

**Workplace Safety Committee – Meeting Minutes**

**Date:** November 6, 2024

**Location:** BJMHS Fountain Room

**Time:** 10:35 am – 12:00 pm

**Prayer Leader:** Management

**In Attendance:** Tianna Joyce, Katherine Kowal, Mark Bodnarchuk, Gwen Murphy, Tammy Stonehouse, Mark Bodnarchuk, Wayne Harriman,

**Sending Regrets - Levi Poley**

**Agenda:**

1. Opening Prayer Management
  
2. Additional Agenda Items All
  - School Gym – Occupancy Maximum (Fire Regs) CUPE 3730
    - During rentals – or Pow Wow etc – are we exceeding capacity?
    - Gena Mazoka has the occupancy maximums for each gym
    - Mark will bring the issue forward to facilities and find out more information
    - This was more about community rentals and not so during the school day
    - Attendance prediction can be difficult but perhaps we should communicate the maximum occupancy for liability issues – lets work on the communication of this
  - WHMIS Update – 3730
    - All 3730 did their WHMIS (re)training this summer – 15 members left to complete
    - Thank you to the members who have completed the training
    - Level 1 OHS being considered as being offered to all 3730
    - Can 3730 executive bring forward ideas for their PD half day? Back safety? A key note speaker perhaps?
  - School Keys – 2268
    - Support employees should have keys to the building (exterior and interior)
    - Father Vachon – Nutrition assistant was told no to keys? – Tianna will check in with this
    - If someone asks for a key they should be provided a key
    - Likely issues with “in and out” of keys
    - Master keys will be more “controlled”
  
3. Single exit only in Kindergarten room at Father Vachon CUPE 2268
  - Safety concern?
    - 99 percent of classrooms have one door to exit the classroom

4. Vandalism CUPE 2268
- Occurring in school parking lot
    - Car was keyed
    - Windows broken
    - Both of these were at Father Vachon – no cameras at Father Vachon
    - Overall increase in petty crime in this city – unsure of the solution for this
5. NVCi Training Opportunities CUPE 2268
- Lifting/back care training has not been offered for about 15 years to EA's– this is concerning – no safety training for those coming in and especially from different countries
  - NVCi is a great place to focus – we just had a session yesterday – we offer in teams and school supports
  - Frances – Jacklyn feels like they have it every year – she feels this is offered and a good thing and her school
  - Training as a whole – should be addresses for casual EA's and newcomers too
  - Board feels we need to get EA role training – reminder about the modules and increase attendance to the sessions we offer
  - Material is there we need to ensure people access it
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6. Tents in school playgrounds CUPE 2268
- St. Michael specifically
  - Call Police in consultation with principal and caretaker
7. Human Excrement found in/on playgrounds CUPE 2268
- Protocol?
    - Call Caretaker – they know how to clean it up
8. OHS Minutes Management
- We have about 25 submissions for meeting number 1 submitted
  - With the elementary PLD on Friday – anticipating the rest to be submitted – and then we will follow up with those who require it
9. Nutrition rooms CUPE 2268
- Locking cupboards/drawers where sharp knives and other sharp utensils kept?
- St. Michael – student obtained access to the kitchen and got a knife as they were upset at a staff member

Keep doors locked – many hazards inside a locked door

If other items required to keep doors closed and locked then bring the issue forward to admin and have a ticket placed

10. Supervision Safety

CUPE 2268

- Support staff being asked to watch other students when working 1 on 1 on outdoor supervision
  - Bring the issue to Principal and discuss the concern – if 1 on 1 please ensure the 1 on 1 is being minded

11. Support staff ratio

CUPE 2268

- While working with intensive needs students at lunch
  - No set ratio for intensive needs – bring the issue to admin and provide the feedback and work to resolve

12. Process for a student who runs away from a school

CUPE 2268

- Please check in with LAT/Admin for plans (IIP etc.)

13. Injury Reporting

Management

- Not break time for forms to be filled out – working time

14. Next Meeting: ? (Potential – January 15, 2025)?

15. Location: Microsoft Teams? In person?

16. Prayer Leader and snack provider – Next Meeting: 2268? (confirm)