

September 26, 2009



# DISTRICT COUNCIL

## HEALTH & SAFETY REPORT

### 1. **Notifications**

All schools must notify District 10 Office of both:

- i) the name of their Health and Safety Representative
- ii) when monthly inspections are planned for this academic year.

### 2. **Correspondence**

Health and Safety Site Representatives are reminded that it is OSSTF policy that only non school e-mail addresses be used for all correspondence. Representatives who do not send their e-mail address to District 10 Office will therefore not receive memos etc. from OSSTF. To get in touch with me via e-mail use the following address [page.dave@sympatico.ca](mailto:page.dave@sympatico.ca).

### 3. **Inspections**

Health and Safety Representatives are encouraged to conduct the monthly site inspections with their CUPE and Administrative colleagues whenever possible. The purpose of this is to foster a collegiate approach to Health and Safety issues / concerns at the local level and hopefully resolve them in a cooperative and timely manner.

Site Reps. (OSSTF and/or CUPE) are also encouraged to accompany Russ Shaw (and any other Board designated personnel) during their inspections, whenever feasible. Site Reps. should discuss this with their Principal in advance so that appropriate arrangements can be made.

### 4. **Monthly Inspection Reports**

Copies of the monthly inspection report forms (green) should continue to be sent, as soon as possible, to the District 10 Office until such time as the new electronic reporting system is in place. The new system, it is hoped, will be rolled out at the Site Rep. Training sessions in early autumn. Mike Dodman (CUPE) and I will be reviewing these inspection forms at the monthly worker meetings. Please make sure that perpetual repeat items and any other major concerns are highlighted.

### 5. **H&S Binder**

A common Health and Safety binder was distributed to all OSSTF, CUPE and Admin. Reps. last year. The purpose of this was to simplify and standardize the content of Health and Safety expectations. Health and Safety Reps. should review its contents and make sure that everything is up to date.

### 6. **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 and more are on the way. Worker Representatives have had access to this process from its initial stages and are actively engaging in the decision making process both in terms of the protocol and audit outcomes. The information from the audit outcomes will focus on improvement of the overall management system at the Board level. It will not target individual schools or employees.

## 7. **H1N1 Pandemic Preparedness**

I attended a Pandemic Preparedness Planning meeting earlier this month and the following is a snapshot of what was discussed/promoted.

- a) Promote personal hygiene as a focus of preventative efforts with students.
- b) Hand sanitizers (min. 70% alcohol) are provided where soap and water is NOT available. Washing with soap and water is the preferred method of sanitizing hands.
- c) Members of staff are encouraged to stay home if they are feeling flu like symptoms.
- d) If a student develops flu-like symptoms they should be removed from class. Parents will be contacted and requested to collect the student and take them home. An isolation area should be available for students whose parents cannot remove them from the school.
- e) Attendance will be closely monitored. If >10% student absence, the Health Unit will be notified.
- f) The Health Unit will determine if a school is to be closed for medical reasons.

## 8. **Annual Training for Site Representatives**

A Training Workshop for OSSTF, CUPE and Admin Site Reps. has been scheduled for

Monday, November 9th. 2009

Location and format to be announced.

### H & S Certification:

Part 1 - (workplace specific)

PD Place - Workshop ID 5448

Nov 24, 2009 8:30 AM - 4:00 PM

Location and format to be announced.

## 9. **Occupational H&S Conference**

I am planning to attend the OSSTF Health and Safety Conference being held in Toronto on November 5 & 6.

## 10. **Visits to Schools**

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

## 11. **General**

As your new OSSTF Health and Safety Officer I would like to inform you all that I will work diligently on your behalf at the JHSC meetings and seek positive outcomes for all issues/concerns related to your health and safety in the workplace.

Finally I would like to thank all the Health and Safety Site Representatives for great job that they do throughout the year.

*Dave Page*  
**H&S Officer District 10**