

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

**Date:** Tuesday September 12, 2017  
**Time:** 9:30 a.m. – 10:30 a.m.  
**Location:** ESCB, EV 151/152

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	Meaghan Marian	W	CUPE 3902 #3	Department of Historical and Cultural Studies
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

Cynthia Cole on behalf of Kerri Kistnasami, Environmental Health and Safety

Clarine Chan on behalf of Doug Lauzon, Facilities Management

1.
    - i. **Welcome**  
Ms. Colleen Reid & Mr. Chen welcomed all committee members to the meeting.
    - ii. **MINUTES OF THE PREVIOUS MEETING:**  
Motion to approve the minutes from the meeting held on June 13, 2017. The minutes from the meeting were unanimously accepted as written and distributed.
- 

**Item   Discussion**

**2. Business Arising from the Minutes**

**i. Workplace Violence Assessment Update**

Ms. Yuen informed the committee that the workplace violence surveys for the department of AccessAbility Services were completed. Meetings were held between Campus Safety & Security, Environmental Health and Safety, and the Director and Associate Director of AccessAbility Services in regards to the results. It was found that the department has very good procedures, communications and training. A few points that were discussed with the department included review of departmental staffing after-hours, provision of cell phones to on duty staff and sharing staff list with campus police. The report/assessment findings were circulated to the committee, and can be requested from the department of EHS.

**ii. JHSC Picture Update**

It was determined at the end of this meeting that the committee picture would be taken at the next JHSC meeting in December as there were quite a few members absent for this meeting. Anyone who is not comfortable with having their picture taken should feel free not to participate. The picture will be taken at the end of the meeting.

**iii. Walk in JHSC Concerns**

Ms. Yuen stated for the months of June – August there were 16 safety concerns brought forward to the EHS office. Ms. Yuen summarized a few of the concerns to the committee.

Occupants of BV 5<sup>th</sup> floor reported a high volume of sicknesses in their department. There were many people off with colds and flus lasting a week or more. The EHS department conducted air-monitoring testing to assess indoor air quality. It was found that everything was within the range for air quality measures including Carbon monoxide (CO), Carbon dioxide (CO<sub>2</sub>), and Relative humidity. Samples were tested in all rooms, and there were no pockets of colder or warmer air. The test results were explained to the department heads, and recommendations were discussed. The department was receptive to the recommendations, and has asked for EHS to do a follow up in the winter months. The report/assessment findings were circulated to the committee, and can be requested from the department of EHS. Ms. Kiosses asked if the University was going to provide flu shots for staff this year. Ms. Yuen indicated that she will be in contact with Occupational Health Nurse to inquire about the possibility of holding one at UTSC this year. Mr. Chen added that in general, departments should encourage people to stay home when they are sick so they are not spreading the cold and flu virus. Ms. Kiosses also spoke to the importance of properly washing hands, and wiping down environments and doorknob handles. These extra steps make a big difference in reducing colds and flus.

Some of the other walk in concerns were in regards to odours coming into the building of the Science Wing. This was due to the construction work that was happening on the exterior. They use diesel generator and depending on the intake and the direction that the wind is blowing, it can cause odours indoors.

Ms. Yuen stated that there was a recent bed bug scare, ABELL pest control came on site with trained dogs. After their inspection, they deemed the area to be bed bug free.

Ms. Yuen stated that there was a department that had concerns about overcrowding in office areas. Operations, Management and the perception of equality and safety were all issues raised. Ms. Yuen advised that the department talk to HR and Equity and Diversity Officer in regards to some of the concerns. EHS conducted an Indoor Air Quality assessment and the indoor air quality was determined to be within the acceptable range. The report/assessment findings were circulated to the committee, and can be requested from the department of EHS.

The Engineering department raised some concerns that there were elbows near the water distribution station that might have asbestos. A consultant was called in and reported that the results was well below the occupational exposure limit and an asbestos contractor was called in immediately to repair the elbows in question.

There was a potential asbestos exposure in the Carpentry department. A worker checked the asbestos inventory binder but could not find the exact location, so he relied on a data point for the floor below and read that the material was not suspected to be asbestos-containing. He then cut several holes in the drywall and was later advised by his colleagues to check with his supervisor to determine if the material he cut into was asbestos-containing. Darlene confirmed that in the latest version of the inventory, the area was suspected to be asbestos-containing. A rush bulk sample was collected, analyzed and confirmed that the drywall joint compound was containing asbestos. All decontamination procedures were followed to protect the employee and anybody in the area at the time of initial notification. The employee volunteered to conduct a re-creation of the work and Maple Environmental was hired to conduct air sampling to determine the worker's actual exposure following type 2 procedures. Results indicate that his exposure was below the occupational limits. Various corrective actions were implemented as a result of this incident, including removal of outdated binders, and asbestos retraining. Ms. Kiosses inquired whether the affected area is all clear. Ms. Yuen indicated that after the initial report, the issue was immediately treated like it was an asbestos issue. All surfaces were immediately cleaned up following asbestos procedures\* Report was circulated.

#### **iv. SIF Projects- Update**

Mr. Lam reported that lab renovations in the Science Wing and SY 3<sup>rd</sup> floor are ongoing. Asbestos abatement is generally the first phase of construction for each renovation. For each project, EHS develops an asbestos monitoring plan which includes air sampling before, during and after abatement. Each plan is reviewed by the Project Manager and JHSC co-chairs. To date, all sampling results have been below the Occupational Exposure Limit (OEL) of 0.1 fibres / cubic centimeter, as prescribed by the Designated Substances regulation under the Occupational Health & Safety Act. As abatement projects are completed, EHS provides the results of the air sampling to the JHSC. Should any exceedance of the OEL occur, this would be communicated to the JHSC as well. Current projects where abatement has been completed: SW134, 141, 151, 221/222/223. Abatement in SW132 and 162 is scheduled for completion by Sep. 15, and will be occurring over this weekend (Sep. 16-17) in corridor SW142K. The tender for the final group of 8 remaining labs closes next week and will involve lab renovations on SW 1<sup>st</sup>, 4<sup>th</sup> and 5<sup>th</sup> floors.

### **3. New Business**

#### **i. Quarterly Inspection of First Aid Stations**

Ms. Cole spoke on behalf of Ms. Kistnasami. Ms. Kistnasami sent out the quarterly inspection email for the first aid kits on August 30<sup>th</sup>. She has been receiving requests for orders, and has replenished all the stations that have requested for supplies. Ms. Kistnasami is currently organizing a first aid course for the designates who are expiring in November. Anyone interested in taking the course, can contact Ms. Kistnasami.

#### **ii. Quarterly Inspection of Spill Kits**

Ms. Cole spoke on behalf of Ms. Kistnasami. Ms. Kistnasami sent out the spill kit quarterly reminders on Friday September 8<sup>th</sup>. There have been no requests for replenishments thus far.

iii. **Accident Reports – Confidential**

For the month of June, there were nine incidents reported. Seven were non-lab employees and two of them were students. There were no lab incidents. Key incidents were discussed during the meeting.

There were seven incidents for the month of July. Four of them were non-lab employees; two were non-lab students; and one was a visitor incident.

In particular to a poison ivy incident of a grounds employee, Ms. Kiosses inquired whether the grounds department had poison ivy training. Ms. Yuen confirmed that they have a grounds manual and there is a section on poison ivy. Ms. Kiosses asked whether it explains how to treat exposure. Ms. Yuen will review the section and send it to Ms. Kiosses to see if the manual is thorough. Mr. Chen stated that poison ivy and Lyme disease incidents in the Rouge Valley have increased awareness for biology students. Examples of precautions were discussed. Ms. Kiosses explained that there has been an increase in ticks and wasps due to the changes of warm and cold weather that we are experiencing. Ms. Yuen will review the Ground manual to ensure these topics are covered.

There were eight incidents for the month of August. Five of the incidents were non-lab employees; two were non-lab students, and one was a visitor. Key incidents were discussed during the meeting.

4. **Workers Interior Workplace Inspection Reports**  
**Bladen Wing- Rochelle Welch & Elsa Kiosses**

Ms. Welch summarized her inspection report for the Bladen 2<sup>nd</sup> and 5<sup>th</sup> floors. Key items of the inspection were discussed during the meeting.

Ms. Kiosses summarized her inspection area for the Bladen Wing- 3<sup>rd</sup> and 4<sup>th</sup> floor. Key items of the inspection were discussed during the meeting. There was a discussion of a railing which she felt was abnormally low. Ms. Yuen will take measurements of the railing and will compare it to the building code and Occupational Health and Safety Act.

**Boiler & Mechanical Rooms- Lucian Moinescu**

Mr. Moinescu summarized his report to the committee. Key items of the inspection were discussed during the meeting.

**Caretaking Closets- Bob King**

Mr. King was not able to attend the meeting today. His inspection was submitted to Ms. Kistnasami on September 6th. There were no issues to report.

**Instructional Centre- Kwame Bloomfield & Jaqui Deane**

Mr. Bloomfield was not in attendance for this meeting. His report was submitted on August 30, 2017 for the Instructional Centre's basement, first floor, and fourth floor. There were no issues or hazards to report for the floors that he inspected.

In this same building in the areas that were assigned to Ms. Deane, she reported that there are wooden steps on the back doors of the IC, which could be a slipping hazard during the winter. The steps go out the back doors of the IC facing the ESCB. Mr. Macaulay recommended that wooden transition strips could be placed in this area. Ms. Deane mentioned that she spoke with a department Chair about security features in the building including cameras. Ms. Yuen informed the committee that Ms. Lo is currently having security cameras installed in main entrances of the building. Ms. Deane inquired about panic buttons for front reception staff in the building. Ms. Yuen reported that front desks in the Department of Arts and Science Co-op would be getting panic buttons.

**Kwame Bloomfield- Humanities Wing**

Ms. Yuen spoke on behalf of Mr. Bloomfield's inspection of the Humanities Wing. Key items of the inspection were discussed during the meeting.

**Mary Ann Vernon- Exterior Group 2**

Ms. Vernon summarized the inspection report for Exterior Group #2. Part of the H-Wing exterior is currently under construction and some areas were not accessible. Key items of the inspection were discussed during the meeting.

**5. New Biological Waste Facility**

Mr. Lam informed the committee that the SW111K hazardous waste storage facility has been re-configured to accommodate the increased volume of biological waste being generated by Biosafety Level 2 labs in the Science Wing. The grey biohazard waste totes in the outer room have been placed in one of the inner rooms (SW111A), and the grey cabinet (formerly used to house the totes) has been disassembled and removed from the room. SW111A is now the dedicated Biowaste Storage Room. The other two inner rooms, SW111B and SW111C, are designated for flammable storage and acid / base storage, respectively.

- 6. Other Business-** Ms. Yuen circulated three other health and safety reports that were completed. Two were related to the Local Animal Care Committee (LACC). EHS is a part of this committee and Isoflurane use was flagged on various animal-use protocols as an issue, as usage procedures and environments differ from researcher to researcher. Various usage situations were assessed and recommendations were made regarding usage and infrastructure change (e.g. installation of return vent in one room). Levels measured in studied isoflurane use were found to be within acceptable limits. An assessment was also made for the Library 3D printers as they emit VOC and ultra-fine particles. Since there are no Occupational limit for ultrafine particles, EHS monitored VOC in area and the results were found to be acceptable.

Ms. Smith raised a safety concern about the inner lot parking area near the residence and social sciences building. Ms. Smith feels that lines (hashtags) should be painted in the parking lot to establish a path for pedestrians. When trying to back out of the parking spots, Ms. Smith feels pedestrians are not paying attention and are coming out in front of cars. Ms. Beckley also had this experience. Ms. Reid asked if there had ever been an assessment completed in this area. Ms. Yuen could not recall of one, and will pass this information on to Campus Safety & Security to have a study completed.

- 7. Next Meeting – JH&S Meeting Scheduled tentatively for Tuesday December 12, 2017, 9:30 am- 11:00 am in AA 160-Arts and Administration. Please refer to the Campus Safety & Security Boards or EHS Website for any changes to the meeting date closer to the meeting.**

\*If Worker Members are unable to attend the meeting to address the Workplace Inspection Reports they should submit their comments in writing to the Secretary of the Committee and that these comments and reports will be read at the meeting.

---

**NEXT MEETING:**

**Date:** Tuesday December 12, 2017

**Time:** 9:30 am – 10:30 a.m.

**Location:** AA 160- Arts and Administration

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