**University of Toronto Scarborough**  
**Joint Health and Safety Committee**  
**Minutes**

**Date:** Thursday December 15, 2016  
**Time:** 9:30 a.m. – 10:30 a.m.  
**Location:** Arts and Administration, AA 160

<table>
<thead>
<tr>
<th>Present (v)</th>
<th>Absent (v)</th>
<th>Name</th>
<th>Member Category (*)</th>
<th>Certified Member (v)</th>
<th>Work Location (Dept., Bldg., Room)</th>
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<tbody>
<tr>
<td>v</td>
<td></td>
<td>Colleen Reid</td>
<td>M UTFA</td>
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<td>Associate Director (AccessAbility Services) (Co-Chair)</td>
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<td>v</td>
<td></td>
<td>Chai Chen</td>
<td>W USW (v)</td>
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<td>Department of Physical &amp; Environmental Sciences (Co-Chair)</td>
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<td>Kerri Kistnasami</td>
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<td>Campus Safety &amp; Security (Secretary)</td>
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<td>Raymond Akbar</td>
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<td>Chris Armstrong</td>
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<td>Louise Beckley</td>
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<td>Kwame Bloomfield</td>
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<td>Jacqueline Deane</td>
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<td>Nina Dhir</td>
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<td>Jon Hayes</td>
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<td>Lucian Moinescu</td>
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<td>Ann-Marie Smith</td>
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<td>Natalie Smith</td>
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<td>Phil Smith</td>
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<td>Mary Ann Vernon</td>
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<td>Rochelle Welch</td>
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<td>Rongmin Zhao</td>
<td>M UTFA</td>
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<td>v</td>
<td></td>
<td>Holly Yuen</td>
<td>EHS Consultant</td>
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<td>Non-union Campus Safety &amp; Security (EHS)</td>
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<td>v</td>
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<td>Joanne Quinn</td>
<td>M External/Guest</td>
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<td>N'Sheemaehn Child Care Centre</td>
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(*) W – Worker/Non-management (if unionized, record name of union)  
M – Management  
E – Ex-officio  
* Guests --- Darlene Costas, Facilities Management  
* Guests --- Carvill Lo, Campus Safety & Security
1. i. Welcome New Management Co-Chair
Mr. Chen and Mr. Pitcher welcomed the new Management Co-Chair, Ms. Colleen Reid, to the committee. It was noted that Ms. Reid was selected as a new management member of the committee and was voted in as Management Co-Chair on November 29th, during a Management Members meeting. Ms. Reid is Associate Director of AccessAbility Services and replaces Mr. Gough, who stepped down as Management Co-Chair in August 2016.

ii. Welcome New Worker Members from USW
Mr. Chen introduced two new members to the Joint Health and Safety Committee. Chris Armstrong is a new member from the Biological Sciences Department, and Jacqueline Deane is a new member coming from the Office of the Vice-Principal Academic and Dean’s Office. Welcome Chris and Jacqui!

iii. MINUTES OF THE PREVIOUS MEETING:
Motion to approve the minutes from the meeting held on September 16, 2016. The minutes from the meeting were unanimously accepted as written and distributed.

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<th>Item</th>
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<td>2.</td>
<td>Business Arising from the Minutes</td>
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<td>i.</td>
<td>Union Member Meeting Held on November 24, 2016</td>
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Mr. Chen informed the committee that on November 24th, in response to some inquiries made by the USW union, a special Worker Members meeting was held to clarify the process which led to the announcement of the extension of his term as Worker Co-Chair. Mr. Chen wanted to provide an opportunity for discussion for any members who might have concerns or questions about the extension. During the meeting, the JH&S Committee’s Terms of Reference were circulated to the members. The terms of reference were revised in 2013 and was left a bit flexible and generic with the understanding that a new multi-site agreement was in the process of being finalized and would result in new terms of reference being circulated.

It was noted that this committee has a long standing practice of staggering the terms of the 2 co-chairs whenever possible. This procedure was adopted in the past to ensure that the committee would always have at least one experienced Co-Chair to assist with running the committee and to facilitate a smooth transition when a new Co-Chair is elected. This year, Bill Gough resigned as Management Co-chair in August 2016 due to a new position and the Management Co-Chair seat was vacant.

The committee members discussed the forgoing and all agreed that it was in the best interest of the committee to have Mr. Chen continue for another year as the worker co-chair of the Joint Health and Safety Committee to provide continuity of leadership and an opportunity for the new Management Co-Chair to become familiar with the role and the procedures of the committee. There were no objections. It was decided that Mr. Chen’s term should be extended for an additional year (to June 2017). At that time regular committee procedures will resume. Worker members of the committee will be polled to determine if anyone would like to run for the position of worker co-chair and an election will be held, if required. After the meeting, Ms. Kistnasami sent out minutes to all the worker members, and asked that anyone who had any concerns with what was discussed or agreed upon to contact her. There were no objections received.

(Item closed)
ii. Workplace Violence Campus Assessment Update
Ms. Yuen announced to the committee that the EHS department is currently working with the department heads in the Instructional Centre for this series of workplace violence reviews. The surveys have been completed on the administrative side, and with faculty, and the results are being discussed with individual departments. Updates will be given at the next meeting. The next department to be reviewed will be AccessAbility Services. (Item ongoing)

3. New Business
i. Annual Kempo Mould and Asbestos Reports
Ms. Costas (Project Co-ordinator in Facilities Management) attended the meeting to give an update on the annual asbestos and mould reports. The Science Wing, Bladen Wing, Humanities, portables and Miller Lash House were all reviewed. There will be some abatement projects that will take place during the holiday break which will require removing floor tiles and replacing with new ones. The R- Wing is now being renovated and will be turned into the new highland hall building, so all asbestos will be removed during the construction of this project, and it will no longer be on the list for asbestos checks. (Item ongoing)

ii. Annual Fire Inspection Report
Ms. Lo reported on the annual fire inspection for 2015. Ms. Lo found that most devices were in good condition this year. There were a few extinguishers that needed to be replaced and a few that needed to be serviced. The ESCB was not included in the 2015 inspections as it was a brand new building and the fire equipment was all new. The ESCB will however be in the 2016 reports which the inspections are currently being completed. Ms. Lo also reported that the speakers for the mass notification system will be worked on during the holiday break to adjust and modify the volume of the speakers. Annual testing of the speakers will be done off hours, and they will also be used/tested during annual fire drills. (Item ongoing)

iii. Odours on Campus
Ms. Yuen informed the committee that in the last quarter there have been several reports into the EHS office in regards to smells on campus. The Student Centre, Bladen Wing, the ESCB, and Science Wing were all areas that she received inquiries about. The root of the odours were found to be based on various activities and construction in those areas. Ms. Yuen informed the committee that if they ever have any concerns in regards to exposure limits or need more information on what the construction entails, she would be more than happy to assist. (Item closed)

iv. Quarterly Inspection of First Aid Kits
Ms. Kistnasami reported that the quarterly first aid kit email reminders were sent out on Monday and the deadline for supply requests has been given as Monday December 19th. All items requested have been sent out. Ms. Kistnasami organized a first aid training for designates who have their certification expiring soon, as well as new volunteers for stations that were in need of designates. The course was held on December 5th and 6th. The next first aid course will be likely held in the spring of 2017 at UTSC. (Item ongoing)

v. Quarterly Inspection of Spill Kits
Ms. Kistnasami reported that the quarterly spill kit reminders have been sent out, and there were no replenishments required this quarter. (Item ongoing)

vi. Accident Reports - Confidential
Ms. Yuen described the incidents from Sept 1 2016-November 30th, 2016. There were a total of 6 incidents reported in September (2 employees, 4 students). Out of the six incidents, 2 were sports related. 9 incidents were reported in October (3 employees, and 5 students, 1 visitor). In November there were 10 incidents reported (4 employees, 6 students). There was 1 sports related injury, and a few slips and falls. Ms. Yuen gave a brief description of the details of some of the
incidents, and informed the committee of 1 critical injury. The injury was deemed critical as the occupational health and safety act have now included a fractured wrist and ankle to be a critical injury. For this incident, a St. George employee fell in front of the Student Centre where the old bus loop was. The employee sprained her ankle. The Ministry of Labour had to be notified. When the MOL agent arrived on campus to investigate, he deemed the area hazard free.

After the discussion of the incident reports, Mr. Rupnaraine asked for clarification on the reporting system/process. Ms. Yuen explained to the committee the details in regards to who, why and when a report should be submitted and where to find the reporting system online.

(Item ongoing)

vii. New Schedule for Workplace Inspections
Ms. Kistnasami circulated a new schedule for worker members to submit their inspections. The changes in the schedule were made to encourage that the inspections are submitted in a more timely fashion in accordance to the quarterly meetings giving enough time to prepare and view the documents before the meeting. Ms. Yuen also mentioned to the committee that a new committee has been formed between the management members of the Joint Health and Safety Committee to assist Ms. Kistnasami with some of the follow ups on the outstanding items. During the first meeting, a process was arranged with Facilities Management to have items processed through a work order and named as health and safety issues. The committee plans to meet two times before each of the quarterly meetings to ensure that there is enough time for follow up and review after an inspection is received.

3. Workers Interior Workplace Inspection Reports

a) Bob King - N'Sheemaehn Child Care Centre
Bob was not in attendance for this meeting, but he submitted his inspection to Ms. Kistnasami the day before, and found no issues to report.

b) Natalie Smith- 3rd Floor Science Wing Offices
This item is deferred as Ms. Smith was not in attendance at the meeting, and the report was not submitted thus far.

c) Natalie Smith- Arts & Administration
This item is deferred as Ms. Smith was not in attendance at the meeting, and the report was not submitted thus far.

d) Kwame Bloomfield – Humanities Wing
Mr. Bloomfield submitted his inspection on August 29, 2016. There were 7 issues to report. Mr. Bloomfield discussed the issues with the committee. There has already been some action taken for a resolution. Ms. Kistnasami will follow up with the issues.

e) Ryan Tomlinson – Portables and Designated areas in SY and SW
Mr. Tomlinson submitted his inspection in on November 18, 2016. There were no issues to report.

f) Rochelle Welch- Bladen Wing 2nd and 5th Floor
Ms. Welch submitted her inspection on December 14th, and found 6 deficiencies. Ms. Welch discussed the issues with the committee, and Ms. Kistnasami will follow up with the resolutions.

g) Chris Armstrong- Vivarium
Mr. Armstrong and Mr. Chen completed the inspection of the vivarium. 2 issues were found, and discussed with the committee. Ms. Kistnasami will follow up with the resolutions. (Item ongoing)
4. **Other Business**
Mr. Phil Smith raised a concern about the exterior door of the Bladen Wing (closest to Military Trail), noting that periodically the door is locked which renders the wheelchair access bar inoperable. Ms. Reid informed the committee that this will be looked into for a resolution. It will be reported back at the next meeting. *(Item open)*

5. **Deferred Ongoing Items**
   - Miller Lash Pathway

**NEXT MEETING:**
**Date:** Tuesday March 7, 2017  
**Time:** 2:30 pm – 3:30 p.m.  
**Location:** Arts and Administration Building (AA 160)

Kerri Kistnasami, Secretary

**SIGNATURES:**

Colleen Reid (Management Co-Chair)  
Chai Chen (Worker Co-Chair)

cc:  
Department Heads  
Safety Bulletin Board in each building at UofT Scarborough  
Office of Environmental Health and Safety, 215 Huron Street, 7th Floor  
EHS Scarborough Website

cc:  
Unions –  
Abe Nasirzadah, Chair: Canadian Union of Public Employees, Local 3902, Teaching Assistants  
Allan James, President - Canadian Union of Public Employees, Local 3261 Full-Time & Part-Time,  
Service Workers Paul Daly, Tenant Improvement Coordinator C.D.C.O - Carpenters & Allied Workers,  
Local 27, Carpenters, Kim Power, National Representative - CAW – Canada and its Local 2003,  
Operating Engineers B. Sandy Habus, Recording Secretary – CAW – Canada and its Local 2003,  
Operating Engineers Cecil Beckford, Staff Representative – Ontario Public Service Employees Union,  
Local 519, Campus Police Colleen Burke, President – United Steel Workers of America USWA, Local  
1998, Staff Appointed & Casual Admin Staff