

# **CUPE·218**

*DURHAM EDUCATION WORKERS*

**JANUARY 2017 NEWSLETTER**

## **MEMBERSHIP MEETING**

### **CUPE LOCAL 218 HALL**

**ELECTION: PUBLIC BOARD EDUCATIONAL ASSISTANT - 2 YEAR TERM**

**7:00 P.M.**

**JANUARY 22<sup>ND</sup>, 2017**

**UNION OFFICE - 2080 WENTWORTH ST.**

**WHITBY, ONTARIO**

**ATTENTION:  
DURHAM DISTRICT SCHOOL BOARD  
CONTINUING EDUCATION STAFF**

***A tentative agreement has been reached for  
Durham District School Board Continuing  
Education Staff.***

We will be holding a ratification vote on  
**Monday, January 16<sup>th</sup>** at the **CUPE Local 218 Office**  
**(2080 Wentworth St. in Whitby)** from **4 pm to 6 pm.**

We ask that all members attend to participate in this final  
step of bargaining so that we secure a collective  
agreement that serves the best interest of all members.

**See you there!**

**In solidarity,  
Continuing Education Bargaining Committee  
CUPE Local 218**

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# PRESIDENT'S MESSAGE

## January 2017

*Dear Sisters and Brothers:*

Welcome back. I hope everyone had a safe and relaxing Christmas break.

Continuing Education bargaining is back on track. With the assistance of Arbitrator Kaplan, the parties were able to get over the hurdle.

We had one round of bargaining on December 20th, 2016 and things progressed quite well. We were back at the bargaining table again on January 10th, 2017 and I am pleased to announce that we have achieved a tentative agreement.

A ratification vote for Continuing Education will take place on Monday, January 16th, 2017 at 4:00 p.m. at the CUPE Local 218 office. Congratulations to the bargaining team for standing strong.

We have received a response letter back from the Director of Education at the Durham Catholic District School Board regarding the Chief Custodians Job Evaluation. Unfortunately, we cannot agree with the Board's resolution so it looks like the matter may be referred to Arbitration. We will keep you advised.

Violence in our workplaces is of epic proportion. Our local is developing a campaign to bring further awareness to this issue. We will be working with both Boards on developing strategies and to ensure that policies and procedures regarding violence are adhered to. We are also working with the (OSBCC) Ontario School Board Coordinating Committee as well as CUPE National to bring Provincial awareness to this issue. It is NOT acceptable to fear going to work.

On January 7th, 2017 there was an OSBCC Leadership meeting in Toronto. The purpose of this meeting was to discuss the extension of our collective agreements to August 31, 2019. As a result of this meeting we will be holding a special membership meeting on February 4th to hear the details of the tentative agreement and a vote will follow. Please check the [cupe218.ca](http://cupe218.ca) website and your CUPE email next week for details on the location and time of this meeting.

Hats off to our Social Committee for another excellent event. The Children's Christmas party was amazing. There were over 90 children that attended and fun was had by all. Job well done! For the parents that did not have the opportunity to pick up the children's pictures with Santa they will be at the CUPE office. Please call the CUPE Local 218 office (905)571-7879 and make arrangements to pick them up.

Our next General Membership Meeting will be Sunday, January 22nd, 2017 at 7:00 p.m. at the CUPE Local 218 office. Please plan to attend.

In closing I would like to wish everyone a safe, healthy and happy 2017

In Solidarity,

**Rod King**

**President, CUPE Local 218**

# VICE PRESIDENT'S MESSAGE

January 2017

## *Happy New Year!*

Over the course of the holidays some of the CUPE 218 Executive went to a CUPE leadership meeting in Toronto. It has been widely reported that there is a tentative deal between the support staff (us) and the government to extend our contracts. Please note that while the leadership of CUPE has voted to accept this deal, it is YOU the members who in fact have to learn what the deal is, and vote on it. Emails regarding where and when these votes will take place will be sent out to member's cupe email addresses and posted on the cupe218 website.. Please watch for these.

## **DDSB Discounted Fitness Memberships**

Information has been sent to all DDSB employees regarding discounts for fitness clubs. This issue has been raised at many union meetings and we are pleased to see that the employer has made this possible for all employee groups at the DDSB.

## **Changes to WSIB:**

WSIB is no longer sending out the FORM 6 for the employee to fill out. The expectation is that YOU, the injured worker will do this electronically from your home computer, and print out a copy for yourself. We understand that not everyone has access to a computer. If you are injured and need help with this contact the union office. 905-571-7879. Remember keep copies of all documentation that you send to WSIB, and keep the union office informed.

Please plan on attending the next General Membership Meeting to be held Sunday January 22nd, 2017 at the CUPE office, 7 pm, 2080 Wentworth St. Whitby.

Yours in solidarity,

**Marion Moore**

**Vice President and**

**Disability Rep. for CUPE Local 218**

**[mmoore@cupe218.ca](mailto:mmoore@cupe218.ca)**

**January 7<sup>th</sup>, 2017**

### **CUPE EDUCATION WORKERS REACH TENTATIVE CONTRACT EXTENSION WITH PROVINCE**

(Toronto) – Education workers represented by the Canadian Union of Public Employees (CUPE) will be voting on a tentative contract extension reached in talks with the provincial government and the Council of Trustee Associations.

Local leaders met in Toronto today to discuss the outcome of those talks, and they agreed to present the tentative extension to members across the province. Ratification votes will be held in the weeks to come. No details of the tentative extension will be released until CUPE members have had an opportunity to review and vote. If ratified, the deal would extend current collective agreements to August 31<sup>st</sup>, 2019.

CUPE will have no further comment on the talks or the tentative extension until members have had an opportunity to review the settlement and vote.

55, 000 CUPE members in the school board sector work as educational assistants (EAs), custodians, office administrators, early childhood educators (ECEs), tradespeople, instructors, library technicians, speech pathologists, IT specialists and in many other job classifications.

January 2017

Happy New Year! I hope everyone had a wonderful holiday spent with family and friends, as well I hope 2017 brings peace, prosperity and good health.

When an illness or injury is severe enough to impact your abilities to work the Union will help facilitate a safe, healthy and sustainable return to work plan which may include workplace accommodations. With that said, it is very important to notify us right away so we could accompany you through this process which for some could be a very stressful and frustration time.

## Disability Management/WSIB

If you are unfortunate and sustain a work place injury please read the following and as well contact the CUPE Office.

If you are called to a meeting regarding WSIB or Disability Management please contact the Union to notify your WSIB/Disability Management Representative. Do not attend these meetings by yourself. Also, if the employer gives you a medical to have filled out please notify the CUPE Office before you take it to your doctor. Wording of the medical is very important and may not be in your favour to support you being off, returning to work or being paid.

When reporting an accident or injury please notify the employer/supervisor, as well as the Union. It is equally important to notify the union. Delays in reporting could result in a worker not receiving monies and or benefit entitlement. If you have an accident and cannot reach your supervisor call the Board office at the earliest possible time and if no answer leave a voice message of time and date of accident and where you can be reached. Also, seek medical attention right away. If you cannot get into see your family doctor that day, then go to emerge or a walk-in-clinic.

Also, any medical or documentation you receive from/or need to submit to either the employer or WSIB please share this info with the union as well. We want to provide the best representation possible and by not sharing this information prevents the union from doing so. Due to the unions workload the onus must be on the employee to provide us this information especially in regards to time limits.

## Steps to follow in case of injury

### **1.REPORT ANY INCIDENT IMMEDIATELY**

You should report all accidents/incidents immediately and give a detailed explanation to the employer/supervisor and your union representative soon as possible.

### **Report the injury properly**

- *where it occurred*
- *When it occurred*
- *Type and cause of injury*
- *Full names of any witnesses*

# DISABILITY MANAGEMENT

January 2017

## ***Be consistent in your reports***

Consistency in reporting is extremely important. You may have to report your injury/incident many different times, for example to first aid, the WSIB, a supervisor or manager, hospital admittance, an emergency room doctor or specialist, etc. The Workplace Safety and Insurance Board will receive a copy of every one of these reports, so it is important that each report contain the same information.

Some injuries do not take effect on the body until later that evening, the next day, or possibly the next week.

## **2. MAKE NOTE OF ANY WITNESSES**

Ask any witness to the accident/incident to write down what they saw. They should include the time and date on their statement and they should also sign it. This is acceptable proof of an injury and especially important if the injury is not visible or if there is a delay in reporting. In most situations, the onus is on the injured worker to prove that the injury “arose out of and in the course of employment.”

## **3. SEE A DOCTOR**

Once you have made your report, see your family doctor, a walk-in clinic, emergency etc... as soon as possible after the accident/incident (the day of injury is recommended)

## **4. INFORM YOUR UNION REP**

Your WSIB Representative at the union office would like to check your Form 7 for errors. Mistakes in your wages or other incorrect information could cause problems with your claim. You should send a copy of your Form 7 to the union office as soon as possible if you believe information is not correct. The union will then contact the employer to discuss the errors.

## **5. LET PEOPLE KNOW ABOUT THE PAIN YOU FEEL**

It is important tell co-workers, management, the attending physician and nurse about your pain. This helps establish and documents injuries that may seem, at the time, inconsequential. Continuity of complaint may help you substantiate your claim later.

## **6. KEEP COPIES OF ALL CORRESPONDENCE**

It is crucial that you keep a copy of all correspondence regarding the injury, including prescriptions, doctor's notes, forms and letters. If you have verbal contact with WSIB or the employer it is a good idea to make a short note of what both parties said, including the time and date of the call - this is done at WSIB, employer and the unions end.

## **7. STAY CALM**

It may be extremely difficult at times, but when talking to the WSIB representatives you should try and stay calm. Getting angry and threatening the WSIB case manager will not benefit you in any way. It is important to remember that the Workplace Safety and Insurance Board documents all telephone calls you have with them.



### **8. WHAT MEDICAL INFORMATION DO I NEED TO SUPPLY TO THE EMPLOYER**

You should only provide medical information as it directly relates to your functional capacity to perform your job.

Doctors are required to fill out a Functional Abilities Form ( F.A.F). This form is to assist workers in an early and safe return to work. Doctors are only to provide information regarding an injured workers functional abilities. This information describes what you can do at work and what you cannot do because of your injuries. Inform your doctor that your employer has a modified return to work program. If your doctor feels you cannot return right away, make sure your doctor writes this on the form.

### **Return To Work**

Return to Work is a proactive approach to helping workers return to safe and productive work activities as soon as it is physically possible. It involves the employer, the worker, the union, health care providers and or WSIB or your Insurance provider. Whether you are off due an occupational or non-occupational injury illness you have the right to be accommodated.

### **Early and Safe Return to Work (ESRTW)**

Safe and Early Return to Work is a proactive approach to helping workers return to safe and productive work activities as soon as it is physically possible. It involves the employer, the worker, the union, health care providers and or WSIB or your Insurance provider. Whether you are off due to an occupational or non-occupational injury illness you have the right to return to work regardless of your in injury or illness.

### ***There are many benefits to the worker in participating in Safe and Early Return to Work:***

- *Maintained employment relationship that provides job security, and financial independence.*
- *Maintained financial benefits, including pension, medical and dental plans, insurance coverage and vacation credits.*
- *Maintained contact with coworkers and friends.*
- *Focused interests on the workplace and not the disability.*
- *Reassurance that they are valuable workers.*
- *Maintained dignity and self worth by remaining productive.*
- *Alleviated feelings of dependency and lack of control, by participating in the development of their own Return to Work Plan.*
- *Maintained job skills*
- *Minimize loss of physical fitness and muscle tone due to inactivity.*
- *Removal, or at least reduction, of uncertainty about the future since Return to Work Plans provide action plans with goals, time frames and processes that will assist in returning the injured worker to full employment.*
- *Earlier resumption of “normal “life supporting family members, financially and emotionally, and participating in leisure and social activities.*

# DISABILITY MANAGEMENT

January 2017

## Mental Health

As our lives becoming more demanding and complicate we sometimes become overwhelmed with unexpected and uncontrolled situations, i.e. financial burdens, relationship issues, workplace stressors, death of a friend or loved one or health related concerns, etc...and at the same time trying to balance our work and family responsibilities. This can be a very stressful time and may seem things are out of control and there is no light at the end of the tunnel.

There are steps you can take ease the pressures, ie see your Physician, ask for a referral to a specialist

(Psychologist), and/or contact the EAP.

There is a light at the end of the tunnel if you take the initiative. **Just remember you are not alone.**

If you are feeling overwhelmed with process, please free call the CUPE Office and we will be more than happy to guide you through this very difficult time.

***EAP (Employee Assistance Program)-Warren Shepell  
1-800-387-4765***

If you have any questions or concerns regarding Disability Management call the CUPE Office (Numbers listed below) and we will be pleased to assist you.

***The Committee members can be reached through the CUPE Office.  
Phone: 905-571-7879 or Toll free 1-888-571-0218 Fax 905-571-4102***

### **CATHOLIC BOARD /PUBLIC BOARD**

**Marion Moore**

### **PUBLIC BOARD**

**Jamie Spencer**

**Lori Richards**

**Dennis Gibbs**

In Solidarity,

**Jamie Spencer**

**Disability Management Coordinator**

**CUPE Local 218**

***“Never look down on anybody unless your helping them up”***

January 2017

*Dear Sisters and Brothers,*

Big News! We just finished bargaining our collective agreement. Now it's your turn to partake. We will hold a Continuing Education ratification vote on Monday. At that meeting, we will present the collective agreement for you to see and discuss. Finally you will participate by voting on the agreement. We feel that landmark negotiations have taken place and hope you will be able to attend our meeting.

***Please join us on  
Monday, January 16  
At 4:00  
At the CUPE HALL  
2080 Wentworth St, Whitby, ON L1N 8W9***

General membership meetings are once a month on Sunday evenings at the CUPE hall. I hope to see you at the next meeting on Sunday, January 22 at 7 pm.

In Solidarity,

**Maureen O'Reilly**

**Bargaining Chair**

**PUBLIC BOARD CONTINUING EDUCATION**

**Maureen O'Reilly**  
[moreilly@cupe218.ca](mailto:moreilly@cupe218.ca)

**Jane Batterink**  
[jbatterink@cupe218.ca](mailto:jbatterink@cupe218.ca)

**Kasia Kasztenna**  
[kkasztenna@cupe218.ca](mailto:kkasztenna@cupe218.ca)

# DURHAM CATHOLIC CUSTODIAL/MAINTENANCE

**January 2017**

*Dear Sisters and Brothers,*

Happy New Year, welcome back.

We hope everyone had a safe and relaxing holiday.

We have had a number of calls regarding two issues. One issue is coverage when a Custodian is relocated from their home school to cover an absent Chief utilizing the temporary chiefs list. These affected schools have not been offered overtime on the first day to help with coverage. The Union has filed two grievances on December 14. We will keep you updated.

The second issue was daycare coverage, having floaters work 12 hour days in some locations. In the past just as Summer coverage, floaters would cover 10-6:30 and full time Custodians were offered 6-10 overtime or some combination of hours beyond the floaters 8 hour shift. The Union will also file two grievances on this issue.

We have also had enquiries on the status of the individual and policy grievances regarding Band 8. We know there has been some time passed since the grievances have been filed. The grievance procedure outlined in the Collective agreement takes time. There are three steps to be followed before arbitration is considered; each step has waiting periods for responses that are adhered to. We will have an answer for the membership very soon on the direction we will be taking. If you have questions, concerns or wish to discuss these or any other issue, please contact one of your reps listed below.

In Solidarity,

|                       |   |
|-----------------------|---|
| <b>Brian Burd</b>     | <b><a href="mailto:bburd@cupe218.ca">bburd@cupe218.ca</a></b>     |
| <b>Natalie Melich</b> | <b><a href="mailto:nmelich@cupe218.ca">nmelich@cupe218.ca</a></b> |
| <b>Sean Hebert</b>    | <b><a href="mailto:shebert@cupe218.ca">shebert@cupe218.ca</a></b> |
| <b>Dave Slater</b>    | <b><a href="mailto:dslater@cupe218.ca">dslater@cupe218.ca</a></b> |

January 2017

*Dear Sisters and Brothers,*

Welcome back! I hope everyone had a safe and relaxing Christmas break, as always it never seems long enough.

We held our Children's Christmas Party at Sinclair Secondary School and it was a success, there were numerous compliments and the children were excited to receive their presents and had their pictures taken with Santa. I would like to personally thank our Social committee which once again has done an outstanding job.

We have five (5) grievances that are still being discussed with the Board which I am hopeful that we can come to a resolution, if we are unable to resolve these grievances I will be requesting at the next Executive meeting (January 19<sup>th</sup>, 2017) for these grievances to go to Mediation or Arbitration. There are six (6) grievances that have been approved for arbitration and have dates for three (3) of them.

In our past negotiations there were some changes made with the Seniority List. The Seniority list will no longer be distributed by January 31<sup>st</sup> of each year. The new wording is:

*Letter of Understanding #19: Seniority list will be made available to each workplace by March 31<sup>st</sup> of each year. The list will indicate seniority as of December 31<sup>st</sup> in each of the following classifications: Custodians, 4 hour Custodians, Maintenance, Cafeteria, Cleaners, Security Monitors and Stores.*

The Seniority List will include the name of each employee and hours of employment. For the 2016/17 school year, the Seniority List will also include the seniority date of each employee.

Hours of employment shall be determined as the number of regularly scheduled hours of employment, but excluding overtime, since the employee's last date of hire. Hours of employment shall also include time absent on leave of absence with pay, on sick leave, vacations and statutory holidays, as well as time on leave of absence without pay and other absences where seniority is accrued as provided for in the Collective Agreement.

This Letter of Understanding is understood to override Article L13.03 of the Collective Agreement. We have sent a few Articles from the new Collective Agreement to Central for clarification, once we receive clarification from Central the Collective Agreements will be sent for print.

When reporting an accident or injury please notify the employer/supervisor, as well as the Union. It is equally important to notify the Union. Delays in reporting could result in a worker not receiving monies and or benefit entitlement. If you have an accident and cannot reach your supervisor call the Board office at the earliest possible time and if no answer leave a voice message of time and date of accident and where you can be reached. Also, seek medical attention right away. If you cannot get into see your family doctor that day, then go to emerge or a walkin-clinic.

# CUSTODIAL MAINTENANCE UNIT PUBLIC BOARD

**January 2017**

We now have a Violent Incident Report form on our website (cupe218.ca) that is designed for the Custodial Maintenance unit. If you have the unfortunate experience of a violent incident in the work place please make sure that this form is filled out and submitted to the Union office as well as notifying your supervisor.

On February 1<sup>st</sup> 1969 CUPE Local 218 became a chartered organization with the Canadian Union of Public Employees Union, Forty eight years later we are still going strong standing up for workers' rights and equality; Speaking of February 1<sup>st</sup> we will be getting our final pay increase of 0.05%.

On January 7<sup>th</sup> 2017 I attended the CUPE Leadership meeting in Toronto, Local leader met to discuss a tentative extension to our contract with the province. Please watch for a flyer and a posting on our website for a special meeting so that we can present the tentative extension to the membership. At the conclusion of this meeting we will hold a ratification vote.

Yours in Solidarity

**Dennis Gibbs**

**Chairperson**

**[dgibbs@cupe218.ca](mailto:dgibbs@cupe218.ca)**

## **BARGAINING COMMITTEE**

**Bob Montgomery**

**Kurt Badgley**

**Diane Carder**

**Dan Fusco**

## **STEWARDS**

**Jamie Spencer**

**John Allan**

**Dan Mills**

**Jeff Goodwin**

**Robin Fair**

**Our Next General Membership meeting is Sunday, January 22<sup>nd</sup>, at 7:00 PM. At the CUPE office.**

**Please plan to attend. [www.cupe218.ca](http://www.cupe218.ca) Tel: (905)-571-7879 Toll Free 1-877-571-0218**

**Fax: (905)-571-4102**

**Happy New Year!!** We hope you all had a wonderful Christmas break spent with family and friends!

**VIOLENCE** – Violence is NEVER part of our job! You have the right to go to work and be safe! We have heard from members who have stated that they were hired to be hit etc., or, that's what we are paid for.

This is so untrue! You were hired to assist students. There are behavioural components to our position and when something happens for you become injured, you must report it.

We are working together with the Spec. Ed department, all Admin, Health & Safety, Disability Management as well as a few others to make sure you are kept safe and to be able to support the students you work with.

Admin have been meeting with the Spec. Ed department at the board and are being sent information on how/what needs to take place when incidents occur.

The first step you need to take is to contact your ADMIN if there are any problems! Do this either by a face to face meeting or via email. Serts and Heads of Spec. Ed are there to support us but Admin are our Supervisors. That's who you go to.

***Please read Kelly's report in this Newsletter for further information.***

**SCHEDULES** – The board does do random school schedule checks. Make sure you are following your schedule and working in the proper class/position that you were hired for. We as well as the board have found people who are not in their proper positions and this has created problems for themselves as well as others who may be affected by this.

You also need to make sure that you are working your proper hours and taking your 2–10 min breaks as well as your 40 minute lunch. You need that downtime for yourself to sit for a few minutes, breathe, relax etc. Do that for you!!

Working an extra 15 minutes per day for the school year by missing breaks etc. equals over 2 WEEKS of free work for the board that you are not being paid for.

**THANK YOU AND WELCOME** – We would like to send a Thank You to Diana Jestratičević for her care, commitment and time in being an EA Steward. We would also like Welcome Tracey Lesperance as a new EA Steward. Tracey has been taking courses in order to prepare for her role and is excited to be working with and helping EAs.

# EDUCATIONAL ASSISTANTS - PUBLIC BOARD

**January 2017**

Next month we will be sending out the revamped Areas and contact information of the EA Bargaining Reps and Stewards.

Until then, please continue contacting the Rep/Steward for your area.

In Solidarity,

|  |   |
|--|---|
| <b>Lori-Ann Richards (Chairperson)</b> | <b><a href="mailto:lrichards@cupe218.ca">lrichards@cupe218.ca</a></b>                 |
| <b>Kelly Gainer</b>                    | <b><a href="mailto:kgainer@cupe218.ca">kgainer@cupe218.ca</a></b>                     |
| <b>Glen Morrison</b>                   | <b><a href="mailto:gmorrison@cupe218.ca">gmorrison@cupe218.ca</a></b>                 |
| <b>Sue Wilkinson</b>                   | <b><a href="mailto:swilkinson@cupe218.ca">swilkinson@cupe218.ca</a></b>               |
| <b>Marion Moore</b>                    | <b><a href="mailto:mmoore@cupe218.ca">mmoore@cupe218.ca</a></b>                       |
| <b>Flo Davies</b>                      | <b><a href="mailto:florence.davies@cupe218.ca">florence.davies@cupe218.ca</a></b>     |
| <b>Tracey Lesperance</b>               | <b><a href="mailto:tracey.lesperance@cupe218.ca">tracey.lesperance@cupe218.ca</a></b> |

**Please make sure to check the CUPE website as well as your CUPE email for information regarding the Contract Extension Ratification Vote.**

**EVERY DAY MAY NOT BE GOOD ~~~ BUT THERE IS SOMETHING GOOD IN EVERYDAY!**



# HEALTH AND SAFETY EDUCATIONAL ASSISTANTS

## PUBLIC BOARD

January 2017

A lot has happened since the last newsletter there have been some meetings to discuss our concerns for the safety of EAs and the violent incidents that are happening across the board.

In November a subcommittee formed from the Joint Health and Safety committee including representatives from CUPE, ETFO, OSSTF and the DDSB to discuss reporting violent incidents. We looked at the current forms and all agreed that working from one form would simplify the process and make reporting more accurate. We are also hoping to make the form online for anyone to submit. The DDSB is now looking at how other boards are reporting violent incidents to see if we can use a similar system. We should be meeting again soon to discuss this further.

On December 2nd, CUPE met with the DDSB to discuss the violence across the board. The purpose of this meeting was to address our concerns for the safety of EAs:

- look at how violence is taking a toll on EAs physical and mental health
- be proactive and work with the board to come up with a plan to ensure safety
- change the mindset that dealing with violence is “Part of the Job”
- understand that the job of the EA is to deal with behaviours and deescalate students – but not to get hit, bit, punched, kicked....That no worker should be afraid to go to work and get hurt!
- express that there are not enough measures to keep EAs safe physically and mentally
- violence should not be part of the job, our members should have a right to go to work and feel safe.

After discussion, reviewing data, pictures, statements from EAs, the board staff were surprised and genuinely concerned. We then looked at possible solutions to make change.

- Ensure that procedure 5127 – “Management for risk of injury students” is followed.
- Follow and update the Behaviour Safety Plans
- Allow EAs to attend meetings regarding the students they work with
- Look at proximity when it comes to violent students
- Debriefing – needs to happen, it helps to change programming to alter the behaviour and also allows to principal to check in with the EAs to see how they are.
- Have BMS trainers come to schools to look at more individual measures to ensure safety
- Schedule in the EAs day time to meet with the school team, review BSP, practice BMS strategies...

We are not expecting things to change over night but hope to see improvements and will continue to work with the DDSB to make change. We have also sent this information to CUPE Ontario, to stand together across the province to ensure safety for all.

The bus protocol has now been completed and has been attached to procedure 5127 – appendix L. You can find this procedure on the staff portal – policies and procedures. If you ride the bus with students, please take the time to review the bus protocol.

# HEALTH AND SAFETY EDUCATIONAL ASSISTANTS

## PUBLIC BOARD

**January 2017**

Just a reminder that the winter weather is here! There are snow/ice patches and slippery hallways. Please take caution when walking and be aware of your surroundings. Wear proper footwear to help ensure safety.

On January 20<sup>th</sup>, I will be offering a workshop for the Elementary PD day. Health and Safety for EAs, I hope to see many of you at this workshop. It is a chance to learn how to be proactive for your health and safety and understand the policies and procedures that are in place.

**BE SAFE AT WORK - IT IS YOUR RIGHT!**

In Solidarity,

**Kelly Gainer**

**CUPE 218 Health and Safety Rep.**

**[kgainer@cupe218.ca](mailto:kgainer@cupe218.ca)**

**CUPE Local 218**

January 2017

There is not a full newsletter item this month as OCT Chair is off recovering from surgery. She did want all group 11 Elementary School Secretaries to know that the job reevaluation arbitration hearing date has been set for May 31. More news to follow in next newsletter.

on behalf of:

**Cathie Rousseau**

**OCT Chairperson**

**CUPE Local 218**

# SECRETARIAL/CLERICAL/TECHNICAL STAFF

## CATHOLIC BOARD

### January 2017

Happy New Year! I hope everyone enjoyed the time off work with family and friends over the Holidays. We had a few grievances go forward within the Steps just before the holidays.

Again, I would ask you to keep your own records of the dates you are off ill, or any other reason why you would be away from work. Keeping your own records will help you remember months later if called into a meeting.

Your committee has booked Labour Management meetings with the H.R. Department for the following dates: January 31, 2017, March 28, 2017, and May 16, 2017.

If you are injured on the job, please make sure you report it right away to your Principal/Supervisor. Make sure all paperwork is filled out and make copies for your own files. Please also let the Union Office know that an incident has occurred and update us as we are here to assist you if required.

See you at the General Membership meeting on Sunday, January 22nd, at 7:00 p.m. at the CUPE Office.

Yours in Solidarity,

**Karen Ulrich, Chairperson**      email - [kulrich@cupe218.ca](mailto:kulrich@cupe218.ca)  
**Mike Morris, Bargaining Committee**      email - [mmorris@cupe218.ca](mailto:mmorris@cupe218.ca)  
**Nikki Spiers, Bargaining Committee**      email - [nspiers@cupe218.ca](mailto:nspiers@cupe218.ca)

# CUPE LOCAL 218 CATHOLIC BOARD

## EDUCATIONAL ASSISTANTS

January 2017

*Dear Members,*

Happy New Year! News just came out that CUPE has reached a deal with the Government to extend our contract for another 2 years. Details about this agreement can be found elsewhere in this newsletter. A date for ratification will come out soon.

January 20th is a P.A. Day for both elementary schools. This is a reporting day. It looks like E.A.'s will be signing up for ½ day or full-day workshops.

Please submit all Adhoc E.A. Incident reports ELECTRONICALLY! Student Services is not accepting hard copies. A record of all reports filed remains on the site. It is important to file these as it tracks the number and intensity of these incidents. If you are injured, you must fill out an Employee Incident report as well. This is filled out by your supervisor/principal in your presence. We have an AdHoc meeting on Tuesday, January 10th. We will be reviewing all serious or frequent incidents with Student Services.

Please contact us with any questions or concerns. Please use the CUPE emails given at the bottom of the page. If you have not signed up for your own CUPE email, please register on the CUPE 218 homepage.

Thank you!

Yours in solidarity,

**Maureen MacInnis, Chairperson-Whitby Schools**      **Tel: 905-571-7879**

**Maureen Suddard, Ajax-Pickering Schools**      **Tel: 905-571-7879**

**Carrie Boisvert, Oshawa/Northern Schools**      **Tel: 905-571-7879**

# CUSTODIAL/MAINTENANCE

## PUBLIC BOARD HEALTH AND SAFETY REPORT

**January 2017**

Welcome back to everyone and Happy New Year. I hope you all had time to relax and refresh. It turns out winter did decide to arrive and I just want to remind everyone to make themselves aware of their surrounds when clearing snow and salting as the temperatures do create heaving of concrete and asphalt. Also be aware of the weather guidelines when it comes to wind chill. I have attached the environment Canada scale.

### **What factors modify our response to cold?**

A cold environment challenges the worker in three ways: by air temperature, air movement (wind speed), and humidity (wetness). In order to work safely, these challenges have to be counterbalanced by proper insulation (layered protective clothing), by physical activity and by controlled exposure to cold (work/rest schedule).

**Air Temperature:** Air temperature is measured by an ordinary thermometer in degrees Celsius (°C) or degrees Fahrenheit (°F).

**Wind Speed:** Different types of commercially-available anemometers are used to measure wind speed or air movement. These are calibrated in meters per second (m/s), kilometers per hour (km/h) or miles per hour (mph). Air movement is usually measured in m/s while wind speed is usually measured in km/h or mph. The following is a suggested guide for estimating wind speed if accurate information is not available:

- **8 km/h (5 mph): light flag moves,**
- **16 km/h (10 mph): light flag fully extended,**
- **24 km/h (15 mph): raises newspaper sheet,**
- **32 km/h (20 mph): causes blowing and drifting snow.**

**Humidity (wetness):** Water conducts heat away from the body 25 x faster than dry air.

### **Physical Activity**

The production of body heat by physical activity (metabolic rate) is difficult to measure. However, tables are available in literature showing metabolic rates for a variety of activities. Metabolic heat production is measured in kilo calories (kcal) per hour. One kilocalorie is the amount of heat needed to raise the temperature of one kilogram of water by 1°C.

# CUSTODIAL/MAINTENANCE

## PUBLIC BOARD HEALTH AND SAFETY REPORT

January 2017

### What is the wind-chill temperature?

At any temperature, you feel colder as the wind speed increases. The combined effect of cold air and wind speed is expressed as “equivalent chill temperature” (ECT) or simply “wind chill” temperature in degrees Celsius or Fahrenheit. It is essentially the air temperature that would feel the same on exposed human flesh as the given combination of air temperature and wind speed. It can be used as a general guideline for deciding clothing requirements and the possible health effects of cold.

In some parts of Canada the term “wind chill factor” is used. This is a measurement of a heat loss rate caused by exposure to wind and it is expressed as the rate of energy loss per unit area of exposed skin per second (e.g., joules/[second-metre<sup>2</sup>] or watts/metre<sup>2</sup>, W/m<sup>2</sup>).

**Table 1**  
**Wind Chill Chart**

|             |              | WIND CHILL CHART                  |     |     |     |     |     |     |     |     |  |
|-------------|--------------|-----------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|--|
|             |              | Ambient Temperature (°C)          |     |     |     |     |     |     |     |     |  |
|             |              | 4                                 | -1  | -7  | -12 | -18 | -23 | -29 | -34 | -40 |  |
| Wind km/h   | Velocity mph | Equivalent Chill Temperature (°C) |     |     |     |     |     |     |     |     |  |
| <b>Calm</b> |              |                                   |     |     |     |     |     |     |     |     |  |
| 0           | 0            | 4                                 | -1  | -7  | -12 | -18 | -23 | -29 | -34 | -40 |  |
| 8           | 5            | 3                                 | -3  | -9  | -14 | -21 | -26 | -32 | -38 | -44 |  |
| 16          | 10           | -2                                | -9  | -16 | -23 | -30 | -35 | -43 | -50 | -57 |  |
| 24          | 15           | -6                                | -13 | -20 | -28 | -36 | -43 | -50 | -58 | -65 |  |
| 32          | 20           | -8                                | -16 | -23 | -32 | -39 | -47 | -55 | -63 | -71 |  |
| 40          | 25           | -9                                | -18 | -26 | -34 | -42 | -51 | -59 | -67 | -76 |  |
| 48          | 30           | -16                               | -19 | -22 | -36 | -44 | -53 | -62 | -70 | -78 |  |
| 56          | 35           | -11                               | -20 | -29 | -37 | -46 | -55 | -63 | -72 | -81 |  |
| 64          | 40           | -12                               | -21 | -29 | -38 | -47 | -56 | -65 | -73 | -82 |  |

Adapted from: Threshold Limit Values (TLV™) and Biological Exposure Indices (BEI™) booklet; published by ACGIH, Cincinnati, Ohio

**Little danger** in less than one hour exposure of dry skin

**DANGER** – Exposed flesh freezes within one minute

**Maximum danger** of false sense of security

**GREAT DANGER** – Flesh may freeze within 30 seconds

# CUSTODIAL/MAINTENANCE

## PUBLIC BOARD HEALTH AND SAFETY REPORT

**January 2017**

To the chief's watch out for a new safety fact sheets coming out in the near future that can be discussed with staff and checked off as a safety chat. Mark Watson and I have been working on various different topics that will be sent out monthly and you will be able to share. Safety is all of our responsibility and we need to continue to practice this every day. The custodial department has continued to reduce accidents and are by far the lowest in years of all employee groups thank you, to you all. Lastly I would like to talk about workplace violence as it is a concern and a workplace hazard. All staff members of the school board have the right to know if there is the risk of injury around us either in our job or workplace.

If you happen to get in a situation where you are threatened, struck, spit at, sworn at or even have objects thrown at you. Report it to the Principal, your supervisor, and the union hall. These situations need to be reported and dealt with under the OHSA, Safe Schools Act and the Boards own policies and procedures.

These are forms of violence, harassment and even bullying and need to be addressed by administration and supervisors. IT IS YOUR RIGHT TO A SAFE WORKPLACE. It could be your job that could be at stake if mishandled. Use due diligence when in this situation and do not feel embarrassed REPORT IT. As Dennis reported in his newsletter there now is a violence report available for custodial/ maintenance on the CUPE 218 website.

In Solidarity,

***“See you along the path “***

**Dan Mills**



January 2017

*Hi Brothers and Sisters,*

Welcome back! I hope everyone enjoyed their Christmas break and had a relaxing New Year.

We had our Children's Christmas party last month and it went very well. We had a lot of positive feedback from the parents and the kids. The toys from Santa were incredible and everyone had a good time. We would like to thank all of our volunteers that helped make it a fun and wonderful day for the children. We will definitely be having another one this year.

We have booked the golf course for the CUPE Local 218 golf tournament this year. It will be at Sunnybrae golf course on Saturday June 24th. Keep the date open if you would like to attend. Flyers for the tournament will be coming out in the next few months.

We are still working on a family skate for February or March. More information to follow on that.

If you have any questions or ideas for the Social Committee, please feel free to email one of your reps listed below.

In Solidarity,

**Ken Wilkins**

Social Committee Chairperson  
[kenneth.wilkins@cupe218.ca](mailto:kenneth.wilkins@cupe218.ca)

**John Allan**

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# THREE KEYS TO A HAPPIER WINTER

Winter is upon us here in Canada. The days are shorter, the weather is colder and sunshine is a rare sight. Often, this can lead to low energy and general malaise so it's important to be proactive about keeping a positive attitude during the colder months. Here are three key things to keep in mind for a happier winter season:

- 1. Eat healthy.** *When you eat healthy food, it makes you feel better. Eat a variety of fruits and vegetables to ensure that you are getting enough vitamins and minerals to nourish your body. Things like soups and stews are great ways to incorporate lots of vegetables and lean protein into your diet while still feeling like comfort food.*
- 2. Get active.** *Take advantage of good weather days and go for a walk or embrace the winter season with fun activities like snowshoeing, skiing or skating. Not the outdoorsy type? Join a gym or fitness class instead to get your heart pumping. At least 30 minutes of activity three times a week is a good place to start.*
- 3. Sleep well.** *Lack of sleep can have a huge effect on your mood, so it's important to get your recommended 7-8 hours each night. Try to keep your bedtime and waking time consistent so you can develop strong sleep habits. Don't forget naps! Even just ten minutes can be enough for a quick afternoon pick-me-up.*

**Try and incorporate all three of these into your daily routine and see the difference it can make in your life this winter and beyond!**

