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

**Date:** Wednesday December 16, 2020  
**Time:** 9:30 a.m. – 11:00 a.m.  
**Location:** Zoom Online Meeting

<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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<tr>
<td>v</td>
<td></td>
<td>Colleen Reid</td>
<td>M</td>
<td>Non-Union (v)</td>
<td>Associate Director (AccessAbility Services) (Co-Chair)</td>
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<td>v</td>
<td></td>
<td>Chai Chen</td>
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<td>USW (v)</td>
<td>Department of Physical &amp; Environmental Sciences (Co-Chair)</td>
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<td>v</td>
<td></td>
<td>Kerri Kistnasami</td>
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<td>USW (v)</td>
<td>Campus Safety &amp; Security (Secretary)</td>
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<td>v</td>
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<td>Sivani Baskaran</td>
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<td>CUPE 3902-Unit1</td>
<td>Department of Physical &amp; Environmental Sciences</td>
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<td>v</td>
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<td>Louise Beckley</td>
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<td>Physical Education &amp; Athletics</td>
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<td>Jacqueline Deane</td>
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<td>Nina Dhir</td>
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<td>Pete Genouzos</td>
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<td>CUPE 3261</td>
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<td>Jon Hayes</td>
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<td>Carpenters &amp; Allied Workers Local 27</td>
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<td>Unifor, Local 2003</td>
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<td>Joanne Quinn</td>
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<td>Tony Rupnaraine</td>
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<td>Irma Spahiu</td>
<td>W</td>
<td>CUPE 3902-Unit3</td>
<td>Department of Political Sciences</td>
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<td>Ann-Marie Smith</td>
<td>W</td>
<td>USW</td>
<td>Department of Social Sciences</td>
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<td>Brian Sutherland</td>
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<td>Centre for Teaching and Learning</td>
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<td>Phil Smith</td>
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<td>Food &amp; Beverage Services</td>
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<td>Mary Ann Vernon</td>
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<td>USW (v)</td>
<td>Library</td>
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<td>Rochelle Welch</td>
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<td>Retail and Conference Services</td>
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<td>Rongmin Zhao</td>
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<td>UTFA</td>
<td>Department of Biological Sciences</td>
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<td>Holly Yuen</td>
<td>EHS Consultant</td>
<td>Non-Union</td>
<td>Campus Safety &amp; Security (EHS)</td>
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(*) W – Worker/Non-management (if unionized, record name of union)  
M – Management  
E – Ex-officio

* Guests --- Cynthia Cole, Environmental Health and Safety – UTSC  
--- Jeff Miller, Director, Facilities Management  
--- Kyle Shaw Muller, Vice-Chair, Unit 1 CUPE 3902
1. Minutes for Approval

i. Welcome Members & Membership Updates

Ms. Reid & Mr. Chen welcomed all committee members to the meeting. Everyone introduced themselves around the virtual table including guest Kyle Shaw Muller—Vice-chair of Unit 1 CUPE, and Corinne Brandon—Health and Safety Assistant with USW Local 1998.

Mr. Chen thanked everyone for attending the last meeting for 2020. Mr. Chen also thanked all of the workers who continue to work on site, and assisted with completing inspections this year. Mr. Chen informed the committee that he sent out an email to all worker members to see if they were interested in a caucus meeting to ensure that everyone was comfortable expressing any concerns that they had freely to management. The caucus meeting would give the worker members an opportunity to express concerns that Mr. Chen would then bring forward to management anonymously. It was noted that the consensus was that worker members feel comfortable addressing concerns at the regularly scheduled meetings. Mr. Chen reiterated that if anyone has any concerns that they do not feel comfortable expressing in a large group, that they can approach either himself or Ms. Reid so they can assist with addressing the concerns anonymously.

ii. MINUTES OF THE PREVIOUS MEETING:

Motion to approve the minutes from the meeting held on September 15, 2020. The minutes from the meeting were unanimously accepted as written and distributed.

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<th>Item</th>
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<td>Special Topic – Coronavirus (COVID-19)</td>
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<td>-Gary Pitcher/ Holly Yuen</td>
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Mr. Pitcher gave the committee an update on the upcoming winter break and hours of operation on campus. It was noted that contractors would still be coming in during the break, with procedures in place for contact tracing. Faculty, staff and students are also permitted to come onto campus during the break for their essential work. There will be one check in area in the Science Wing from 6:00 am – 12:00 noon. If you arrive on campus after noon, you are asked to please call campus police, or email them letting them know what time you will be arriving so that they can meet you at the designated time to let you in. All other entrances of the campus will be closed. The IC building and EV building will be accessed through fob. If anyone is going into these buildings, they are asked to call campus police to let them know they are in the building, and to give an approximate time that they will be leaving. It is not safe for people to be working alone, and nobody is aware that they are on-site. Mr. Pitcher also reminded the committee about the lone worker, and safe walk programs. UCheck and TCard sign in is still required.

Ms. Yuen reviewed the province milestones, and changes that evolved on campus since the last meeting in September. The recent change being that Toronto is now in the grey/lock down zone. For our campus, this means that events and athletic recreation are completely shut down. Ms. Yuen also reviewed the cleaning process and contact tracing when there is a symptomatic person on campus. PPE updates and revisions have been made when working within 2 metres of an individual not wearing a mask. Enhanced PPE for employees working in the animal facilities have also been put into place. Mr. Chen asked whether some animals can transmit the virus. Ms. Yuen informed the committee that some animals can transmit the virus, but UTSC does not have any of these animals in this facility. In addition, all employees working in the labs are well protected with proper PPE.

Mr. Shaw Muller also asked how increased PPE for employees are determined. Ms. Yuen explained that before the workplaces were resumed, the assessment for PPE would be captured under the GAT/research application process.
Ms. Baskaran asked about whether the call for lone worker would be re-routed to the St. George campus if she called during the holidays. She noted that in the past, she has had to wait 45 minutes. Mr. Pitcher confirmed that if there is nobody at the desk, the call will be sent to the St. George central call centre. Mr. Pitcher advised that if a person knows that they are coming in, they can email or call ahead of time to request the services with their estimated time of arrival and departure on campus. Ms. Yuen also noted that there is a safety App with a virtual travel safer that can be used as a backup. https://www.communitysafety.utoronto.ca/2020/09/16/campus-safety-app/

**Assessment Centre - Background and Safety Measures**

Mr. Miller was a guest speaker at the meeting. He explained to the committee about the roll out of the new covid 19 assessment centre. Scarborough Health Network reached out to the University, and with the intentions of being a community partner, and enriching the community the decision was made to assist.

Mr. Miller described the processes that are in place including the discreet separate entrances and exits that do not cross with other buildings. Highland Hall is environmentally isolated and the ventilation system is separate from other buildings on campus. Partitions, and boundaries were put into place for physical separation with robust signage both inside and outside of the facility. Mr. Miller further explained that testing is completed by appointment only, and that parking lot A is currently being used as it is the clearest pathway. Parking enforcement and signage has recently been improved to make things clear for guests coming in. Those coming for tests will have to print their own parking passes (provided when booked), wear masks at all times, sanitize their hands and practice physical distancing.

Mr. Shaw Muller asked whether the air filtration has MERV 13. Mr. Miller responded by saying that it has MERV 14 with its own zone and air handling. Mr. Rupnaraine asked how long the set up for testing is anticipated to last. Mr. Miller confirmed that the agreement is until March 31st, but will be evaluated again before the actual end date to see if it will be extended. Mr. Miller also informed the committee that there were talks about the centre evolving into a vaccination centre as well. It is too early to confirm this right now. Mr. Rupnaraine thanked Mr. Miller, and noted that he was happy that UTSC is able to assist. Mr. Chen informed the committee that he had one question prior to the meeting in regards to the cleaning staff and how the testing assessment centre was being cleaned. Mr. Chen found out that it is an external company that is going in and none of our UofT employees are working in the building. Mr. Miller agreed confirming that they have their own private plumbers, IT and security. UTSC Facilities Management will be clearing the snow in lot A as usual. Mr. Smith asked what the volume of traffic has been since opening. Mr. Miller estimated 300-500 people a day. Numbers were thought about while picking location, parking and traffic flow. The schools have now put in new measures and we may see a slight increase in numbers. Ms. Reid thanked Mr. Miller for the helpful information shared. Ms. Reid urged the committee to spread the information to their respective departments, as the goal of this committee is transparency and sharing information to keep everyone safe. (Item closed)

### 3. Business Arising from the Minutes

#### i. Campus Projects Update

Ms. Cole gave an update on projects that are current on campus.

**H-Wing Renovations (Psychology, English & ACM):** Construction is ongoing on the 5th floor of HW. **Construction is ongoing**

**Other Projects:** construction areas are restricted to these rooms, with minimal impact to the UTSC community.

- SW 553 renovation of bio research lab
- AA 4th floor- renovations between DCM and FMD
- SW248/249/250/330 renovation has begun
- SW435 research lab renovation
- SW311 turning into a classroom renovation
- HW216 film classroom project – new lighting and A/V
- SY141 research lab renovation
- SW506 (B/C/D/F) teaching lab renovation
H-Wing Renovations (Psychology, English & ACM): Construction is ongoing on the 5th floor of the Humanities Wing. The entire floor will still be restricted to Contractor’s only throughout the construction period, with the exception of mechanical rooms, which will be accessible to Facilities staff for building maintenance as necessary.

SW Mechanical Upgrades are still ongoing for the replacement of air handling unit AC-9 and the addition of supplemental heating boilers is in progress. The majority of construction activities are taking place in the SW 6th floor mechanical room and Central Power Plant. The Science Wing northwest stairwell (off the Meeting Place) will be closed intermittently for the delivery and hoisting of equipment up to the mechanical penthouse.

Residence Centre (Department of Student Housing and Residence Life): This project includes the renovation of office and staff support areas. Staff will continue to use SVC105 office space during the summer as construction progresses. This project is in progress but currently on hold.

Portables that were sold (next to the SW building) - FMD is still working with buyers to move them off site.

HL Basement- Project is finished in Highland Hall. The only thing left is to now dismantle and remove all the stacks from the library

(ii) HECHMET Update

Ms. Cole gave an update on the HECHMET inventory process.
To date, individual building tallies are as follows: ESCB (5900+ chemicals), S-Wing (5500+ chemicals), and Science Research (2400 + chemicals). In total over 13,800 chemicals are currently catalogued in the system. This number has stayed consistent since the last JHSC meeting on September 15th 2020. EHS is still continuing to scan and input new shipments of chemicals for S-Wing and Science Research Buildings and Chem stores is into the HECHMET system each week. (Item open)

4. New Business

i. Quarterly Inspection of First Aid & Spill Kit Stations

Ms. Kistnasami informed the committee that all in-person first aid training is still on hold until further notice by the University. The quarterly email for first aid kits were not sent out, but departments coming on site were asked if they need any basic supplies, and were also directed to call campus police if any emergencies or first aid situations arise. Ms. Kistnasami sent out the quarterly email for spill kit supplies, as labs are still active. She will ensure that all supplies that are requested are sent out prior to the holiday break. (Item ongoing)

ii. Walk in Health and Safety Concerns

There were five walk in concerns reported to the EHS office in the last quarter from September 1, 2020 – November 30, 2020. It was highlighted that many of the concerns were in relation to not wearing masks or students not physically distancing. Chairs were secured onto the tables to discourage gathering in study spaces on Bladen 4th Floor. BV4 access and traffic were controlled more tightly. Eventually, after the grey lockdown announcement, it was decided that the back BV4 study space would be closed. Students were encouraged to study in the library where it is more monitored. (Item ongoing)

iii. Accident Reports – Confidential

Ms. Yuen summarized the accident/incident reports for the quarter of September 1, 2020 – November 30, 2020. There were 16 total incidents reported (5 students and 11 employees)

- There were six incident for the month of September
- There were five incidents for the month of October
- There were five incidents for the month of November.
During this quarter, the incidents ranged from injuries of slips, trips and falls, 1 rat bite, and a chemical reaction. All incidents were reviewed, and action follow up was suggested where applicable. (Item ongoing)

iv. Mental Health Resources for UofT Employees

Ms. Reid informed the committee that this item was put on the agenda as everyone has been dealing with quite challenging times. The co-chairs felt that it was very necessary to provide mental health resources and have the committee spread the information to their respective departments. Ms. Beckley informed the committee that an email was sent out on Monday December 14th by UTSC HR Services as a holiday greeting but also providing some helpful information from Homewood Health in terms of contacts for mental health, and counseling opportunities. The email has links and phone numbers of the Employee and Family Assistance Program, as well as tip sheets on how to celebrate safely during the holidays, and how to stay connected and combat loneliness and isolation during the holidays. Ms. Beckley also encouraged everyone to direct people to the HR and Equity website where all of the resources are listed. There are also tools on this page for managers, and how to manage working remotely. There have been similar resources sent out for students, but the committee wanted to highlight the resources for staff and faculty as well. Ms. Kiosses also re-iterated the resources for students and put the link for “My SSP” for committee members to refer students to as well as Campus Police. https://www.utsc.utoronto.ca/hwc/my-ssp-app (Item closed)

5. Workers Interior Workplace Inspection Reports

Miller Lash House & Valley – Ron Crozier
Mr. Crozier reviewed key items from the inspection report that he completed. It was noted that the items that pertained to the Miller Lash House was given to the manager Ms. Myra Lozano, and she will be placing work orders where applicable and following up with items to Ms. Kistnasami. Ms. Kistnasami placed work orders for the items required for the Valley and will follow up with the appropriate people. (Full inspection details can be found on the JHSC module)

UTSC Library – Mary Ann Vernon
Ms. Vernon reviewed key items of her inspection areas. It was noted that a fire extinguisher was being blocked by a recycling receptacle, and has now been removed to allow access. There was also a leak that was reported in which a work order was completed by the department. There was a ceiling tile that needed to be replaced, and a work order was filled out and the issue is now resolved. (Full inspection details can be found on the JHSC module)

Instructional Centre (Active Areas) – Clara Mitchell
Ms. Mitchell reviewed key items from her inspection report with the committee. Ms. Mitchell identified a few classrooms in the building that had stair treads that were loose. Ms. Kistnasami placed work orders for these items, and they have now been fixed. There were a few lights blown in the washrooms, and that has also been completed. A fire extinguisher was noted to be due for inspection. When followed up by Ms. Kistnasami, it was checked the day after the workplace inspection was completed. This item is also completed. (Full inspection details can be found on the JHSC module)

Student Centre (Active Areas) – Phil Smith
Mr. Smith reviewed the key items of his inspection. Mr. Smith noted that a lot of areas in the building are not active, and also that a lot of signage has been put up directing people in terms of Covid-19. There was a lot of debris that was found at the loading dock. Ms. Kistnasami followed up with the SCSU operations co-ordinator, and this has now been resolved. There was also a hose that was found in the grounds area that could pose a tripping hazard, and this was also removed by the operations co-ordinator. (Full inspection details can be found on the JHSC module) (Item ongoing)
6. Other Business

Ms. Reid took the opportunity to give her sincere gratitude to all members during this unprecedented year. It has been a challenging time for many both inside and outside of the work force, and special thanks was given to all the committee’s continued support in health and safety and for continuing to complete workplace inspections in areas that were required. Ms. Reid also gave a special thanks to EHS, Facility Management, and Campus Police/ Campus Safety & Security. Ms. Reid wished everyone a quiet, restful holiday season. Ms. Yuen thanked Ms. Reid for her kind words, showed appreciation for campus leadership and thanked Retail Conference Service for assisting with signage and the front desk. She also thanked Sheila John, and Health and Wellness for their efforts in making the flu clinic a success.

Ms. Reid also informed the committee that this would be the last meeting that Mr. Pitcher would be attending as his retirement was announced earlier this month. Mr. Pitcher will be retiring in February 2021. Thank you Mr. Pitcher for all of your hard work and dedication throughout the years and especially through the pandemic. The committee thanked, and said their well wishes to Mr. Pitcher.

7. Next Meeting – JH&S Meeting Scheduled tentatively for Tuesday March 16, 2021, 9:30 am-11:00 am via Zoom/Telephone. 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.

SIGNATURES:

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

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

cc:  Unions –
Internal Liaison Officer & Staff Rep Canadian Union of Public Employees, Local 3902,
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. Greg Saldanha, Co-Chair – 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