of E-Training etc.:

- Slips, Trip & Falls module – has been released to all staff to complete by December 23, 2011;
- Asbestos module – planned for release in February 2012;
- Mould module – this module will not be released this school year;
- Working at Heights module – (formerly called Advanced Ladder) – this module is currently being developed.

Please note: No member of the teaching staff should go higher than the 10 foot rung on any ladder.

The Joint Health and Safety Committee is to determine how often each of the modules need to be done. It was suggested that the Principals need to receive training on how to access reports regarding staff completing these modules from the LKDSB Training Room.

The question was brought forward as to when staff are being allowed to complete this training. Previously a half day was set aside to complete this training. Currently this is not the case at all schools. Health and Safety Officer (Wendy Pitvor) will take this issue up with the Director of Education (Jim Costello).

7. Science Prep Course:

A workshop was held at Chatham Kent Secondary School on December 7th for Curriculum Leaders and Chemistry teachers. Kris Lee facilitated the workshop. Participants felt that the workshop did not address the issues appertaining to the needs of staff requiring this sort of training.

There is a definite requirement for new teachers to have Prep Room experience. The suggestion was made that another workshop needs to be held for such teachers.

The Lambton Kent District School Board Health and Safety Officer is to investigate/request that a workshop be organized for new teachers to Science during the 1st or 2nd week of Semester 2, 2012.

8. **Violence in the Workplace:**

Risk Assessment Survey:

The JHSC has requested to receive a report of the Risk Assessments completed for 2010 and 2011. There are concerns about how the Risk Assessment is being completed in our schools. It was discussed that the risk assessment should be done by individual staff members at their school and not at the Health and Safety Representative Training workshop by just a few participants. It was suggested that the mechanics of how the Risk Assessment should be completed needs to be defined. Also suggested was that the documents be sent to the school, the first week of September – have staff complete them and then the Health and Safety Representatives can bring them to the Representative training workshop at the end of September.

The JHSC would like to receive the reports in a timely basis, so that discussions can take place to see what can be improved system wide.

Human Resource Manager (Doug Bestard) is to follow up with these requests with the current Wellness Officer (Cheryl Webster).

9. **Incident / Accident Reports:**

There is a real concern that there are not action statements for all incidents reported on the weekly Employee Incident Report.

The Health and Safety Department is trying to get access from Parklane Systems (Health and Safety Software) to run specific reports for the JHSC. SBCI (SCHOOL BOARDS' CO-OPERATIVE INC) has also been contacted to see if information can be gathered into a report for the Committee's review as well.

The JHSC was informed that at a recent Region 3 Ontario Secondary School Teachers' Federation Health and Safety Conference it was noted that Lambton Kent District School Board was low in terms of such issues compared to other Boards. The Health and Safety Committee feels this is due to a strong health and safety culture, as well as the Board being proactive.

The JHSC wants to ensure that all incidents are being reported and staff are encouraged to complete an Incident / Accident Injury Report as and when required.

10. **Ministry of Labour Inspections:**

The Ministry of Labour has been in to inspect five (5) Secondary schools. A total of eighteen (18) orders were issued, with six (6) for the guarding of lathes. Health and Safety Officer is preparing a report which will summarize the orders and recommendations. This report will be shared with all schools and the JHSC. The individual Ministry of Labour inspection reports are to be posted on the school's health and safety bulletin board. It was mentioned that it is at the discretion of the Ministry of Labour inspector, that when they show up at the school, whether they request the Health and Safety Representative to attend the inspection. The Health and Safety Officer reported that there is a good possibility that the Ministry of Labour inspectors will be auditing the remaining secondary locations.

11. **Day of Mourning:**

The National Day of Mourning is held annually on April 28th, which commemorates workers whose lives have been lost or injured in the workplace. The committee has requested to have a formal process put in place to recognize this day.

Suggestions brought forward:

- 1) Add to the Administrative Calendar as a reminder;
- 2) Remind custodians to lower flags at half-mast.

Health and Safety Officer is to discuss this with the Director of Education.

12. **Prescription Safety Glasses:**

An issue has been brought forward regarding the need for prescription safety glasses and whether the safety glasses are covered by the Board's benefit plan. The Secondary Science Safety Admin Procedure states: Science teachers wear all personal protective equipment (i.e. safety glasses, safety goggles, lab coats, etc.) as required by the Board and/or the Occupational Health & Safety Act and Safety Regulations. Tech Departments also require them.

Health and Safety Officer and Human Resource Manager are investigating the Board's policy and benefit plan and will then subsequently offer suggestions etc. with respect to this issue.

13. **Monthly Health and Safety Themed Messages:**

The question has arisen as to how we ensure that all staff is receiving the monthly themed messages. There does not seem to be a consistent method in place. The Health and Safety Consultant (Connie Ogilvie) currently emails the Monthly Themed Message to the Principals, Vice-Principals, Building Services Supervisors, as well as the JHSC members and all site based Health and Safety Representatives. It was thought that Principals/Supervisors were emailing this message to their staff or discussing it at staff meetings, but the JHSC is not certain that this is happening across the District.

Suggestions for future distribution are:

- Post on the Health & Safety Bulletin Board;
- Post on the intranet;
- Remind Principals to distribute to all staff;
- Send a system wide email – this would ensure that all staff, including occasional staff, does actually receive these messages.

Dave Page, Health and Safety Officer
OSSTF District 10