

University of Toronto Scarborough Joint Health and Safety Committee Minutes

Date: Tuesday June 18, 2019
Time: 2:00 p.m. – 3:00 p.m.
Location: Instructional Centre, IC 318

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	Ron Crozier	W	USW (v)	Physical Education & Athletics
v		Jacqueline Deane	W	USW	Department of Management
v		Nina Dhir	W	USW	Department of Psychology
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		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	Phil Smith	W		Food & Beverage Services
	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
	v	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

1. i. Welcome

Ms. Colleen Reid & Mr. Chai Chen welcomed all committee members to the meeting. A special welcome back to Ms. Dhir and Ms. Deane who were both on leave for a year. Mr. Chen also announced that a few members stepped down from the committee and/or have left the

University. Mr. Chen will be reaching out to the unions for replacement members. Mr. Tomlinson, Ms. Natilee Smith, and Mr. Akbar are no longer on the UTSC Joint Health and Safety Committee. It was also announced that Ms. Gnanalingam would be the new CUPE 3902, Unit 5 committee member. Ms. Gnanalingam unfortunately was not able to attend the meeting, and will be introduced at the next meeting.

ii. **MINUTES OF THE PREVIOUS MEETING:**

Motion to approve the minutes from the meeting held on March 5, 2019. The minutes from the meeting were unanimously accepted as written and distributed.

Item	Discussion
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2. Business Arising from the Minutes

i. **Ongoing Campus Projects Update**

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

Highland Hall: The general contractor is still addressing deficiencies throughout the building interior. Exterior landscaping and green roof planting is ongoing.

Humanities and Bladen Wing Roof Replacement: Nortex Roofing is performing replacement work on sections of the Humanities and Bladen Wing roofs (May-July 2019). A staging area has been installed outside the Bookstore. All exterior windows affected by the project will be covered and protected. No major disruptions are anticipated during the project: all noisy work will occur before 9am; all building exits and entrances will be maintained; and the Project Manager will work with FMD to schedule shutdowns to prevent odours from entering the building as needed.

Office Renovations (AA, MW, SW): Interior renovations (e.g. painting, lighting, addition / removal of wall partitions) are being conducted in May-August 2019 in preparation for office re-locations for various departments. Areas include AA 128/142 (former Admissions / Registrar's offices); MW 2nd and 3rd floors; and SW302 (former AccessAbility office). Hoarding / barriers may restrict access in the construction and immediately adjacent areas during the renovations.

Valley Land Trail: Construction fencing will remain in place until full project completion (anticipated: Fall 2019). Access to H-Wing patio may be restricted on days where sandblasting and other heavy construction activities occur near the top of the trail. (**Item open**)

ii. **Inspections/Designated Inspectors**

In the last meeting, it was announced that all inspection areas were examined by EHS and the JH&S co-chairs. During the review of inspection areas, the goal was to make sure that inspectors' areas are equitable, and evenly distributed among the worker members. Worker members were given revised campus maps with changes to their inspection areas. Members were given time to review and ask any questions about the revisions during an in person meeting with Ms. Kistnasami and Ms. Yuen. Ms. Yuen asked again in the meeting whether anyone wanted to make changes to their area. Members confirmed that they were pleased with the inspection areas that they received.

iii. **Tree Hazard –Military Trail & Ellesmere**

Mr. Chen informed the committee that the tree on the corner of Military Trail and Ellesmere has been removed. Facilities Management called an arborist on campus, and had the tree removed. As a result of the arborist's report, there were a total of 6 trees that were noted that needed cutting down. A few were on the city of Toronto's property, and have all been removed. (**Item closed**)

iii. **Worker Co-chair Term Renewal**

At the last meeting, it was announced that Mr. Chen's term for worker co-chair will be ending as of June 30th, 2019. An email was circulated to all of the worker members asking that anyone interested in the position of worker co-chair to come forward by April 5th, 2019. There were no volunteers. Mr.

Chen has graciously agreed to renew his term for another 2 years with the committee. Mr. Chen also informed the committee, that he would welcome speaking to anyone that has a slight interest, but may want to hear more details of what the position entails. (Item closed)

iv. Allergy Awareness Update

Ms. Yuen informed the committee that the allergy awareness campaign was rolled out in early May. Posters and pamphlets have been created to distribute in food areas on campus. They are also being distributed in the “Get Started” packages for first year students. There are many helpful tips for people with allergies on how to be prepared, and to make them aware of services that are available to them. It also informs the general campus population of tips to keep people with allergies safe while on our campus. The allergy campaign also encourages departments to use accommodation statements when planning events so that allergies can be accommodated. Ms. Yuen took a moment to thank the Healthy Campus Initiative, Food User Committee, Business Development, Food and Beverage, Student Success, AccessAbility Services, Athletics, Student Housing and Residence Life, Human Resources, Campus Safety & Security and Printing for their wonderful contributions to the allergy awareness campaign (Item closed)

v. Terms of Reference Review & Update

Ms. Reid reported that the JHSC co-chairs, EHS, and Mr. Pitcher met to make slight modifications to the terms of reference as a reflection of the growing campus. Historically, 22 members were listed as the maximum participants allowed on the committee. With the proposed change, there will not be a maximum number of participants. Membership will have the flexibility to reflect representation of buildings and unions. In relation to guests, both worker and manager co-chairs should be notified at least 48 hours in advance for approval. It was also proposed that an appendix be added listing all of the buildings on campus. This appendix can be easily updated as new building structures are added to the campus. Ms. Reid asked the committee if they had any questions or objections in regards to the proposed changes. There were no concerns from the committee. A copy with the modifications will be sent to the committee with the minutes of the meeting for review and feedback, which will be discussed at the next meeting. (Item open)

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 last month. Requests for orders have been received, and supplies have been replenished. Ms. Kistnasami noted that there was a first aid course held in May. All first aid designates that needed re-certification were trained. (Item ongoing)

ii. Walk in Health and Safety Concerns

There were 10 walk in concerns reported to the EHS office in the last quarter from March 1, 2019 – May 31, 2019. Ms. Yuen reviewed a few of the safety concerns with the committee. Some of the concerns discussed were in regards to the loading dock vehicle and pedestrian traffic between the Student Centre and Highland Hall. A meeting was held with Ms. Yuen, Mr. Pitcher, Mr. Miller, Ms. Costas, and Mr. Macaulay to review solutions. Mr. Miller also consulted with a traffic consultant. It was recommended that a stop sign be added to the area, as well as signage instructing trucks not to stop and park. The long term solution will be that the curb is cut to help separate the loading dock from the entrance and vehicular and pedestrian traffic.

Another safety concern was brought forward from the maintenance department who have found that when they remove ceiling tiles, they find debris on the ceiling tiles which have fallen down on them. A letter was sent out to all project managers asking them to remind contractors to clean their work areas and not leave anything behind. Employees who remove ceiling tiles, were also asked to wear PPE while carefully removing the tiles in case there is anything left that can fall and injure them.

(Item ongoing)

iii. Accident Reports – Confidential

Ms. Yuen summarized the accident/incident reports for the quarter of March 1, 2019 – May 31, 2019.

- There were four incidents in March (4 non lab employee)
- There were six incidents for the month of April (4 non-lab employee, 2 non-lab students)
- There were 11 incidents for the month of May. (9 non-lab employees and 2 lab employees)

During this quarter, the incidents ranged from slips and falls, ergonomic issues due to work station set up in new spaces, bike and vehicle collision in the parking lot, review of ice packs, and a food allergy. All incidents were reviewed, and action follow up was suggested where applicable.

(Item ongoing)

iv. Health and Safety Bulletin – Vol 7- Allergy Awareness

Ms. Yuen announced to the committee that EHS Scarborough has circulated the next safety bulletin for this quarter. The focus of this bulletin was “Allergy Awareness” which was mentioned in earlier in the agenda. All members were encouraged to bring the suggestions from the bulletin to their specific departments during team meetings to increase awareness. (Item ongoing)

v. Workplace Violence Assessments

Ms. Yuen informed the committee that the EHS office has finished the assessments on the Registrars and Admissions and Recruitment areas located in Highland Hall. A meeting has been scheduled to review the results and recommendations. Once the results have been reviewed with the head of the department, it will be shared with the committee. EHS is also completing workplace violence assessments on the departments of Psychology and Political Sciences simultaneously. The “Bridge” will be the next area to be contacted to schedule interviews. An update on all completed assessments will be given at the next meeting. (Item ongoing)

4.

Workers Interior Workplace Inspection Reports

Arts and Administration Building 2018 – Natilee Smith

Ms. Smith has stepped down from the committee. This item will be deferred until the next quarter. Mr. Chen will find a volunteer or look into a replacement to complete the inspection.

Portables and Designated Areas in SY and SWING – 2018 – Ryan Tomlinson

Mr. Tomlinson was not present for this meeting, but submitted his inspection to Ms. Kistnasami. There were no deficiencies found in Mr. Tomlinson’s report.

Psychology Labs & Associated Offices- Nina Dhir

Ms. Dhir reviewed key items from her inspection report with the committee. Work orders will be placed, and prioritized by Facilities Management and EHS.

Science Wing Admin Offices – 3rd Floor – Natilee Smith

Ms. Smith has stepped down from the committee. This item will be deferred until the next quarter. Mr. Chen will find a volunteer or look into a replacement to complete the inspection.

Child Care Centre and Exterior Lots E, J, K, L – Pete Genouzos

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

5.

Other Business

i. JHSC Module

Mr. Moinescu asked where committee members could view all committee inspections as well as the update status of the deficiency item list. Ms. Kistnasami informed Mr. Moinescu that Ms. Yuen had presented the JHSC module to all committee members in September and that instructions were also circulated via email on how to log in and view the inspections. Ms. Kistnasami informed Mr. Moinescu that she would be glad to send it again for him. Ms. Reid added that it might be nice

to include the JHSC module every September to the agenda for a refresher to the committee members, and new coming members that have joined throughout the year. (Item open)

6. **Next Meeting – JH&S Meeting Scheduled tentatively for Tuesday Sept 17, 2019, 9:30 am-11:00 am in ESCB, EV 151/152. 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
(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 EngineersCeceil 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