

University of Toronto Scarborough Joint Health and Safety Committee Minutes

Date: Tuesday March 7, 2017
Time: 9:30 a.m. – 10:30 a.m.
Location: Arts and Administration, AA 160

Present (v)	Absent (v)	Name	Member Category (*)	Certified Member (v)	Work Location (Dept., Bldg., Room)
v		Colleen Reid	M	Non-union (v)	Associate Director (AccessAbility Services) (Co-Chair)
v		Chai Chen	W	USW (v)	Department of Physical & Environmental Sciences (Co-Chair)
v		Kerri Kistnasami	W	USW	Campus Safety & Security (Secretary)
v		Raymond Akbar	W	USW	Department of Physical & Environmental Sciences
v		Chris Armstrong	W	USW	Department of Biological Sciences
v		Louise Beckley	M	Non-union	Human Resource Services
v		Kwame Bloomfield	W	CUPE 3261	Campus Police
v		Ron Crozier	W	USW (v)	Physical Education & Athletics
v		Jacqueline Deane	W	USW	Office of the Vice-Principal Academic & Dean
v		Nina Dhir	W	USW	Department of Psychology
v		Jon Hayes	W	Carpenters & Allied Workers Local 27	Facilities Management
v		Tony Howe	W	USW	Student Housing and Residence Life
v		Bob King	W	CUPE 3261	Facilities Management (Maintenance)
	v	Elsa Kiosses	W	Non-union	Health and Wellness Centre
v		Doug Lauzon	M	Non-union	Facilities Management
v		Cheryl Lepard	W	USW	AccessAbility Services
	v	Alex Macaulay	M	Non-union	Facilities Management
	v	Lucian Moinescu	W	CAW 2003	Facilities Management (Engineering)
v		Gary Pitcher	M	Non-Union	Campus Safety & Security
v		Tony Rupnaraine	M	Non-Union (v)	Biological Sciences
	v	Ann-Marie Smith	W	USW	Department of Social Sciences
	v	Natalie Smith	W	OPSEU 519	Campus Police Services
v		Phil Smith	W		Food & Beverage Services
	v	Ryan Tomlinson	W	USW	Design & Construction Management
v		Mary Ann Vernon	W	USW (v)	Library
	v	Rochelle Welch	W	USW	Retail and Conference Services
	v	Rongmin Zhao	M	UTFA	Department of Biological Sciences
v		Holly Yuen	EHS Consultant	Non-union	Campus Safety & Security (EHS)
v		Joanne Quinn	M	External/Guest	N'Sheemaehn Child Care Centre

(*) **W** – Worker/Non-management (if unionized, record name of union) **M** – Management **E** – Ex-officio

* Guests --- Patrick Lam, Environmental Health and Safety

1.
 - i. **Welcome New HSO in the Environmental Health & Safety Office**
Mr. Patrick Lam was introduced to the committee as the new Health and Safety Officer in the Environmental Health and Safety Office. Mr. Lam will be working with the laboratories on campus in relation to biologicals, chemicals, and radiation safety on campus. Mr. Lam comes to UTSC with 9 years of industry and consulting experience, and has obtained the Canadian Registered Safety Professional (CRSP) and Certified Industrial Hygienist (CIH) designations. Mr. Lam is a University of Toronto graduate, with a Masters of Health Sciences in Occupational and Environmental Health and a Bachelor of Applied Sciences (Honours) in Engineering Science (Biomedical). Welcome Mr. Patrick Lam!
 - ii. **MINUTES OF THE PREVIOUS MEETING:**
Motion to approve the minutes from the meeting held on December 15, 2016. The minutes from the meeting were unanimously accepted as written and distributed.
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Item Discussion

2. Business Arising from the Minutes

- i. **Workplace Violence Campus Assessment Update**
Ms. Yuen gave the committee a summary of the results for the workplace violence surveys that were completed on the various departments that work in the Instructional Centre. All of the department heads have been met with, and general recommendations have been agreed upon. One of the main recommendations were to have cameras installed in the foyer/entrances and exits of the Instructional Centre. Access control of certain doors in the building were also highlighted, as well as new procedures for storing and transporting exams. Recommendations were also made to advisory staff that often handle high stress situations (e.g academic probation, students who are studying illegally, mental health issues, home sick etc.) to situate themselves closest to the door in case of aggressive behaviour while delivering bad news. The results of the survey will be distributed to the co-chairs of the committee. Anyone interested in viewing the recommendations, can contact the EHS office.
(Item ongoing)
- ii. **Exterior Door of Bladen Wing in Relation to Accessibility**
At the last meeting, Mr. Smith raised a concern about the exterior door of the Bladen Wing (closest to Military Trail), periodically being locked which renders the wheelchair access bar inoperable. When Ms. Yuen investigated, it was found that the caretaking staff was instructed to physically lock the door because the accessibility controls were malfunctioning. The doors would open, but wouldn't close leaving it very cold in that area during the winter. Facilities Management have been since involved, and the issue has been resolved. (Item closed)

3. New Business

- i. **Quarterly Inspection of First Aid Kits**
Ms. Kistnasami reported that the quarterly first aid kit email reminders were sent out and she has been busy replenishing the requested orders. This quarter there has been a lot of supply requests as there are new first aid designates who have been very thorough and have been ensuring their kit is fully stocked. Ms. Kistnasami (Item ongoing)
- ii. **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. There will however be an extra-large spill kit that

is being put together by the EHS office for the Chem Stores located in the ESCB. Supplies have been ordered, and once they arrive they will be organized and sent to Chem Stores.

(Item ongoing)

iii. Accident Reports - Confidential

Ms. Yuen described the incidents from December 2016 – February 2017. There were a total of 8 incidents reported in December (7 employees, 1 student). Most of the incidents were slips and falls connected to the ice storm in December. A meeting has been held between Gary Pitcher, Andrew Arifuzzaman and Facilities Management in regards to a campaign that the campus will be rolling out in the near future. This campaign will consist of bringing awareness to the campus about slips and falls, and displaying extra caution when the weather is inclement outside. There are also sand bins that are being placed in areas of the campus so that people can access it quickly when they notice patches of ice while facilities management are making their way around campus. Signage and contact phone numbers are also being discussed before the campaign can officially roll out. In the month of January 2017, there were a total of 19 incidents reported (9 employees, 1 lab employee, and 9 students). One highlight during this period was in regards to the new 3D printer that is located in the library. There were 2 incidents where people were injured with an exacto knife while using this machine. In order to mitigate the risks of future incidents, the wording was changed in the safety training manuals instructing people to use the tools motioning away from their body. They have also made clamps available to hold objects to be cut or scrapped, and to wear cut-resistant gloves while completing this task. There were 10 incidents reported in February (6 employees, 1 lab employee, 2 students, and 1 lab student). One highlight during this period was a few of the reports were relating to caretakers who were either rushing and was injured, or have felt a strain in their body due to employee shortages. The caretaking department is in the process of hiring multiple casual staff to cover employee shortages and this will eliminate extra work loads.

(Item ongoing)

iv. New JHSC updates

Ms. Yuen reviewed with the committee a few reminders and changes that were sent out from the Environmental Health and Safety Research Oversight and Compliance Office. It was noted that:

- USW has requested to receive all hygiene testing reports that are conducted if concerns arise or investigations take place. This information was originally made available to the committee/co-chairs, but will now also be sent to Mark Austin from the USW union. Mr. Austin will also be sent all MOL reports, workplace inspections and meeting minutes.
- On a regular basis, quarterly meeting minutes and monthly inspections are to be uploaded to the “My JHSC Module”. Ms. Kistnasami currently completes this duty, as well as ensuring that all JHSC bulletin boards are kept up to date with the required postings from the Ministry of Labour.
- When conducting workplace inspections, going forward, committee members conducting inspections will carry a letter which ensures worksites are aware of their identity and that they are conducting work on behalf of the JHSC. (Ms. Kistnasami will circulate this to the committee)

v. Worker Co-Chair Term Ending Soon

Mr. Chen announced that his term as worker co-chair will be ending as of July 1st, 2017.

Mr. Chen has asked that anyone who is interested in becoming the new co-chair of the committee, to please contact Ms. Kistnasami. If there are multiple people interested, an election will be held before the next meeting in June so that we can announce the co-chair. If there are no volunteers, Mr. Chen is happy to stay on in the position. (Item open)

4. Workers Interior Workplace Inspection Reports

a) Natalie Smith- 3rd Floor Science Wing

Ms. Smith was not in attendance for this meeting, but she submitted his inspection to Ms. Kistnasami earlier that week, and only found 1 item regarding uneven carpet. A work order will be placed to prevent this from becoming a tripping hazard.

b) Natalie Smith- Arts & Administration

Ms. Smith was not in attendance at the meeting, but she submitted her inspection to Ms. Kistnasami earlier that week, and found no issues to report.

c) Mary Ann Vernon- ARC (Academic Resource Centre)

Ms. Vernon reviewed the items that she found during her workplace inspection of the ARC. She noted that there was a leak that had been fixed last year, that is now leaking again. Facilities Management is aware, and are investigating to see if there is another source.

d) Chai Chen and Raymond Akbar – Department of Physical and Environmental Sciences

Mr. Chen and Mr. Akbar reviewed the items that they found during their inspection. One of the items noted was in regards to a fire extinguisher that had not been replaced/recharged. When investigated, it was found out that the extinguisher was used, and had not been reported. Proper procedures have been reviewed with the department, and communication has been sent out so that everyone is reminded.

e) Tony Howe – Telecom Rooms

Mr. Howe reviewed the items that he found during his workplace inspection with the committee. Most of the deficiencies that he found, were due to housekeeping concerns. Mr. Howe has contacted the manager of caretaking, and has requested that these areas have special attention.

(Item ongoing)

5. Walk- In EHS Concerns

Due to time restraints on the meeting, Ms. Yuen summarized this item by informing the committee that Campus Safety & Security will be working on a formal reporting system where students, staff and faculty can report any safety concerns that they have on campus. The reporting will focus on the common areas of the campus. Ms. Yuen reinforced that concerns that employees have in regards to their working space, should still be discussed with their supervisor first, and following the proper channels. In the meantime, Ms. Yuen will be discussing the walk in concerns with the JH&S committee on quarterly basis. (Item open)

6. Other Business

-There was no other business brought forward.

7. Deferred Ongoing Items

- Miller Lash Pathway

NEXT MEETING:

Date: Tuesday June 13, 2017

Time: 9:30 am – 10:30 a.m.

Location: ESCB –EV 502

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 – Unifor 2003,
Operating Engineers Ceceil 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