

# CUPE·218

DURHAM EDUCATION WORKERS

## MAY 2017 NEWSLETTER



# MEMBERSHIP MEETING

## CUPE LOCAL 218 HALL

7:00 P.M.

SUNDAY, MAY 28<sup>th</sup>, 2017

2080 WENTWORTH ST.

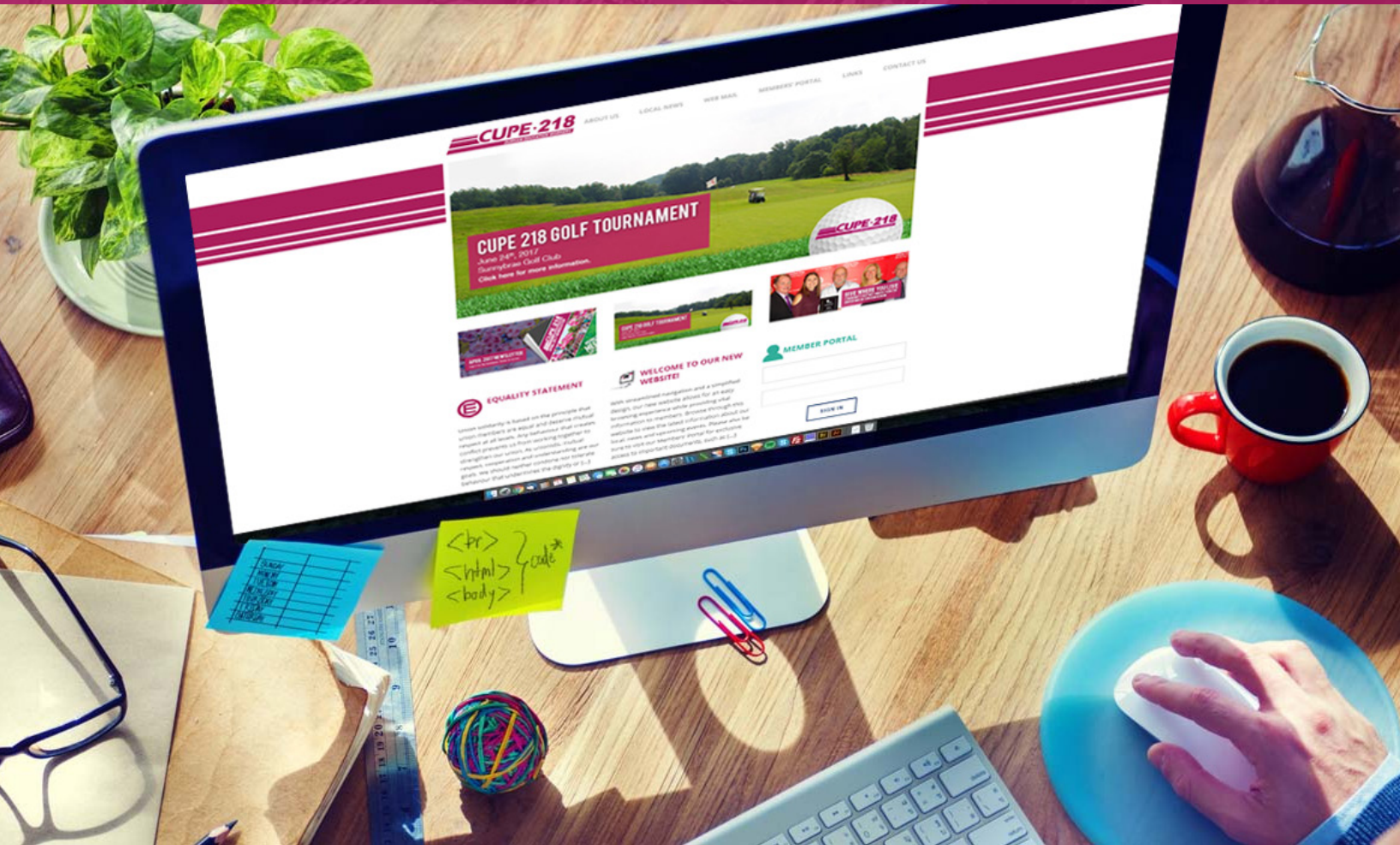
WHITBY, ON

[CUPE218.CA](http://CUPE218.CA)



@CUPE218





# STAY INFORMED

Visit [CUPE218.CA](http://CUPE218.CA) for the  
LATEST NEWS and important  
LOCAL INFORMATION!

# CONTENT

● <b>PRESIDENT'S MESSAGE</b>	<b>4</b>
● <b>VICE PRESIDENT'S MESSAGE</b>	<b>6</b>
● <b>2<sup>nd</sup> ANNUAL CHARITY GOLF TOURNAMENT</b>	<b>7</b>
● <b>SOCIAL COMMITTEE</b>	<b>8</b>
● <b>CONTINUING EDUCATION - PUBLIC BOARD</b>	<b>9</b>
● <b>OFFICE/CLERICAL/TECHNICAL - PUBLIC BOARD</b>	<b>10</b>
● <b>SECRETARIAL/CLERICAL/TECHNICAL STAFF - CATHOLIC BOARD</b>	<b>12</b>
● <b>CUSTODIAL MAINTENANCE - CATHOLIC BOARD</b>	<b>13</b>
● <b>CUSTODIAL MAINTENANCE - PUBLIC BOARD</b>	<b>14</b>
● <b>EDUCATIONAL ASSISTANTS - CATHOLIC BOARD</b>	<b>17</b>
● <b>EDUCATIONAL ASSISTANTS - PUBLIC BOARD</b>	<b>18</b>
● <b>EDUCATIONAL ASSISTANTS HEALTH AND SAFETY - PUBLIC BOARD</b>	<b>20</b>
● <b>HEALTH AND SAFETY SPRING/SUMMER REPORT - PUBLIC BOARD</b>	<b>21</b>
● <b>DISABILITY MANAGEMENT</b>	<b>23</b>
● <b>NEGOTIATING A GOOD DEAL WHEN PURCHASING A VEHICLE</b>	<b>24</b>
● <b>HEAT-RELATED ILLNESSES</b>	<b>26</b>
● <b>EXTREME WEATHER GUIDELINE</b>	<b>27</b>

# PRESIDENT'S MESSAGE

May 2017

*Dear Sisters and Brothers,*

It is hard to believe that the end of the school year is fast approaching.

On April 28<sup>th</sup>, 2017 I had the privilege of doing a speech at the Day of Mourning at the request of the Durham Region Labour Council. It was one of many proud moments as being President of Local 218. The speech was well received. Attached is a copy of my speech and it can also be viewed on our CUPE Two-Eighteen twitter account. Sister Wilkinson and myself are still meeting with our affiliates and allies as a united front in our campaigning against violence.

Myself and your committee chairs have met with both Public and Catholic Boards regarding funding enhancements that was part of the most recent contract extension. I will provide you with a breakdown on how the money was utilized once our proposals have been finalized.

The OSBCC has had two meetings with the Province on May 11<sup>th</sup> and 12<sup>th</sup>, 2017 regarding remedy as a result of Bill 115 being unconstitutional. Once a settlement has been reached, the final decision on whether or not to accept will reside with you, the members. A vote will be scheduled upon reaching a settlement.

The Toronto Star has printed an article that the Ontario High School Teachers could get up to \$3000.00 as part of their remedy. We are still waiting to hear the full details of that settlement.

Questions have been coming into the office regarding the July 1<sup>st</sup>, 2017 holiday. Canada Day falls on a Saturday this year so the holiday will be taken on Monday, July 3<sup>rd</sup>, 2017.

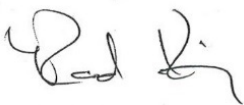
Our second annual charity golf tournament is fast approaching and is filling up fast. If you are going to join us for a great day of fun please send the names of your foursome and money to Sister Sue Wilkinson at the CUPE office.

As this is our last newsletter until September I would again like to thank you all for your ongoing support. I take great pride in my role as your President and look forward to working with you and for you in the coming year. Thank you for everything you do in your roles everyday and our partnership in education.

Wishing you all a safe, healthy and enjoyable summer!

Our next General Membership Meeting will be Sunday, May 28<sup>th</sup>, 2017 at 7:00 PM at the CUPE office. Prior to our General Membership Meeting there will be a workshop presented by OTIP called "Walking into Retirement". The presentation will be from 5:30 - 6:30 PM. This is a free workshop for those planning to retire within the next five years. So if that is you, please take advantage of this opportunity.

In Solidarity,



**Rod King**  
**Rod King**  
**President**  
**CUPE Local 218**

**2080 Wentworth Street, Whitby, ON, L1N 8W9**  
**Phone Number: 905-571-7879**  
**Toll free 1-877-571-0218**  
**Fax number: 905-571-4102**  
**E-mail: [office@cupe218.ca](mailto:office@cupe218.ca)**  
**Website: [www.cupe218.ca](http://www.cupe218.ca)**

## **Welcome everyone.**

CUPE Local 218 represents Education workers at both Durham Public and Catholic Boards. We have 3200 members and 7 bargaining units made up of Custodial Maintenance, OCT (Office, Clerical and Technical), EA's (Educational Assistants) and Continuing Education. Thank you for allowing me the opportunity to address a crisis within our School Boards:

## **VIOLENCE**

***"I love my job working with children but I can't take the abuse anymore."***

***"We aren't helping the children and I don't know what to do."***

***"I came home crying, not wanting to go to work, not sleeping."***

***"I can't take it anymore."***

***"No one is listening, when is it going to stop?"***

These statements are what our Educational Assistants are saying and feeling. There is a culture of silence and self-sacrifice. It has become an inherent part of the job.

Educational Assistants provide support and assistance to our students in the classroom and play a vital roll in the education of children that have developmental, cognitive, physical and academic challenges.

Our members are not punching bags and violence is not part of their jobs. The Durham District Public Board had over 1500 violent incident reports since September and the Durham District Catholic Board had over 700 violent incident reports since September with many more incidents that go unreported. Being continually assaulted should never be part of any job. It changes people and their lives. It's not only the physical damages but psychological as well. It's called PTSD and no one should get that from working with children. Every worker has the right to refuse unsafe work. This Province is letting our children, parents and educators and education workers down.

What is it going to take to make change happen?

Our Local CUPE 218 has met with our Ontario School Board Coordinating Committee and our Provincial Body looking for their assistance and direction to make change happen.

Changes need to be made to the Health and Safety Act, Education Act and Legislative change to the Funding Formula.

Until the Funding Formula is fixed to allow proper delivery of education, it is unlikely that all of the existing problems can be remedied.

We all need to work together to make this change happen and to support our education workers and our most valuable asset - our future, our children.

**Rod King**

**President**

**CUPE Local 218**

**April 28<sup>th</sup>, 2017 Day of Mourning Speech.**

# VICE PRESIDENT'S MESSAGE

May 2017

## **WHEN YOU REALLY SHOULD CONTACT THE UNION OFFICE!!!!**

If you have been invited to a meeting – contact the office to make sure there is a union rep. going.

If you get information on your WSIB claim. Remember.... The union is NOT copied in on letters from WSIB. You have to keep us informed.

If you have medical for absences. If you are off for any extended period OR you need accommodations then the union needs to be involved in your return to work.

If you have applied for a posting and you don't hear anything after a week.

If you get into trouble .... We usually hear about that, but not your side of the issue.

If you have questions.... Call ..... it may not be the people in the office answering your questions but they will get direct the message out to the rep. for your school/area. Most of the reps email addresses are in the newsletter. Quick emails or phone calls can often clear up misunderstandings. Don't believe rumours.

Please plan on attending the next General Membership Meeting to be held Sunday May 28<sup>th</sup>, 2017 at the CUPE office, 7 pm, 2080 Wentworth St. Whitby.

As this is the last newsletter for the 2016- 2017 school year, please have a happy and safe summer. The union office is open in the summer months should you need any help or representation.

Yours in solidarity,

**Marion Moore**

**Vice President and Disability Rep.**

**CUPE Local 218**

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

## SOCIAL COMMITTEE



**SUPPORT THE  
UNITED WAY  
DURHAM REGION  
CHARITY!**



**Tournament will run  
rain or shine.**

**There will be lots of prizes and a  
50/50 draw as well.**

**Lunch will also be provided. This will  
consist of hot dogs and hamburgers.**

**Golf carts will be included!**

**WHERE:** Sunnybrae Golf Club 1430 King St., Port Perry

**WHAT:** 4 Person Best Ball Tournament  
Open to friends and family

**WHEN:** Date: Saturday June 24, 2017  
Time: Registration is at 11:30am, Shotgun start at 1pm  
"Rain or Shine" Tournament

**PRICE:** \$90 per player  
Please make cheques payable to: "CUPE Local 218".

**DINNER:** Dinner and prizes will be done at Sunnybrae Golf Club.  
This is a steak dinner. Anyone needing chicken or vegetarian  
dinner, please let your committee member know so that we  
can make arrangements for you.

### Contacts:

**Ken Wilkins**

Email: [kenneth.wilkins@cupe218.ca](mailto:kenneth.wilkins@cupe218.ca)

**Bobby Montgomery**

Email: [bmontgomery@cupe218.ca](mailto:bmontgomery@cupe218.ca)

**John Allan**

Email: [john.allan@cupe218.ca](mailto:john.allan@cupe218.ca)

**Natalie Melich**

Email: [nmelich@cupe218.ca](mailto:nmelich@cupe218.ca)

**Glen Morrison**

Email: [gmorrison@cupe218.ca](mailto:gmorrison@cupe218.ca)

# SOCIAL COMMITTEE CUPE LOCAL 218

May 2017

*Hi Brothers and Sisters,*

We are only a month away from the 2nd Annual CUPE Local 218 Charity Golf Tournament. It is filling up fast, so if you would like to golf please make sure you get your money to the CUPE office soon. It is a “first pay, first play” event.

The tournament is on Saturday June 24th at Sunnybrae Golf Course in Port Perry. It is a “rain or shine” tournament so please make sure that you dress appropriately. The cost is \$90 per person and it will be a 4 person best ball tournament.

Please see the attached flyer or visit the CUPE Local 218 website for more detailed information.

Registration will start at 11:30am with a “Shot Gun” start for golfers at 1pm. Please make sure you and your team are there early for registration so that you can get your carts and passports and your lunch.

It will be a steak dinner again this year so if there is anyone who needs a chicken or vegetarian dinner, please let us know soon so that we can make arrangements for you.

We will also have “Passports” available again this year for \$10 each. These passports will enter you into the Longest Drive and Closest to the Pin contests. All proceeds of the passports will go to the United Way of Durham Charity.

Please make all cheques payable to CUPE Local 218. You may contact one of your Social Committee representatives below, or inter-office your cheques to the CUPE Local 218 union hall. You may also drop off your cheques or money to the CUPE Hall care of Sue Wilkinson.

In Solidarity,

**Ken Wilkins - Social Committee Chairperson - [kenneth.wilkins@cupe218.ca](mailto:kenneth.wilkins@cupe218.ca)**

**Bobby Montgomery - [bmontgomery@cupe218.ca](mailto:bmontgomery@cupe218.ca)**

**Natalie Melich - [nmelich@cupe218.ca](mailto:nmelich@cupe218.ca)**

**John Allan - [john.allan@cupe218.ca](mailto:john.allan@cupe218.ca)**

**Glen Morrison - [gmorrison@cupe218.ca](mailto:gmorrison@cupe218.ca)**



# CONTINUING EDUCATION - PUBLIC BOARD

May 2017

*Dear Sisters and Brothers,*

As the school year starts winding down, we often start planning for the next school year. 2017 -2018 should be a good year for us. We did not have to apply to work, there will be no contracts to sign and you should not have to worry about having your hours reduced.

Our principal has told me that there should not have been contracts for permanent employees in cases such as ELT (Enhanced Language Training) and Citizenship classes so if you are asked to sign a contract, please refrain from doing so and contact me immediately. We continue to have concerns with a shortage of supply staff, even though new supply instructors were hired. It is imperative that we have documentation every time that a supply instructor is not available. It is only from statistics that we can make changes in the right direction. Please contact Jane if your class was not covered or if you were asked to merge a class into yours.

LINC /ESL instructors have many concerns about the implementation of PBLA (Portfolio Based Language Assessment). We had a labour management meeting on April 26 and will have another one on May 24. PBLA implementation will be on the agenda. We will share information with you following that meeting.

Thank you for your effort in providing documentation regarding your seniority. This is the only way you will be satisfied with your seniority. If there is a concern with your submission, you will be contacted, otherwise, your hours will be added to the hours that the DDSB provided for the last 3 years. If your hours, listed on ESS (Employee Self Serve) are not accurate you need to contact us immediately to have that corrected, otherwise, we will use that for proof of your last three years' service. We can make no changes after we submit the updated list to DDSB.

General membership meetings are once a month on Sunday evenings at the CUPE Hall. I hope to see you at the last meeting for the year on Sunday, May 28, 2017 at 7 pm.

In solidarity,

**Maureen O'Reilly**

**Bargaining Chair**

**Public Board**

**Continuing Education**

**YOUR BARGAINING COMMITTEE**

**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)**

# OFFICE/CLERICAL/TECHNICAL - PUBLIC BOARD

May 2017

It's nice to see the days getting a little longer but it sure would be nice to see more sunshine and warm temperatures with them. Hopefully, the weather will take a turn for the better soon. This is the last newsletter for the 2016/2017 school year. On behalf of the O.C.T. Committee Reps, I would like to wish you all a very happy, healthy and safe summer.

## **SECONDARY SUMMER FRIDAYS**

It is with great pleasure that I announce we have gained back our paid Fridays for the summer. This is as a result of mediation at the arbitration on May 4. The custodians will continue to have their Fridays off, with the exception of one custodian per week who will open, close and be in the building all day Friday. This custodian will have a Monday off instead. In this way, secretaries can report to work on Fridays and don't have to take an unpaid leave day, or use one of their vacation days. We tried to work through this with makeup time, but the board was unwilling to allow this.

I would also like to thank our Secondary custodians for working with us on this issue. United we stand!

## **ARBITRATION GROUP 11 ELEMENTARY SCHOOL SECRETARIES**

Our next arbitration date for our job re-evaluation is on May 31. It is unlikely that we will have a decision on that day. Usually the arbitrator will take all the information presented at the hearing and review it before making a decision. This could take a few weeks. Since this is the last newsletter till September, I will forward any information I get, through our C.U.P.E. e-mail system. Please be sure that your C.U.P.E. e-mail is set up. If you have any difficulty with this, please contact Sue Wilkinson at the union office and she will assist you.

## **EMPLOYMENT INSURANCE NUMBER**

We haven't been given the E.I. number as yet for those planning to collect for the summer. When the number is available, we will send an e-mail through your C.U.P.E. e-mail as well as post on our C.U.P.E. website. We typically get it towards the end of June.

## ***R.O.E.s***

At our Labour/Management meeting in October, we inquired about the delay in R.O.E.s for those who were laid off for the summer. We were informed by management that they were working to resolve this and were expecting to be able to avoid this delay in the future. If you should have any issues with respect to your R.O.E., please contact your rep.

## ***GENERAL MEMBERSHIP MEETING***

We would like to see you at the next and final General Membership Meeting for this school year, on Sunday, May 28, at 7:00 p.m.

## ***O.C.T. REPS ARE:***

**Antony Nembhard, Ed. Centre Rep – [anembhard@cupe218.ca](mailto:anembhard@cupe218.ca)**

**Rachel Hunter, Elementary School Rep – [rhunter@cupe218.ca](mailto:rhunter@cupe218.ca)**

**Karen White, Secondary School Rep – [kwhite@cupe218.ca](mailto:kwhite@cupe218.ca)**

**Cathie Rousseau, Chairperson – [crousseau@cupe218.ca](mailto:crousseau@cupe218.ca)**

# SECRETARIAL/CLERICAL/TECHNICAL STAFF

## CATHOLIC BOARD

**May 2017**

WOW, it is that time of the year again, school coming to an end. Getting ready for the end of the school calendar with just one more month to go. This school year has just gone by so fast, and this is the last newsletter for this school year.

Your committee has their last school year Labour Management meeting booked with the H.R. Department for May 16, 2017.

This Unit has three (3) grievances in for denied holiday going to Step 2. One (1) grievance for job posting.

For all the School secretaries please use the Web Portal created to help and assist you with your everyday work duties. There are four (4) main headings – Knowledge Base, Related Applications, Calendar and The Forum.

This is still just a friendly reminder, always 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.

Please be careful of just what you post on social media, what you say or pictures you take ... once it's posted it's out there!

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 your Local, as we are here to assist you if required.

Hope to see you at the last General Membership meeting of this school year on Sunday, May 28<sup>th</sup>, at 7:00 p.m. at the CUPE Office.

Enjoy your summer holidays everyone !

Yours in Solidarity,

**Karen Ulrich, Chairperson - [kulrich@cupe218.ca](mailto:kulrich@cupe218.ca)**

**Mike Morris, Bargaining Committee - [mmorris@cupe218.ca](mailto:mmorris@cupe218.ca)**

**Nikki Spiers, Bargaining Committee - [nspiers@cupe218.ca](mailto:nspiers@cupe218.ca)**

# CUSTODIAL MAINTENANCE - CATHOLIC BOARD

**May 2017**

*Dear Sisters and Brothers,*

An update on grievances.

We have a step two and step three grievance outstanding with meetings booked for early June. The Union and the Board have also settled three individual and one policy grievance regarding daycare coverage over the Christmas break. The affected schools with daycares have received lieu time for time missed over the Christmas break when daycares were operating.

The Union and the Board have also settled an individual grievance regarding denial of a vacation day on which the PD day was scheduled. This member was able to take this day as vacation.

We also have a date for early November for Arbitration regarding the Chief Custodians JE; we will keep you updated as we progress.

We would also like to remind the membership to keep us informed on situations, concerns or even informal discussions regarding issues in your workplace. Please keep in mind that we are not always aware of your concerns unless you share them with the committee. We receive calls far too often from members upset about a situation that has been ongoing for months but a committee member was not informed of the situation.

In closing, we would like to wish everyone a safe and enjoyable summer, see you in September. As always, please contact one of your reps below with any questions or concerns.

In Solidarity,

**Brian Burd - [bburd@cupe218.ca](mailto:bburd@cupe218.ca)**

**Natalie Melich - [nmelich@cupe218.ca](mailto:nmelich@cupe218.ca)**

**Sean Hebert - [shebert@cupe218.ca](mailto:shebert@cupe218.ca)**

**Dave Slater - [dslater@cupe218.ca](mailto:dslater@cupe218.ca)**

# CUSTODIAL MAINTENANCE - PUBLIC BOARD

May 2017

*Dear Sisters and Brothers,*

It's hard to believe that the end of the school year is just weeks away, I hope all you Mother's out there enjoyed your Mother's day. This will be the last newsletter until September.

The Vacation entitlement forms should be circulated by May 15<sup>th</sup> and returned to their Supervisor by May 30<sup>th</sup>. The Board will endeavour to resolve conflicts prior to posting of the approved vacation schedule by mid-June. In the event of conflict in vacation times, the employee with the greatest seniority shall be given preference.

I met with the Bargaining committee on April 21<sup>st</sup> to help them prepare for their meeting with management on May 11<sup>th</sup>. They will be having discussion regarding Workload and Absenteeism.

I have met with the Custodial management to discuss isolated issues regarding how some of the Permits are conducting themselves in our workplace. The Board is in the process of introducing new Policy and Procedures for Permits.

There are 8 grievances that have been approved to proceed to mediation / arbitration.

- I have had communication with the Boards legal for 3 of them and I am hopeful for a resolution in the very near future.
- We are in the middle of securing a mediation date for 2 of them.
- 2 are around Disability issues.
- 1 has an arbitration date for December 19th, 2017.

We have 2 grievances that have a STEP II meeting date for May 15th, 2017 and there is 1 in abeyance.

Some time ago the Union and Board had met and agreed to Guidelines for Overtime but there still seem to be confusion regarding this topic.

## **GUIDELINES FOR OVERTIME**

- Two lists will be maintained to record overtime – one for permits – one for coverage or one list for both may be maintained if both chief and group prefers.
- Overtime will be shared equally among all employees. In the case of overtime offered to four hour Cleaners/ Custodians for the purpose of recording the overtime will be charged at time and one half. Cleaners working overtime must work within their job description.(All 4 hr. positions are made aware that the O.T. is paid at straight time)

- Overtime will be based on availability, not available, charged as such. ie: vacation, sick...
- When a new employee transfers into a building they will be charged the maximum hours on the overtime list..
- All weekend overtime will be determined no later than Wednesday of that week.
- The lead permit will be the permit with the earliest start time.
- If there are multiple permits that start at the same time the lead permit will be the one with the most hours.
- All hours will be updated daily and posted in a prominent location.
- All permit overtime that exceeds 12hrs. will be divided in half, with the first part of shift going to first in line followed by the second in line completing that shift.
- All coverage overtime will be offered in 1hr. increments with no individual exceeding more than 4 hrs. O.T. in an 8hr. shift.
- Any coverage for staff shortage or permits at an Elementary school will be offered to the employee of that school first before being offered to the High school who supplies coverage. (List of feeder schools that high school provides coverage will be posted.)
- If no coverage is available at the Elementary or High School then coverage will be determined by Supervisors list. The names on the list and hours/ or given will be updated by supervisors and copied to all those on the list and hours/ or turns given will be updated by supervisor and copied to all those on the list through email. Employees on the supervisor's list must provide a # where they can be reached, and give notice if unavailable.
- If a permit is received with less than twenty-four hours' notice then any employee that refuses the overtime will not be charged, the employee who works the overtime will be charged as such. Office small group meetings may run during alternate permit time with no additional person required.
- Anyone wanting to be on the overtime list will make it known the first week of September. The list will be reviewed the first week of January. Anyone opting in will be charged the highest number of hours on the overtime list. Anyone wanting overtime while on vacation must make their request known before commencing.
- Minimal requirement one person per permit/ exception at Board Office. Small group meetings may run during alternate permit time with no additional person required.
- Stress the importance of permit regulations and conditions detailed on permit.

Now that we are starting to get into the warmer weather we need to be aware of Heat Stress.

**WHAT IS HEAT STRESS:** Heat Stress is a buildup of heat in the body to the point where a worker cannot maintain normal body temperature. When workers can't cool themselves by sweating, serious heat illnesses can occur. Working in hot temperatures is a health and safety hazard and can lead to heat stroke, which can be fatal.

## **WARNING SIGNS AND SYMPTOMS OF HEAT-RELATED ILLNESS**

- Heavy sweating
- Weakness
- Cold, pale, and clammy skin
- Fast, weak pulse
- Nausea or vomiting
- Fainting
- Headache
- Excessive thirst
- Muscle aches and cramps
- Confusion or anxiety
- Dizziness
- Agitation

## **WHAT YOU SHOULD DO IF YOU HAVE THESE SYMPTOMS**

- Move to a cooler location
- Lie down and loosen your clothing
- Apply cool, wet cloths to as much of your body as possible  
Sip water
- If you vomited and it continues, seek medical attention immediately and contact your Supervisor and the Union office

Please remember that if you have the unfortunate experience of a work related injury to please report it to your Supervisor and the Disability team at the Union office. Also, if you submit medical to the Board please make sure the Union Disability team receives a copy as well. No injury is too small to report. "HAVE A SAFE AND FUN SUMMER "

Yours in Solidarity

**Dennis Gibbs**

**Chairperson and Disability representative**

### **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 May 28<sup>th</sup>, 7:00 PM at the CUPE office. Please plan to attend.***



# EDUCATIONAL ASSISTANTS - CATHOLIC BOARD

**May 2017**

*Dear Members,*

Well, spring is here! We are coming to the end of the school year! Time flies!

The postings for 2017-2018 school year will be out around the second week of June. Your school will be receiving an allocation letter in the coming weeks.

Violence in the Workplace has been front and center in the news lately. That is why we encourage you to fill out and submit AdHoc forms when violent incidents occur. This is to be done electronically. Your bargaining committee continues to work with Student Services to come up with strategies to better this process and make debriefing serious incidents a priority. Please notify the CUPE office at 905-571-7879, with any incidents and we will then be informed and be able to assist you. Carrie Boisvert, your Health and Safety rep. may call your school's contact person, to see what we can do to help.

On another note, PLEASE be mindful of how you are treating other co-workers. Bullying does not just apply to students! We have a Harassment Policy that must be adhered to!

Please feel free to contact us with any questions or concerns,

**Maureen MacInnis** - Chairperson/Whitby schools - [mmacinnis@cupe218.ca](mailto:mmacinnis@cupe218.ca)

**Maureen Suddard** - Ajax/Pickering schools - [maureen.suddard@cupe218.ca](mailto:maureen.suddard@cupe218.ca)

**Carrie Boisvert** - Oshawa/Northern schools/H and S Rep - [carrie.boisvert@cupe218.ca](mailto:carrie.boisvert@cupe218.ca)

# EDUCATIONAL ASSISTANTS - PUBLIC BOARD

**May 2017**

The school year is almost finished! You can see the summer approaching, and the nice weather is finally starting to stick around.

We know this has been a difficult and busy year for many of you. Your EA Committee would like to send a big 'THANK YOU' for your dedication and hard work with the students you support! We know there are days that you may have wanted to just say 'enough—I'm done!', but you stuck it out or took that much needed Mental Health day and then came back, all because you know it's for the students! Many of who to them you are their mentors and their heroes! When you see their smiles and successes,...you celebrate with them! That's why we do this! We mean something to these kids, whether we get credit for it or not. Know in your heart that you've done a great job!!

POSTINGS—the new classes were posted. Many people hadn't previously set up their profile on 'Apply to Education' of which the email notifications were sent out starting last May. This created some people who wanted to apply not able to do so in time as once their profile is set up, they must wait for the board to approve your request. Therefore, we are advising everyone to go back in your board emails dated and make sure you have completed your profile.

STAFFING—this is going to be a time of many changes within some schools/classes. The staffing list should be coming out to your Admin by the Mon of the May long weekend. Admin should then be advising you of your placement for next year. If they haven't advised you by Thurs, contact them to ask for the information. If you are told that your position is changing and you are unhappy with the change, you may email Sharon Wopereis by Friday May 26<sup>th</sup> to request that your name be added to the Surplus/Transfer list. (Just remember that when you do this.....your position is gone. You may not see the list of available positions and request to go back to the one you were in).

It may be a week or so later that Sharon will be sending out the list of placements for you to choose from. Everyone will have their new placement before the end of the school year.

If you have any questions regarding this, you need to speak to your Principal.

There will be no postings until the fall so if you truly are not happy this is your chance to move.

EI—once we are given the code, we will send an email with the info to your CUPE email addresses as well as have it on the CUPE 218 Website. If you still haven't set up your email address or have lost your password, or didn't know that all CUPE members have an email address (including supplies, LTO etc), you need to call or email Sue Wilkinson [swilkinson@cupe218.ca](mailto:swilkinson@cupe218.ca) and she will help you.

If we receive any information on further changes within Spec Ed or any additional news, we will send out an information message to your CUPE email.

***Life is not about waiting for the storm to pass, it's about learning to Dance in the Rain!!***

***Wishing you all a fantastic summer holiday!***

**IF YOU HAVE ANY QUESTIONS OR ISSUES,  
PLEASE CONTACT THE REP OR STEWARD FOR YOUR AREA.**

**EA AREA AND CONTACT INFORMATION 2016/17**

<b>SCHOOL AREA</b>	<b>REP TO CONTACT</b>	<b>CONTACT INFORMATION</b>
<b>AJAX PICKERING</b>	<b>GLEN MORRISON (REP) MARION MOORE (STEWARD)</b>	<b>gmorrison@cupe218.ca mmoore@cupe218.ca</b>
<b>WHITBY NORTH</b>	<b>KELLY GAINER (REP &amp; H&amp;S Rep) FLO DAVIES (STEWARD)</b>	<b>kgainer@cupe218.ca florencia.davies@cupe218.ca</b>
<b>OSHAWA (KEDRON PS TO WOODCREST PS)  OSHAWA (ADELAIDE MCLAUGHLIN PS TO JEANNE SAUVE PS)</b>	<b>SUE WILKINSON (REP)  FIL WYLIE (STEWARD)</b>	<b>swilkinson@cupe218.ca  filomena.wylie@cupe218.ca</b>
<b>HIGH SCHOOLS</b>	<b>LORI RICHARDS (CHAIRPERSON)  TRACEY LESPERANCE (STEWARD)</b>	<b>lrichards@cupe218.ca  tracey.lesperance @cupe218.ca</b>

# EDUCATIONAL ASSISTANTS - PUBLIC BOARD

## HEALTH AND SAFETY

**May 2017**

Health and Safety Training should have been held on the May 5<sup>th</sup> PA day. This training should have been for a half day either in the morning or afternoon. Please let me know if you did not receive the training.

### ***Speak To Your Principal:***

I can't express the importance of speaking with your principal when you are dealing with unsafe situations. It is important to discuss safety issues so that they can be resolved. Your principal can not help you if they do not know what the problem is. Please contact me if you need guidance and direction on how to go about discussing safety concerns with your principal.

### ***Reporting Violent Incidents:***

Please watch in September for the new reporting system. A subcommittee has been working on improving the violent incident reporting system, and it looks like it should be ready by September. There will be some training/direction provided. I am very excited about this and I hope that it makes reporting easier for all to report.

### ***DDSB portal - Health and Safety:***

Have you looked at the new Health and Safety section? There is a tab for EAs (EAs Go to Guide). This new sections has an updated version of the EAs Go to Guide for Health and Safety, Everyday fitness program and Safe Work Practice posters. Take some time to become familiar with the Health and Safety section of the DDSB staff portal. It is an excellent resource.

### ***BMS tips/reminders:***

Remember, BMS teaches us that a containment should only be used in a crisis situation wherein a student poses an immediate risk to self or others. Containments should only be used with reasonable force to secure the student and staff safely, with the intention of avoiding harm or injury. Also, under no circumstances should a student be physically moved by staff to a calming room (or any other location) when a student is emotionally escalated. In cases where a student is emotionally escalated or out of control, first remove others from the immediate area and then wait for the student to calm down enough to take direction from staff.

***As this is the last newsletter for the school year, I wish all of you a safe,  
healthy and happy summer.  
Remember, Safety is a responsibility shared by all of us.***

**Kelly Gainer**

**EA Health and Safety Rep**

**kgainer@cupe218.ca**

# HEALTH AND SAFETY - PUBLIC BOARD

## SPRING/SUMMER REPORT

### May 2017

Hello to everyone and I hope that all are well. Spring has finally arrived and with it above average rainfall. By time that you read this you will already have been asked to start or have on your own started roof maintenance at your worksite. Unfortunately myself and the school board haven't been able to come up with a suitable long reach tool as of yet. We are still in the process and have schools trailing out different models. Please remember the 2 meter/6 foot from the edge rule when it comes to working on roof equipment, clearing drains and retrieving balls. When working on the roof top units and the need to be greasing or replacing belts are sure to follow proper lock out procedures for this equipment. Also be aware of your surroundings things like the security and condition of your access ladders and your hatch guardrails and weather conditions, I also suggest that you have a regular schedule of roof work and it is shared with main office and supervisor. This allows them to know when the work is done but also when the balls will be retrieved and if possible do this in pairs and be sure to communicate with office when you are doing this work and have a two-way radio.

This warmer weather yard clean up as also started and again I just would like to remind you to be aware of your surroundings when out doing this type of work due to uneven ground, potholes and the settling of pavement a sidewalks. But also be aware of what it is you are picking up for various reason such as sharps, weight, and biohazard be sure to be wearing work gloves and if desired nitrile gloves underneath. If you are to ever get injured in anyway be sure to report it. If you happen to be injured by needle stick report and seek medical.

With the end of the school year fast approaching there are many different hazards and issues that we all need to be aware of. They begin with the temperature and the risks that can be created due to it. Our humidity levels are generally high come this time of year and the processes we use to clean our buildings only add to that be aware of the signs and symptoms related to the sun and heat. I have attached the poster that all should be aware of from our Health and Safety bulletin boards.

There is also the issue of over excursion take your time work in pairs when moving furniture and larger articles and be aware of your environment. There is a general rule with the weight that one should be lifting no more than 50lbs and this amount has been put forward in the yearly memo from facilities and health and safety. I will also be requesting that it be sent again along with the access to the building memo for the principals to forward.

We also have to deal with construction and renovations in some of our buildings and make yourself aware of what is being done where and times lines if possible so that you can schedule your work around and plan for completion without getting stressed out by the time crunch at the end of August. It is the Supervisor's responsibility to make sure you and fellow employees are aware of any hazards there are in the workplace and to take every reasonable precaution around them. Please use your due diligence when dealing with these situations. I will also attach the Boards construction tool kit.

I would like to take this time to thank the PA day committee for another fantastic Plant day. I have a special thank you for Kerri Stewart of Health and Safety Department and Andrea McAuley from The Special Education Dept. They both put on a presentation around our jobs in association to the special education students that we work around. The session gave us the tools that we needed to be aware of and a brief understanding of the system. They also complimented what we do in our building for the students and staff acknowledging what a vital part of the system we are.

Finally I hope that everyone has a safe and happy summer and get the well-deserved time to relax and enjoy friends and family. I look forward to the upcoming changes to the workplace inspection procedure and how it is carried out more news to follow.

If you ever have any questions or concerns around issues or your health and safety call the union hall at

905 -571-7879 or 1-800-571-02-18  
They will put me in contact with you ASAP.

*Always remember there is never a stupid question and it is your “RIGHT TO KNOW “*

**Dan Mills**

# DISABILITY MANAGEMENT

May 2017

Well here we are, another school year is coming to an end.

I want to wish everyone a very enjoyable safe summer and hopefully Mother Nature will work in our favour.

For those who has to work over the summer please be reminded to work safe. If you are unfortunate and sustain a workplace injury or have any questions around Disability, please contact the CUPE Office and someone from our Disability Management team will be happy to assist you.

## Disability Management Committee

### Catholic Board /Public Board

Marion Moore - [mmoore@cupe218.ca](mailto:mmoore@cupe218.ca)

### Public Board

Dennis Gibbs - [dgibbs@cupe218.ca](mailto:dgibbs@cupe218.ca)

Lori Richards - [lrichards@cupe218.ca](mailto:lrichards@cupe218.ca)

Jamie Spencer - [jspencer@cupe218.ca](mailto:jspencer@cupe218.ca)

**CUPE Office Phone** - 905-571-7879 / 1-888-571-0218

**Fax** - 905-571-4102

In Solidarity,

**Jamie Spencer**

**Disability Management Coordinator**

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

# NEGOTIATING A GOOD DEAL WHEN PURCHASING A VEHICLE

May 2017

In Canada, car sales reached 1.95 million last year, making it the fourth consecutive year sales have topped the previous record. If you're looking to purchase a new vehicle this year, negotiating could save you hundreds, if not thousands, of dollars. Since negotiating isn't a comfortable experience for every car buyer, we've identified a few tips to help you feel more prepared when you purchase your new set of wheels.

## 1- Know your credit score

If you will be applying for a loan to help you purchase your vehicle (either through the dealership or through a bank), knowing your credit score ahead of time will help you out in a few ways:

- You'll be able to verify that your record is indeed correct
- You'll know how much you can realistically afford
- If you have a high credit score, you'll likely be eligible for a better rate on your loan. If you have a low credit score, this may impact your ability to be approved for a loan

## 2- Do your research online

By looking online, you can begin process of elimination from the comfort of your own home. The following resources are online tools you can use to become more familiar with the value of the vehicles you're considering:

### **Canadian Black Book**

CBB can help you determine your current vehicle's trade-in value, a car's future value (which factors in historical depreciation rates) and the average asking price for a specific vehicle

### **Edmunds**

Though an American site, Edmunds can still be a valuable resource in helping determine which car is best for you. The site allows you to compare vehicles, read reviews and give insight into the cost of owning the vehicle

### **Car Cost Canada**

For a fee, this site will provide you with the invoice cost of the day—this is the amount a dealer pays. You can also get insight into advertised and non-advertised cash incentives, cash rebates, special financing and other offers you may be eligible for

Know what you want and what you don't want. This way you'll know to say "no" to offers/upgrades that aren't necessary for your needs and "yes" to features that are. It also gives you some negotiating room. For example, if a car on the lot has most of the features you want but is missing one or two, you'll have a better jumping off point for compromise.



It can also help the salesperson at the dealership provide recommendations or alternatives if the car you had your eye on doesn't turn out to be what you had in mind.

### **3- Get some auto insurance quotes**

A new vehicle is a new opportunity for savings. Try getting some quotes through OTIPinsurance.com to have a better understanding of the cost of insuring your desired vehicle. This may help you to narrow down your choices.

### **4- Make some calls**

Once you've figured out the estimated price of the vehicle, including any additional features you want and minus any rebates or offers you found online, call a few dealerships to find out what they've priced the vehicle at.

This is your opportunity to feel out the dealership and decide if this is somewhere you might want to go for a test drive or potentially purchase a vehicle. The conversation may also serve as an opportunity to lay the foundation for the experience, including establishing your budget and expectations.

### **5- Factor in financing**

One common way for a dealership to meet your budget is to offer you a lower monthly payment. Be attentive to these details. Sometimes the financing is stretched out over a longer period of time rather than having a true discount applied. It is recommended to keep your focus on the total price of the car.

Some resources also recommend separating your test-driving days from your purchasing day. This may help you to stick to your plan and not get tempted into unnecessary bells and whistles.

### **6- Prepare to Negotiate**

Salespeople expect you to negotiate, so going into a dealership prepared to make a deal can give you an advantage.

Let dealers know you have done your research and specify that you're willing to pay a reasonable price. Negotiating is a two-way street. Dealers may be more likely to cut you a deal if they feel you are flexible and fair.

Have any questions about how purchasing a new car may affect your car insurance premiums? Call OTIP today at **1-888-892-4935**.

# RECOGNIZE THE SIGNS OF HEAT-RELATED ILLNESSES

## HEAT STROKE

**THIS IS A MEDICAL EMERGENCY  
CALL 911**

- Body Temperature over 40 degrees
- Weak • Headache • Fainting • Dizzy
- Fast pulse

## HEAT EXHAUSTION

- Body temperature over 38 degrees
- Nausea/vomiting • Fast breathing
- Cool and moist skin

## HEAT RASH

- Severe itching • Bumpy, red rash

## HEAT CRAMPS

- Pain in arms, legs or stomach

# EXTREME WEATHER GUIDELINE

## Durham District School Board

### **1.0 Purpose**

The purpose of this document is to provide a guideline for the use of administrators and employees when extreme weather conditions (hot/cold) may produce health implications (Appendix 1 and Appendix 2).

### **2.0 Scope**

This guideline applies to all school board staff and students.

### **3.0 Responsibilities**

#### **3.1 Superintendents**

Superintendents are responsible for ensuring administrators/supervisors are familiar with this guideline.

#### **3.2 Administrators/Supervisors**

Administrators/supervisors are responsible for educating staff and students on the signs and symptoms related to extreme heat and cold weather conditions and the suggested controls.

#### **3.3 Employees**

Employees are responsible for learning to recognize the signs and symptoms related to extreme heat and cold conditions. It is important that an employee reports any symptoms related to heat or cold stress to their administrator/supervisor.

#### **3.4 Occupational Health and Safety Department**

The Occupational Health and Safety Department is responsible for keeping this guideline up to date and providing guidance relative to the Occupational Health and Safety Act.

### **4.0 Hot Weather Conditions**

#### **4.1 Humidex**

Humidex describes how the combination of temperature and humidity feels to the average person. The humidex combines the outside temperature and the humidity (dew point) into one number to reflect the perceived temperature. It is a measure of how hot we feel. The relation between humidex and comfort is subjective and varies widely between individuals. Environment Canada provides the following guide in Table 1 as a measure of discomfort relating to the humidex value.

**Table 1: Degrees of Comfort Based on Humidex**

<b>Humidex Range</b>	<b>Degrees of Comfort</b>
20-29°C	<i>Comfortable</i>
30-39°C	<i>Some discomfort</i>
40-45°C	<i>Great discomfort; avoid exertion</i>
Above 45°C	<i>Dangerous</i>
Above 54°C	<i>Heat stroke imminent</i>

One or more of the following actions may be required when Environment Canada has issued a Humidex Advisory. A Humidex Advisory is issued when the air temperature is over 30°C and the Humidex is over 40°C.

**Administrator's Actions:**

- The administrator shall make announcements throughout the day reminding staff and students of hydration needs.
- A cool location should be made available in the building to allow workers to cool down during break and lunch times.
- Ensure staff are trained to recognize signs and symptoms of heat stress, along with the causes, treatment and preventative action (refer to Appendix 1). A “buddy system” can be used where staff monitors each other for signs of heat stress since people may not notice their own symptoms.
- Modify activities that involve physical exertion, exposure to sun and hot environments (rest periods, hydration, activity location change, and greater vigilance for heat stress symptoms should be considered).

### ***Environmental Controls:***

- Open windows and doors to allow air to circulate where effective and applicable.
- Use school purchased portable fans to assist in circulating air.
- Use blinds, curtains, or reflective coatings on windows to reduce direct sunlight.
- Relocate staff and students when necessary to a cooler location (e.g. third floor class moved to the first floor, cafeteria, library or outdoors).

### ***Individual Controls:***

- Wear loose fitting clothing that is light in weight; light colour clothing is better than dark.
- Wear clothing made of fabrics that wick sweat away from the skin and allow sweat to evaporate.
- Staff should alter time of day for physically demanding tasks and/or reduce pace of work.
- Alter type of physical activities for students.
- Staff and students should eat lightly and drink plenty of liquids to replace fluid loss due to heat. The Ontario Ministry of Labour recommends drinking a cup of water every 20 minutes in extreme heat. Fluids include water or fruit juice, not caffeinated drinks.
- Wear sunscreen with an SPF of 15 or higher whenever working outdoors; other protective measures are a hat and sunglasses.

### ***4.2 Personal Risk Factors Affecting Heat Tolerance***

There are a number of factors that can affect an individual's level of heat tolerance and his/her ability to work in hot environments. These factors include but are not limited to:

- Use of therapeutic drugs and medications (e.g. blood pressure medications, diuretics, etc.).
- Diseases such as cardiovascular, multiple sclerosis, diabetes, etc.
- Physical conditions such as pregnancy, reduced level of fitness, and age.

It is important for individuals to seek advice from their personal physician if they are feeling the effects of heat and to identify any restrictions related to working in hot conditions. Staff should provide information about specific heat related restrictions to their supervisor.

## **5.0 Cold Weather Conditions**

### **5.1 Outdoor Temperature**

Low temperatures, especially combined with strong winds, can lead to frost nip and frost bite and in extreme cases, hypothermia (Refer to Appendix 2 for a list of cold related signs and symptoms and preventative measures that can be taken).

When the wind chill approaches  $-28^{\circ}\text{C}$ , principals must be particularly vigilant and consider keeping children indoors for recess and lunch hour.

School Staff should encourage parents to dress children appropriately at all opportunities. Appendix 3 contains key messages for parents that can be sent home with children.

Should weather conditions be so extreme to warrant a school closing, Board Procedure #3411 will take effect.

### **5.2 Indoor Temperature**

The minimum indoor working temperature outlined in the Occupational Health and Safety Act is  $18^{\circ}\text{C}$ . There are several exceptions noted in the Occupational Health and Safety Act (i.e. opening of a door makes the heating of that area impracticable). If the building temperature is not  $18^{\circ}\text{C}$ , then the following steps should be followed:

- As soon as the problem is discovered, the principal shall call Maintenance to have the situation assessed. If Maintenance is not readily available, contact should be made with the Manager of Custodial Services or the Superintendent of Facilities Services.
- The Principal should relocate the affected classroom(s) to a warmer location.
- If the temperature cannot be restored above  $18^{\circ}\text{C}$ , the Administrator should consult with the Area Superintendent to discuss a plan of action (i.e. classroom(s) relocation or dismissal through Board Procedure #6500).

**Table 2: Ministry of Labour, Health and Safety Guidelines for Treatment and Prevention of Hot Weather Related Hazards**

	<b>Cause</b>	<b>Symptoms</b>	<b>Treatment</b>	<b>Prevention</b>
<b>Heat Rash</b>	<i>Hot humid environment; plugged sweat glands.</i>	<i>Red bumpy rash with severe itching.</i>	<i>Change into dry clothes and move to a cool area. Rinse skin with cool water.</i>	<i>Wash regularly to keep skin clean and dry.</i>
<b>Sunburn</b>	<i>Too much exposure to the sun.</i>	<i>Red, painful, or blistering and peeling skin.</i>	<i>If the skin blisters, seek medical aid. Use skin lotions (avoid topical anesthetics) and work in the shade.</i>	<i>Work in the shade; cover skin with clothing; apply skin lotions with a sun protection factor of at least 15. People with fair skin should be cautious.</i>
<b>Heat Cramps</b>	<i>Heavy sweating drains a person's body of salt, which cannot be replaced by just drinking water.</i>	<i>Painful cramps in arms, legs or stomach, which occur suddenly at work or later at home. Heat cramps are serious because they can be a warning of other more dangerous heat induced illnesses.</i>	<i>Move to a cool area; loosen clothing and drink cool salted water (1 tsp. Salt per gallon of water) or commercial fluid replacement beverage. If the cramps are severe or don't go away, seek medical aid.</i>	<i>Reduce activity levels and/or heat exposure. Drink fluids regularly. Workers should check on each other to help spot the symptoms that often precede heat stroke.</i>
<b>Fainting</b>	<i>Fluid loss and inadequate water intake.</i>	<i>Sudden fainting after at least two hours of work; cool moist skin; weak pulse.</i>	<i>GET MEDICAL ATTENTION. Assess need for CPR. Move to a cool area; loosen clothing; make person lie down; and if the person is conscious, offer sips of cool water. Fainting may also be due to other illnesses.</i>	<i>Reduce activity levels and/or heat exposure. Drink fluids regularly. Workers should check on each other to help spot the symptoms that often precede heat stroke.</i>
<b>Heat Exhaustion</b>	<i>Fluid loss and inadequate salt and water intake causes a person's body's cooling system to start to break down.</i>	<i>Heavy sweating; cool moist skin; body temperature over 38°C; weak pulse; normal or low blood pressure; person is tired and weak, and has nausea and vomiting; is very thirsty; or is panting or breathing rapidly; vision may be blurred.</i>	<i>GET MEDICAL AID. This condition can lead to heat stroke, which can kill. Move the person to a cool shaded area; loosen or remove excess clothing; provide cool water to drink; fan and spray with cool water.</i>	<i>Reduce activity levels and/or heat exposure. Drink fluids regularly. Workers should check on each other to help spot the symptoms that often precede heat stroke.</i>
<b>Heat Stroke</b>	<i>If a person's body has used up all its water and salt reserves, it will stop sweating. This can cause body temperature to rise. Heat stroke may develop suddenly or may follow from heat exhaustion.</i>	<i>High body temperature (over 41°C) and any one of the following: the person is weak, confused, upset or acting strangely; has hot, dry, red skin; a fast pulse; headache or dizziness. In later stages, a person may pass out and have convulsions.</i>	<i>CALL AMBULANCE. This condition can kill a person quickly. Remove excess clothing; fan and spray the person with cool water; offer sips of cool water if the person is conscious.</i>	<i>Reduce activity levels and/or heat exposure. Drink fluids regularly. Workers should check on each other to help spot the symptoms that often precede heat stroke.</i>

**Table 3: Environment Canada Wind Chill Hazards and Prevention**

<b>Wind Chill</b>	<b>Description</b>	<b>Health Concern</b>	<b>What to Do</b>
0 to -9	Low	<ul style="list-style-type: none"> <li>• Slight increase in discomfort</li> </ul>	<ul style="list-style-type: none"> <li>• Dress warmly, with the outside temperature in mind.</li> </ul>
-10 to -27	Low	<ul style="list-style-type: none"> <li>• Uncomfortable</li> <li>• Risk of hypothermia if outside for long periods without adequate protection</li> </ul>	<ul style="list-style-type: none"> <li>• Dress in layers of warm clothing, with an outer layer that is wind-resistant.</li> <li>• Wear a hat, mittens and scarf.</li> <li>• Keep active</li> </ul>
-28 to -39	Increasing risk: exposed skin can freeze in 10 to 30 minutes	<ul style="list-style-type: none"> <li>• Check face and extremities (fingers, toes, ears and nose) for numbness or whiteness</li> <li>• Risk of hypothermia if outside for long periods without adequate protection</li> </ul>	<ul style="list-style-type: none"> <li>• Dress in layers of warm clothing, with an outer layer that is wind-resistant.</li> <li>• Cover exposed skin: wear a hat, mittens and a scarf, neck tube or facemask.</li> <li>• Keep active.</li> </ul>
-40 to -47	High risk: exposed skin can freeze in 5 to 10 minutes	<ul style="list-style-type: none"> <li>• Check face and extremities frequently for numbness or whiteness (frostbite)</li> <li>• Risk of hypothermia if outside for long periods without adequate protection</li> </ul>	<ul style="list-style-type: none"> <li>• Dress in layers of warm clothing, with an outer layer that is wind-resistant.</li> <li>• Cover exposed skin: wear a hat, mittens and a scarf, neck tube or facemask.</li> <li>• Keep active.</li> </ul>



**Table 4: Environment Canada Wind Chill – Minutes to Frostbite**  
**The following are approximate values**

<b>Temperature (°C) Wind (km/h)</b>	<b>-15</b>	<b>-20</b>	<b>-25</b>	<b>-30</b>	<b>-35</b>	<b>-40</b>	<b>-45</b>	<b>-50</b>
<b>10</b>	*	*	22	15	10	8	7	2
<b>20</b>	*	30	14	10	5	4	3	2
<b>30</b>	*	18	11	8	5	2	2	1
<b>40</b>	42	14	9	5	5	2	2	1
<b>50</b>	27	12	8	5	2	2	2	1
<b>60</b>	22	10	7	5	2	2	2	1
<b>70</b>	18	9	5	4	2	2	2	1
<b>80</b>	16	8	5	4	2	2	2	1

\* = Frostbite unlikely

The wind speed, in km/h, is at the standard anemometer height of 10 metres (as reported in weather observations).

**Legend:**

- Frostbite possible in 2 minutes or less                   **2**
- Frostbite possible in 3 to 5 minutes                       **5**
- Frostbite possible in 6 to 10 minutes                      **10**

## ***Suggested Parental Guidelines for Cold Weather***

Winter can be a wonderful time for play. Participating in winter sports will help keep the whole family healthy, but injuries can spoil the fun. Here's how to keep kids safe during winter play.

### ***Clothing for outdoor play:***

All winter activities require warm, dry clothing. To prevent frostbite, children should be dressed in warm clothes, including:

- ***A hat*** (warm, close-fitting, and covering ear lobes; not a 'fashion' hat or baseball cap),
- ***Mittens*** (gloves do not keep hands warm as effectively as mittens),
- ***Loose layers*** (an absorbent synthetic fabric next to skin, a warmer middle layer, and a water resistant/repellent outer layer),
- ***Socks*** A single pair of socks, either wool or a wool blend (with silk or polypropylene) is better than cotton which offers no insulation when wet. Avoid extra thick socks as they can cause cold feet by restricting blood flow and air circulation around the toes.
- ***Boots*** Be sure boots are dry and not too tight.

Children should get out of wet clothes and shoes as quickly as possible as they are the biggest factors in frostbite.

Jackets should be zipped up. To avoid strangulation during play, use tube-shaped neck warmers instead of scarves. If scarves must be used, tuck them into jackets. Remove drawstrings on hoods and jackets because they are also a safety hazard; better yet, buy clothes without drawstrings.

### ***Safe weather for outdoor play:***

Children should play indoors if the temperature falls below -28C (-13F), regardless of the wind chill factor.

Children should play indoors, regardless of the temperature, if the following occurs:

- The wind chill factor is reported as -28 C (-15F) or greater (This is the temperature at which exposed skin freezes in a few minutes)
- Keep children away from the banks of ponds, lakes, streams and rivers during the spring thaw.
- Use sunscreen even on cloudy days.

***Adopted from guidelines published by The Hospital for Sick Children,  
University of Toronto.***