

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

**Date:** Tuesday December 11, 2018  
**Time:** 9:30 a.m. – 11:00 a.m.  
**Location:** Arts and Administration Building, 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		Pete Genouzos	W	CUPE 3261	Facilities Management- Maintenance
v		Jon Hayes	W	Carpenters & Allied Workers Local 27	Facilities Management
v		Tony Howe	W	USW	Student Housing and Residence Life
	v	Elsa Kiosses	W	USW	Health and Wellness Centre
	v	Doug Lauzon	M	Non-union	Facilities Management
	v	Alex Macaulay	M	Non-union	Facilities Management
v		Nancy Masocco	W	USW	Office of the Vice-Principal Academic & Dean
	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		Irma Spahiu	W	CUPE 3902-Unit3	Department of Political 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	Ling-Sang Tse	W	CUPE 3902-Unit1	Department of 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
		Jeremy Wills	--	External Guest	SCSU
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 – UTSC

--- Dennis Cole on behalf of Alex Macaulay – Facilities Management

--- Carvill Lo- Guest Speaker on Agenda- Campus Safety & Security

--- Mark Austin –USW Local 1998, Health and Safety Officer

1.
  - i. **Welcome**  
Ms. Colleen Reid & Mr. Chai Chen welcomed all committee members to the meeting. Meeting members introduced themselves around the table including new member Ms. Spahiu, CUPE 3902-Unit 3.
  - ii. **MINUTES OF THE PREVIOUS MEETING:**  
Motion to approve the minutes from the meeting held on September 11, 2018. 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. **Ongoing Campus Projects Update**

Mr. Lam gave an update on projects that are current on campus.

**Science Wing Geothermal Field:** Clean Energy (general contractor) mobilized in early September around the portables outside S-Wing and the SY building. To date, approximately 70 out of 100 boreholes in the geothermal field have been drilled. Trenching to bring pipes from the geothermal field to the S-Wing started this week. The project is expected to continue until March 2019.

At the request of the Facilities Management Department, EHS has been conducting assessments for diesel exhaust inside the portables about twice a week, starting Oct. 12. Diesel exhaust is a mixture of many different components. To best assess exposure, the airborne concentrations of five marker components of diesel exhaust were measured: carbon monoxide, nitrogen dioxide, sulfur dioxide, formaldehyde and diesel particulate (as elemental carbon). To date, EHS has compiled results for 14 days of sampling. Exposure levels are well within acceptable Occupational Exposure Limits for all measured components.

Noise from the drilling equipment was also expected to cause disruption at nuisance levels in nearby buildings and the portables in particular. Facilities has worked with an acoustic engineer to design enclosures for the loudest equipment to mitigate noise levels inside buildings. For portable occupants, noise cancelling earmuffs are also available upon request.

**Highland Hall:** All areas of the building are now fully occupied and all entrances accessible to the public. Aquicon (general contractor) is now addressing minor deficiencies on the building interior (e.g. fixing drywall, painting). Any work in occupied areas is performed off hours to minimize impact to building occupants. There are still a few remaining panels to be installed on the building exterior, mostly on the north side. These areas will be fenced off at street level and covered walkways used for pedestrian protection. Exterior landscaping and green roof planting is also underway. Project completion is expected in spring 2019.

**Valley Land Trail:** Midome Construction Services (general contractor) anticipates all major construction to be wrapped up in February. Tree planting and landscaping will follow. Construction fencing will remain in place until full project completion (anticipated: April 2019). (Item open)

ii. **Double Doors in IC – Ground Floor**

Ms. Reid informed the committee that due to the nature of how the service doors located near IC 90 are used, it has been found not necessary to add an accessible button for the doors unless there is a worker who specifically requests this. Mr. Pitcher confirmed that for security reasons the doors should not be propped and left open. Mr. Cole added that he had a recent conversation with Ms. Yuen and has suggested a mechanism that can be bought in which the door is able to be pushed open and held. It can then be released with a slight tap when the door needs to be closed. Mr. Cole is purchasing this device, and will also use this in the loading dock area in the Science Wing. (Item Closed)

### 3. New Business

#### i. Quarterly Inspection of First Aid & Spill Kit Stations

Ms. Kistnasami sent out the quarterly inspection email for the first aid kits and spill kits. Requests for orders have been received, and supplies have been replenished. Ms. Kistnasami noted that the last first aid course was held on November 5<sup>th</sup> and 6<sup>th</sup>. Ms. Kistnasami will be working on finding first aid designates for the new building Highland Hall in January 2019. (Item ongoing)

#### ii. Walk in Health and Safety Concerns

There were 36 walk in concerns reported to the EHS office in the last quarter from Sept 1 – Nov 30. Ms. Yuen reviewed a few of the safety concerns to the committee. A few concerns discussed were in regards to the Highland Hall building. A few students bumped into the glass panel entrance that connects to the Bladen Wing. Project Manager Ms. Costas immediately put d-cal stickers on the glass to identify that this is a glass divider. Ms. Costas will also be speaking to Mr. Somers (Senior Project Manager UofT) who will be reviewing the stadium style seating of the highland hall building to re-design and make safer as there were some AODA suggestions that were brought forward. A few walk in concerns were also due to the geothermal drilling in regards to noise and odours. EHS and Facilities Management worked together with occupants to relocate and provided noise-cancelling earmuffs. One of the members from the committee raised concerns from some of the occupants in portable 104, which was that not all occupants were offered to relocate. Ms. Yuen informed the member that in order to be relocated the occupants would have to reach out to the contacts on the project notice located on each of the doors to the portable. Individuals can discuss their needs and can work with the appropriate people to decide whether relocation is necessary. (Item ongoing)

#### iii. Accident Reports – Confidential

Ms. Yuen summarized the accident/incident reports for the quarter of Sept 1 – Nov 30, 2018.

- There were nine incidents in September (2 non lab employee, 1 lab employee, and 6 lab students)
- There were 15 incidents for the month of October (8 non-lab employee, and 1 lab employee, 4 non-lab students, 1 lab student, and 1 visitor/contractor).
- There were nine incidents for the month of November. (3 non-lab employees, 1 non-lab student, 4 lab students, and 1 visitor/contractor).

Ms. Yuen informed the committee that there have been 89 incidents counted from January to November 2018. This number has decreased from the previous 2 years. In 2018, there was 126 incidents between January to November. In 2017 there was 131 incidents reported between January to November. Ms. Yuen believes that these numbers have decreased due to our proactive inspections by committee members, and the helpful campaigns that have recently been distributed campus wide in regards to safety, and reporting hazards.

(Item ongoing)

#### iv. Health and Safety Bulletin – Vol 5- Preparing for Winter

Ms. Yuen announced to the committee that EHS Scarborough will be circulating their next safety bulletin for this quarter. The focus in this bulletin will be on preparing for winter hazards. The bulletin will include a section about the sand containers that the community can use to sprinkle on ice patches, as well as helpful tips and what to think about to prepare for winter emergencies such as power outages, spills, field work, travel safer, or severe weather and cancellations. Ms. Kistnasami will circulate the bulletin for the committee members to review, and make suggestions. Ms. Reid also encouraged members to bring the suggestions from the bulletin to their specific departments during team meetings to increase awareness. (Item ongoing)

v. **UTSC Management Symposium**

Ms. Yuen gave an update to the committee in regards to the second Management Safety Symposium held here at UTSC on November 21, 2018. The symposium had a lineup of speakers sharing their knowledge in legal, regulatory, risk and medical perspectives of health and safety management. The objectives of the symposium were to help managers and supervisors understand and fulfill supervisory and managerial health and safety functions and to gain legal insight on how to demonstrate due diligence under the Occupational Health and Safety Act. The symposium also provided time for attendees to network and share best practices in health and safety management that they have been using. The symposium was a success with approximately 60 people in attendance. (Item closed)

vi. **Asbestos and Mortar Report**

A few months ago, employees raised questions in regards to whether the brick mortar in the science wing contained asbestos. Facilities Management hired the company Pinchin to complete bulk sampling on the brick mortar. The test results showed that the mortar was non-asbestos containing. Mortar does contain silica, and therefore the silica guidelines and work procedures were properly followed. (Item closed)

vii. **Eyewash and Shower Inspections by Facilities Management**

Mr. Cole informed the committee that the eyewash and showers on campus were inspected between August and September 2018 by Facilities Management. Deficiencies were noted, and work orders have been placed to rectify issues. Mr. Cole will be updating the EHS office as the work orders are completed. (Item closed)

viii. **Inspections/Designated Inspectors**

The co-chairs informed the committee that a review of all inspection areas are taking place for the new year. Special focus will be on the exterior grounds area to make inspections areas clear. All members that complete a first floor inspection were asked to also do the exterior of the building so that it can be eliminated from the exterior inspections. Meetings will be held with all inspectors in the near future to properly map out their areas. A suggestion was made by Mr. Cole to provide a camera to the inspectors so that they can take pictures while completing their inspections. (Item open)

4. **Workers Interior Workplace Inspection Reports**

**L.L Browne Theatre & Wood working rooms- Jon Hayes**

Mr. Hayes reviewed key items from the inspection report. Work orders have been submitted and Ms. Kistnasami will be following up with the items.

**Bladen Wing – Elsa Kiosses**

Ms. Kiosses was not in attendance for this meeting. She submitted her inspection to Ms. Kistnasami who reviewed the key items of the inspection. Work orders have already been placed, and will be prioritized for completion by Facilities Management.

**Boiler and Mechanical Rooms – Lucian Moinescu**

Mr. Moinescu was not in attendance for this meeting. This item is deferred until the next quarter.

**Arts and Administration Building – Natilee Smith**

Ms. Smith was not present for this meeting. This item will be deferred until the next quarter.

**Caretaking Closets – Pete Genouzos**

Mr. Genouzos reviewed key items of his inspection with the committee. Work orders will be placed, and prioritized by Facilities Management and EHS.

**Student Housing & Residence Life, Joan Foley – Mary Ann Vernon**

Ms. Vernon was not present for this meeting. The inspection was submitted to Ms. Kistnasami who reviewed the key items of the inspection. Work orders and the appropriate people will be informed to rectify any deficiencies.

**Social Sciences Building- Ann-Marie Smith**

Ms. Smith reviewed key items from the inspection report. Prior to this meeting, Ms. Smith met with Ms. Yuen and Mr. Cole to review some of her items. Ms. Smith had identified some carpeting that she feared would eventually cause a tripping hazard but has now been rectified as Mr. Cole has placed glow in the dark nosing strips on the seams of the steps, which Ms. Yuen had recommended from a previous incident.

**Student Center- Phil Smith**

Mr. Smith reviewed key items from the inspection report. Ms. Kistnasami has forwarded the items to Mr. Jeremy Wills who is the operations co-ordinator of the Scarborough Campus Students Union (SCSU). Mr. Wills will be looking into the deficiencies.

**5. Fire Reports and Inspections- Carvill Lo**

Ms. Lo informed the committee that visual monthly inspections of tags and ensuring that they are tagged, and charged are now being completed in house by the building patrollers in the Campus Police department. The company Siemens completes the annual recharging and replacements on campus. The annual fire safety audit has commenced in areas that are less disruptive this year including sprinklers and hydrants. The PA systems as well as the areas that were not accessible due to exams or classes will be tested during the holiday break.

**6. Other Business**

There was no other business brought forward. Meeting was adjourned.

**7. Next Meeting – JH&S Meeting Scheduled tentatively for Tuesday March 5, 2019, 9:30 am- 11:00 am in the Arts and Administration Building- AA 160. 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.

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**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