

 **CAMPUS SAFETY**

University of Toronto Scarborough

**Joint Health and Safety Committee**

# Minutes

**Date:** Tuesday December 5, 2023

**Time:** 9:30 a.m. – 11:00 a.m.

**Location:** Zoom Online Meeting and Highland Hall (HL 255)

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| **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)(Management Co-Chair) |
|  v |  | Clara Riel  | W | USW  | Student Housing and Residence Life /Facilities (Worker Co-Chair) |
|  v |  | Kerri Kistnasami | W | USW (v) | Campus Safety Operations (EHS)(Secretary) |
|  | v | Chai Chen |  W | USW (v) | Department of Physical & Environmental Sciences |
| v |  | Josh Cleminson | W | USW | Arts Culture Media (Studio Art) |
| v |  | Dennis Cole | M | Non-Union | Facilities Management |
| v |  | Ron Crozier | W | USW (v) | Physical Education & Athletics |
|  | v | Jacqueline Deane | W | USW | Department of Management |
| v |  | Bernadette Fenton | M | Non-Union | Human Resources |
| v |  | Pete Genouzos | W | CUPE 3261 | Facilities Management- Maintenance |
|  | v | Navi Gil | W | USW  | Department of Management |
| v |  | Jon Hayes | W | Carpenters & Allied Workers Local 27 | Facilities Management |
|  v |  | Tony Howe | W | USW | Student Housing and Residence Life |
|  v |  | Akash Jain | W | Unifor, Local 2003 | Facilities Management (Engineering) |
|   | v | Elsa Kiosses | W | USW (v) | Health and Wellness Centre |
|  v |   | Doug Lauzon  |  M | Non-Union  | Facilities Management |
|  |  v | Carvill Lo |  M | Non-Union  | Campus Safety Operations (Parking, Fire & Security) |
|  v |   | Valerie McCann |  W | USW | Biological Sciences  |
|   |  v | Joanne McKay |  M | External/Guest | N'Sheemaehn Child Care Centre |
| v |  | Gail Naraine | W | USW | Department of English |
|  | v | Rabia Nasir | W | USW | Department of Chemistry (DPES) |
| v |  | Naureen Nizam | M | Non-Union | Registrar’s Office  |
|  | v | Tanya Poppleton | M | Non-Union | Campus Safety Operations |
|  | v | Ann-Marie Smith | W | USW | Department of Social Sciences |
|  v  |  | Phil Smith | W | USW | Food & Beverage Services |
| v |  | Holly Yuen |  EHS Consultant | Non-Union | Campus Safety Operations (EHS) |

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

\* Guests --- Cynthia Cole, Environmental Health and Safety – UTSC

 ---San Chao, F.&S. Bldgs & Grounds – IBEW Local 353- St. George Campus

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| Item | Agenda Item | Discussion | Follow-up/Action |
| 1.01.1 | Call to Order LandAcknowledgements Land Acknowledgements were read by C. Reid   |
| 1.2 | Round Table Introductions Clara Riel  | JHSC Members introduced themselves and the department/union they represent.  |  |
| 1.3 | Approval of Minutes of Previous MeetingColleen Reid | The approval of the September 12, 2023 meeting minutes was approved unanimously by committee members. Motioned by Bernadette and Tony |  |
| 2.0 | Business Arising from the Minutes |  |  |
| 2.1 | Lighting Audit UpdateHolly Yuen  | Since the last meeting, more stakeholders have become involved in discussions on improving lighting in the Valley. Solar lighting was explored, but does not seem to provide sufficient lighting. Other options are still being explored.  | Open Item- Will be updated on at next meeting |
| 2.2 | Classroom & Construction NoiseHolly Yuen | At the last JHSC meeting, worker member Josh raised the issue of construction activities often disrupting teaching classes. After the meeting, EHS brainstormed with stakeholders, and obtained a listing of classrooms, along with class start times from the Office of the Registrar. This information was given to project managers (FMD/DCM) and they were asked to keep it confidential. Work will now be assigned according to the schedules of classrooms to lessen disruption.  | Item Closed  |
| 2.3 | Eyewash/Shower Annual Inspection by FMDDennis Cole  | Dennis reported that the annual inspections are nearly completed. There are approximately 232 completed and 11 spaces remaining due to access issues. There were a handful of deficiencies found, and work orders will be placed to rectify the issues by Facilities Management.  | Item Closed  |
| 2.4 | Eye Wash Station Health and Safety Follow Up  | During the last meeting, Valerie mentioned that an unknown individual in uniform (UofT employee) was going into the lab space and using the emergency eyewash station. After the meeting, and upon investigation, EHS was able to identify the person and was informed of a personal issue that required them to flush their eyes periodically. EHS recommended alternate locations for them to treat the condition that they have.  | Item Closed |
| 3.0  | Standing Items |  |  |
| 3.1 | Quarterly Inspection of First Aid & Spill Kit Stations Kerri Kistnasami | The First Aid Quarterly email was sent out at the end of November. All supplies that have been requested were replenished. The first aid course schedule for new designates will be posted in the New Year according to need. Quarterly emails for spill kit supplies were sent out on November 30th. Labs will check their kits by December 15th2023. All supplies requested thus far have been prepared and sent out.  | First Aid Locations:<https://www.utsc.utoronto.ca/ehs/first-aid-aeds>All requested supplies will be sent out by K. Kistnasami. |
| 3.2 | Accident Reports- Confidential Holly Yuen | Summary of accident/incident reports for the quarter of Sept 1, 2023 – November 30, 2023. There were 44 total incidents reported (19 Undergrad students, 2 contractor/visitors and 23 employees) •Incident highlights consisted of those relating to fainting in labs, 3 traffic incidents at the intersection of Military Trail and Ellesmere Rd., a tick bite, and a bike incident in the Valley. In regards to the students who fainted, when investigated it was noted that all of the incidents were due to students rushing, being stressed, and not eating. There was also an individual that had a medical condition. There were no environmental factors. Discussions were had about the intersection of Military Trail. It was noted that 2 of the incidents were due to pedestrians rushing and running out onto the road. Naureen commented that with the new SAMIH building coming soon, the committee should try to push this issue with the City of Toronto to make it safer. \*Naureen also suggested having SAMIH as a standing item to review safety measures that are being implemented at the developing stages. Holly informed the committee of an unfortunate fatality that occurred on campus with a night shift employee in the workers lunch space. The student EMRG group and Campus Safety provided first aid until paramedics arrived. Toronto Police Services and Ministry of Labour assessed the scene and did not find work related causes. Discussions were had about working alone and the process of checking in on a lone worker. It was noted that employees working alone at night must call Campus Safety every 2 hours to check in as per established procedures, and that they have radios to communicate to campus safety as well. More information is still being collected to see if any additional safety procedures can be implemented.  | Corrective actions were discussed and EHS has followed up with concernsLabs are now stocking an area outside of the lab with granola bars and liquids for students.Holly will call the City of Toronto to inquire about a traffic blitz and having motorists obey the “no right turn” area in that intersection Colleen suggested that Carvill and Tanya present an update on upcoming plans for the intersection of Military Trail and Ellesmere. Grief counsellors are being provided for those who were directly involved. There will be more information provided if anything new is learned after the full investigation.  |
| 3.3 | Walk in Health and Safety Concerns September 1 – November 30, 2023Holly Yuen | There were 14 safety concerns this quarter. Most of the concerns were related to odours. Idling diesel trucks/vehicles near the building intake and inside the loading dock were noted to be root causes. Discussions about placing an automatic door that closes in that area were explored. Other concerns discussed were related to tiny spider infestation in one of the residence rooms, and crates being left by deliveries in front of the Student Centre. There was a work refusal related to asbestos work. Special thanks to Clara and everyone involved for the quick investigation. Ministry of Labour came to Campus and shared information with the workers and provided education on why the situation was deemed safe as per University asbestos procedures.  | All incidents were reviewed, and action follow ups were recommended where applicable. |
| 3.4 | Health and Safety Testing & ReportsCynthia Cole | EHS received a complaint on September 15th that the water from the 6th floor Elkay water fountain had a bad smell. EHS reported the issue to FMD. The fountain was placed out of service until EHS could conduct a water sample. Water samples were taken on September 25th in the presence of the JHSC worker co-chair. Results came back within the parameters with the exception of pH which was elevated. UTSC does not treat drinking water, as it comes directly from the City of Toronto. EHS requested the filter be changed on the fountain. Since the filter change, there has been no complaints received.On September 21, a concern came into the EHS office of an employee feeling unwell. EHS took indoor air quality readings (carbon dioxide (CO2), carbon monoxide (CO), temperature and relative humidity) for AA 4th floor corridor (AA424K). Based on the measurements, all indoor air quality parameters were within recommended guidelines. On October 25th, asbestos air sampling was conducted for asbestos abatement work at UTSC Aspen Hall, Unit 7. All results were within the recommended guidelines.On November 10th, EHS sent out the legionella testing that occurred in accordance with the The Potable Water Maintenance Program. All results came back within the Green bench mark category- no action required. |  |
| 3.5  | Campus ProjectsCynthia Cole | New projects: * There is roof maintenance work slated to start above the SW-111 chemical storage room and roof maintenance. EHS is working closely with the PM team to ensure the facility is as accessible as possible.
* SY 014 plant growth upgrade is in design
* SW electrical closet for data is in design
* BV student lounge under design
* SW outdoor shed biological sciences in design
* Anthropology Archeology Research lab renovation SW 2nd floor in design
* SW 407 Band C Psychology Whisper rooms are in design

Ongoing construction:* SW roof skylights in the stairwells 3 of them will be changed (ordered and then awaiting arrival)
* Geodesic Dome project hoping completion by winter, if not it will be finished in early spring.
* SW glazing replacement completed. Minor deficiencies
* The ARC QUAD project is open to the public. Minor deficiencies for irrigation
* IITS/Library Renovation – Phase 1 almost complete and Occupied, Phase 2 under construction, 40-50 % complete
* Re-glazing exterior of BV area between AA and BV which is a part of IITS/Library phase 2 renovation
* MW furniture upgrade and building storage under the main staircase- ongoing
* SW139/140 renovation is ongoing – 95% complete
* SW321/322/323 renovation – almost complete
* Renovations to Biological Sciences Teaching Labs Phases 4 and 5 – ongoing
* Aquatics\_SW121/ 110/109C Construction in progress
* SW527 SW516 SW518 BioSci Labs Reno – in construction
* SW 543 office renovation- in construction
* SW305 – Corridor Millwork – ongoing
* Miller Lash Accessible Ramp – almost completed working on deficiencies
* SY 2nd floor plant growth facility ongoing
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| 4.0 | Monthly Workplace Inspection |  |  |
| 4.1 | Completed Inspections and FindingsAnn-Marie Smith - Highland Hall 2,3,4, 5 floorsJon Hayes- SY and SW (Outlined Areas) Navi Gill -Bladen Wing 4th and 5th floorsChai Chen & Josh Cleminson - Psychology Department AreasTony Howe- North & South Residence & Joan Foley HallRabia Nasir- ESCB  | \*Ann- Marie was not present, but Kerri reviewed key items of the inspection report. No ongoing issues. \*Jon reviewed key items from the inspection. Highlighted was the dust control needed in SW 105 (carpentry shop), material inappropriately stored under stairwells, and a ceiling leak. Navi was not present for this meeting. This inspection will be deferred to the next meeting. Chai Chen and Josh completed the inspection area of Psychology. Chai Chen was not present at the meeting and will discuss his items during the next meeting. Josh reviewed the key items assigned in this area. Highlighted were issues related to leaks, clutter and improper storage of material, and an outlet needing to be placed on GFCI breaker. Tony reviewed key items from the inspection report. Discussions were had with the committee in regards to the old valley trail and closing it off during the winter as it is dangerous. Rabia was not present for this meeting. This inspection will be deferred to the next meeting.  | It was noted that work orders were placed and follow up will take place in the next few weeks for all of the inspections that were submitted for this quarter.  (Full inspection details can be found on the JHSC SharePoint)Signage was also discussed. Holly will discuss with those involved to come to a decision.  |
| 5.0 | New Business |  |  |
| 5.1 | Workplace Violence Survey Holly Yuen | A final meeting with EHS, Centre for Teaching & Learning and Campus Safety designates was held to discuss the recommendations from the survey since the last JHSC meeting. Faculty teaching Women and Gender Studies/WST/Other Gender-focused Courses is the current department that has started with the workplace violence surveys.  | Item Open |
| 5.2 | Safety Training on Campus Clara Riel | Clara informed the committee about great training initiatives on campus that are communicated through the Human Resources department, and the Family Care office. Clara reviewed how employees can get involved, and mentioned a few of the very useful courses such as accessible events, WEN-DO, de-escalating potentially violent situations, mental health courses (ASSIST) and many more. These courses are offered multiple times throughout the year. All were encouraged to increase their knowledge and training.  | Item Closed |
| 5.3 | Getting Winter Ready-Colleen Reid | - Winter safety tips were reviewed with the committee including appropriate footwear, and how to avoid slips and falls. Yellow and blue sand buckets have been placed throughout the campus with scoops. UTSC community can help themselves and throw salt/sand in areas that they notice are slippery. Hazard and Incident reporting were discussed, as well as how to review severe winter alerts.  | Item Closed |
| 6.0 | Other BusinessChris Armstrong | During this portion of the meeting, it was announced that Chris Armstrong has stepped down from his position as JHSC worker member. Chris has been a member of the committee since 2016 has contributed greatly to the committee.  | Clara Riel will reach out to the USW union requesting a replacement member |
| 7.0 | Next Meeting | **Scheduled tentatively for March18, 2023 2:00 pm-3:30 pm via Zoom (Online Meeting) & in person Arts & Admin Bldg (AA 160)** |  |
| 7.1 | Closure of Agenda |  |

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**SIGNATURES:**

**Colleen Reid Clara Riel**

**(Management Co-Chair) (Worker Co-Chair)**

cc: Safety Bulletin Board in each building at UofT Scarborough

Office of Environmental Health and Safety, 215 Huron Street, 7th Floor

EHS Scarborough Website

 Unions – USW, CUPE 3902, and UTFA