Workplace Safety Committee Agenda

Date: **October 21, 2026**

Location: **BJMHS - Fountain Room**

Time: **10:35 am – 12:00 pm**

Prayer Leader: **Management**

Attendance **Katherine Kowal, Gordon Laing, Tianna Joyce, Thomas Skulski, Teresa Hitchings, Gwen Murphy, Teresa Swistun, Ryan Piecowye, Brandi Tolofson, Bobby Cabuco, Theresa Larocque**

Absent **Mark Bodnarchuk, Marcia Sielski**

Agenda:

1. Opening Prayer — Management

2. Additional Agenda Items — All

3. Attendance / Attendance Management — Management
   - Carryover from LRC as 3730 was not in attendance

Katherine

- Have been talking about attendance management and wellness program and making it a more formal process
- Delay has been due to the approach regarding giving accurate data
- Position of support, non disciplinary and ensuring that people are receiving support
- In the coming weeks, will have a document ready to share
- Multilayered approach with check ins and meetings and seeing what people need
- Will share the document down the line

4. Bear Spray Incidents — CUPE 3730
   - Division protocol for proper handling and cleaning
   - PPE required/provided

Gord

- Do not have a specific procedure but have developed some guidelines
- PPE: eye protection, N95 mask or ventilator, gloves, disposable painter's coveralls, etc
- Covered the rest of the guidelines

Ryan

- Is an N95 sufficient to block that?

Gord

- Online says it is

Ryan

- Have had one person put this in and asked
- Asked if what they currently have for PPE is sufficient
- Looking for more guidance on this

Teresa H

- If sprayed, is the area to be vacated and staff move to another part of the building?

Katherine

- We are fortunate that it has not happened more frequently
- Unfortunately, this is something we are seeing more of and never had to consider a process for this 10 years ago

Gord

- We would turn off ventilation and bring in fans
- Need to be careful with exhaust fans and how they vent
- Some may circulate the air to other parts of the building while some vents will vent directly outside

Teresa H

- The ED Feehan incident was outside, would you block the doorway in this situation?

Katherine

- We would follow a hold and secure procedure

Theresa L

- Procedures mention covering vents, doorways, etc in the event of a chemical spill

5. Provincial Violent Incident Reporting CUPE 2268
    - Required fields included in forms?
    - Incidents included in annual report?

Teresa H

- May tie this into item #7
- Province has created a committee from STF bargaining
- Guidelines have been sent out (provided an example of a violence reporting form)
- Will our form be revamped knowing that these are required items that will be included in the annual report for the division?

Katherine

- Working group was put together because of STF bargaining
- The product of that was trying to get a provincial standard for reporting
- Many divisions do not have the reporting that we currently do
- We have been reporting on these instances for the past 20 years
- The form is not required yet

- Reporting in the annual report is coming
- Our current form, covers 80% of the required pieces
- Eventually will likely get to a provincial standard for reporting
- We have a draft of an updated form that we are working on and we will be ready if we make the shift this year or next year
- It is our form but with the additional pieces that we are missing
- More detail is required (i.e. injury questions)
- Lots of discussion provincially around this
- A template has been recommended but is not required yet

Teresa H

- Can we be looped in prior to the launch of the form?

Katherine

- Yes, we will do that
- The form is for reporting incidences of violence, not injuries

Teresa H

- The witness piece of the form is important
- The draft clarifies and asks if you were a participant, were impacted, or were a witness to an incident

Katherine

- More to come on this
- Another predicament, we are several weeks into the school year using our current form
- If we transition and switch forms now, then we would have a second source of information
- When the new form came out, there were a lot of concerns on how it was developed and the lack of consultation that did not occur prior to the draft being developed
- We should have a decision in the next couple of weeks
- If not, may not be ready until next year

6. Multiple Incident Forms (related to one student) CUPE 2268
    - How many forms needed to be completed before an issue is flagged?

Gwen

- Members want to know how many forms need to be filled out before additional resources are needed

Katherine

- There is no magic number and depends on circumstances
- A hard question to answer overall with universal programming
- Conversations that happen with student services and admin should be happening regularly at the school level and some board office intervention when needed
- There are lots of support and changes available that do not result in a student not coming to school
- Expectation with a shift may not align with the program

Theresa L

- The form asks for recommendations
- The Coordinator has come to our school to work with staff and students
- If there is a need or support staff feel there is a need, they need to fill that in to get additional supports

Gwen

- Some schools do not have a follow up

Katherine

- It is hard to comment on this but can say that we have a lot of forms that say no additional follow-up is required
- If we know an incident has occurred, there is some organic follow up that occurs

Gwen

- Someone should follow up with staff if they have written and reported something

Katherine

- It depends on the nature of the incident, and we hope there is follow-up but if they so no, we do not want to force things

Theresa L

- We have many new LATs this year, may connect with Tammy on this
- Our LATs are well seasoned, and some schools have all new LATS but will share this with Tammy

Brandi

- The new EAs may not know how to fill out form
- Maybe get a more seasoned EA to assist with filling out
- Some staff are scared to take time away from students to fill out form
- Most LATs are ok with this but EAs need to know to ask for help to ensure form is filled out on work time

Gwen

- We have let staff know the importance of filling out the form to get additional resources

Teresa H

- Messaging needs to come from someone as we have been sharing with EAs the importance of reporting

7. Safety Plans and Supports CUPE 2268
    - Safety of staff and students when staff work with runners

Gwen

- Concern is when we have runners that take off into the street
- If it's me, I would focus on getting students to safety
- At one time, we use to take runners to the gym for their safety

Katherine

- Need to be careful with the term runner as it depends on context and what this means

- Need to ensure that students have interactions with peers, which is of prime importance
- Could have 10 students that have pattern of running with 10 different factors that relate to the running

Theresa L

- Safety is a concern
- Staff are allowed to restrain and pull back on child if safety is at risk
- A vest may help with visibility
- We have a fenced in prekindergarten area but want the student to interact with their peers and ensure they are not isolated

Katherine

- Each outdoor space and schoolyard is different
- Proximity to water, roads, and fallen trees needs to be considered
- We have a hands off policy unless safety is a consideration
- The running situation and the decision to restrain is at the discretion of the staff member

Theresa L

- We have told staff to give the student distance but keep an eye on them
- Having visuals like stop signs helps

Tianna

- Also depends on where the student is running
- Running on the playground requires less intervention than a student running on the street

Ryan

- More outdoor play places have been added this year so working on it

8. Injury Reporting Management

Thomas

- Injury Reports (Jan 2026 - Oct 2026)
- 2268 - Majority of injuries are from student interactions and slips, trips, falls
- 3730 - Majority of injuries are from slips, trips, falls
- Have some gaps in data for recent years due to this committee not meeting as often
- If we look at 10 year average going back 10 years from 2020-21 and look at monthly averages, we can see our numbers this year are not far off from the historical averages
- To me, this is a positive sign as our total workforce has grown over time while the number of overall injuries remained consistent
- Small number of overall incidents require medical attention

9. Training for new Staff CUPE 2268
    - How are new employees educated on how to stay safe while working with aggressive students?

Gwen

- What training are new staff receiving?

Tianna

- We provide online modules for EAs and part of discussion at the interview process covers what onboarding looks like

Teresa H

- Is there follow up with the LATs at the school level about completing modules?

Tianna

- It is not as thorough as it could be

Brandi

- A refresher for long-term staff may be good

Theresa L

- The main Issue is time
- PLD days are used for this
- It is a big-time commitment

Teresa H

- 23 years ago, we had a half hour here or there to do training
- There were a lot of opportunities back then

Tianna

- Onboarding provides instructions and covers what is required

Katherine

- When EAs were not in schools, there was plenty of time to share that information
- Some long-term staff would have had extra time in those years but that was long ago
- Something that is top of mind and trying to figure out how to provide dedicated time

Gwen

- During COVID, the EA's were online with students the whole day
- There was very little opportunity to do learning

Katherine

- When teachers were on strike, there was time provided then
- Also a day when folks get extra time back and get time in lieu

Teresa

- Is it a reminder or when they get a permanent?
- Not sure if casuals will take the time to do the training

Katherine

- We have so much information in onboard packages, some people do not read

Brandi

- There is one computer in LAT room for staff to use for training since there are no computer labs anymore
- This deters people from filling out forms as it takes time

Ryan

- All caretakers have computers in their offices

Theresa L

- Every school has some computers, specifically in the offices

Brandi

- Could also grab a chrome book but will take 20 mins to log on

Katherine

- EFAP awareness comes through centralized communications
- Copies can also be kept on OHS bulletin boards

Gwen

- How are new members aware of which students can be aggressive?
- One ask for a while is having LATs talk to staff about which students are aggressive

Brandi

- Another conversation with LAT that we cover this
- Have these meetings in our building

Theresa L

- It is tricky this year
- There is also the afternoon on the first day of elementary school

10. OHS Minutes — Management

Thomas

- 21/50 schools have sent in the minutes from their first OHC meeting of the year
- Reminders were sent to all schools in our annual safety memo in September to ensure they have their 4 meetings every year with each meeting occurring within 3 months of each other as per OHS regulations
- A follow up reminder was sent out recently as well

11. Lack of lighting/power in the outdoor storage sheds — CUPE 3730

Gord

- Need to explore if this is feasible
- Need to know how many sheds that currently do not have lighting

Ryan

- Has been looked at multiple times and it is exponentially expensive to run power to sheds
- Suggestion is using headlamps, portable lighting
- More cost effective than running power to sheds
- Ex. At St Matthew has asked 3 or 4 times and it is not feasible

Gord

- On a case by case basis, we will buy headlamps

Ryan

- Another option is solar powered lights
- Work great in summer but not always in the winter when they are needed more
- Milwaukee floodlight is more cost effective than running power

Bobby

- Concerned whether this will be approved or not

Gord

- Yes, the headlamps will be approved
-
    - Hazards on top shelfs (potential for injury)

Bobby

- Hazards on top shelf related to the lack of light
- In -30, adds to the stress when gassing up equipment in the shed in the dark

Gord

- Can submit ticket for Carpenters to rearrange shelf
- Shouldn't gas up in the storage shed, need to gas up outside, realize this isn't ideal
- Will need numbers for headlamps

Ryan

- Should be ordered for the Caretakers to ensure consistency throughout the division

Gord

- We can get better deals when buying a higher quantity

Ryan

- Need to communicate that the headlamps are division property

Gord

- Will spearhead this
- Want to know how many external storage sheds we have and go to each one to see what the best solution is

Ryan

- Every elementary school has an external shed

Gord

- Looking at 53 roughly
- Will look at quotes

12. NVCI Training & Other Training CUPE 2268
    - Lift training
    - First Aid/CPR
    - WHMIS, etc.

Gwen

- How often is training provided throughout the year and how is it decided who attends?

Katherine

- Based on the needs of school team requests
- We try to accommodate based on the requests

Gwen

- How about TLR?

Tianna

- OTs support the school who requires TLR training

Brandi

- Will they make training a priority if you have a student that requires a lift

Tianna

- Yes, sent out by student services
- If someone feels they are not getting training, need to connect with Admin

Gwen

- First Aid training?

Thomas

- First Aid offered 6 times throughout the year up to April depending on number of staff that want to attend
- Sessions currently booked:
    - October 20, 2026
    - November 17, 2026
    - December 15, 2026
    - January 19, 2027
    - March 11, 2027
    - April 13, 2027

Teresa H

- Do staff who require First Aid get the training?

Katherine

- No CUPE 2268 member require First Aid training
- Making the training a requirement carries certain responsibilities
- A lot of staff take the training for community activities (i.e. coaching)

Gwen

- WHMIS training?

Katherine

- Available to everyone
- Almost everyone in 3730 has it

Gord

- WHMIS training is on OneStop and completed through Cyber School

Teresa H

- For other training, where do staff go?
- i.e. ladder training and pallet jack

Gord

- Ladder training is online
- Unsure of pallet jack training, not aware of training being available

- Hanging around during school hours
- Leaving behind their personal items after sleeping on the property – what to do with these items?
- Cleaning up human waste (including feces), needles, etc.
- How to request they leave the premises?

Gord

- First step, inform principal
- Principal would contact police, non emergency line
- If you are comfortable, can approach them if you have a relationship
- Procedure is to call 975-8300
- Do not threaten with calling the police as it can cause them to be aggressive
- Tell them they need to leave in 30 mins, they appreciate that sometimes
- Items left behind school responsible for disposal
- We do have a sharps protocol and equipment for handling needles
- For human waste, there is PPE available

Ryan

- Can you send something out?
- Some people not comfortable taking care of feces
- At the same time, for the safety of children, it needs to get done

Thomas

- Will share exposure control plan with everyone on committee

Gord

- Unhoused crisis is growing and we are learning as we go
- Will have something more concrete
- We also have SRO's that can assist
- In conversation with police, they want us to phone 975-8300 and they send their specific group to deal with it

Teresa S

- Specific group is plainclothes officers trained in deescalation

Gord

- Will have something to share when I have more information

14. Next Meeting: Booked for March 17, 2027 at BJM
15. Location: In person
16. Prayer Leader and snacks provider? CUPE 2268