University of Toronto Scarborough  
Joint Health and Safety Committee  
Minutes

Date: Tuesday June 9, 2020  
Time: 9:30 a.m. – 11:00 a.m.  
Location: Zoom Online Meeting

<table>
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<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>
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<td>Colleen Reid</td>
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<td>Non-Union (v) Associate Director (AccessAbility Services) (Co-Chair)</td>
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<td>Chai Chen</td>
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<td>USW (v) Department of Physical &amp; Environmental Sciences (Co-Chair)</td>
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<td>Kerri Kistnasami</td>
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<td>USW (v) Campus Safety &amp; Security (Secretary)</td>
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<td>Chris Armstrong</td>
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<td>USW Department of Biological Sciences</td>
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<td>Sivani Baskaran</td>
<td>W</td>
<td>CUPE 3902-Unit1 Department of Physical &amp; Environmental Sciences</td>
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<td>Louise Beckley</td>
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<td>Non-union Human Resource Services</td>
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<td>Ron Crozier</td>
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<td>USW (v) Physical Education &amp; Athletics</td>
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<td>Jacqueline Deane</td>
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<td>USW Department of Management</td>
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<td>Nina Dhir</td>
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<td>USW Department of Psychology</td>
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<td>Pete Genouzos</td>
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<td>CUPE 3261 Facilities Management- Maintenance</td>
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<td>Jon Hayes</td>
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<td>Carpenters &amp; Allied Workers Local 27 Facilities Management</td>
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<td>Tony Howe</td>
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<td>USW Student Housing and Residence Life</td>
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<td>Elsa Kiosses</td>
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<td>USW (v) Health and Wellness Centre</td>
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<td>Doug Lauzon</td>
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<td>Carvill Lo</td>
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<td>Lucian Moinescu</td>
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<td>Unifor, Local 2003 Facilities Management (Engineering)</td>
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<td>Gail Naraine</td>
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<td>Gary Pitcher</td>
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<td>Irma Spahiu</td>
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<td>CUPE 3902-Unit3 Department of Political Sciences</td>
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<td>Ann-Marie Smith</td>
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<td>USW Department of Social Sciences</td>
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<td>Brian Sutherland</td>
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<td>USW Centre for Teaching and Learning</td>
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<td>Phil Smith</td>
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<td>USW Food &amp; Beverage Services</td>
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<td>Mary Ann Vernon</td>
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<td>USW (v) Library</td>
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<td>Rochelle Welch</td>
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<td>USW (v) Retail and Conference Services</td>
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<td>Rongmin Zhao</td>
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<td>UTFA Department of Biological Sciences</td>
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<td>Holly Yuen</td>
<td>EHS Consultant</td>
<td>Non-Union 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 --- Patrick Lam, Environmental Health and Safety – UTSC  
     --- Clarine Chan, Facilities Management- Engineering
1. Minutes for Approval

i. Welcome Members & Membership Updates

Ms. Reid & Mr. Chen welcomed all committee members to the meeting. Ms. Carvill Lo was officially introduced to the group as a new management member of the committee.

ii. MINUTES OF THE PREVIOUS MEETING:

Motion to approve the minutes from the meeting held on March 10, 2020. The minutes from the meeting were unanimously accepted as written and distributed.

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<th>Discussion</th>
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<td>i.</td>
<td>UTSC Current Operational Areas</td>
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Mr. Pitcher informed the committee about numerous meetings that have been ongoing throughout the last quarter. The meetings have evolved from emergency management meetings to the current recovery and operational meetings. Many different portfolios currently meet to move forward with planning as an institution. Physical distancing plans are being worked on throughout departments in preparation for when it is safe to bring departments back on campus. Essential workers are currently on site, which includes research lab employees, facilities management, environmental health and safety, campus police and contractors. Employees coming on to campus check in and out at the Science Wing entrance. Supervisory approval is required if you need to come onto campus for a specific purpose. Students have been granted access to wifi on campus in areas of the Bladen Wing and ARC. These areas have been set up for physical distancing, and is monitored by capacity and have set hours of operation.

The University will be distributing two cloth masks for every student and employee at UofT. The mask is not a requirement or replacement for duties that require personal protection.

There are 400 courses planned for next year September. Out of the 400 courses, 30 will be allowed onsite. The rest of the courses will be conducted remotely.

ii. Institutional guidelines and Processes

Ms. Yuen informed the committee that the EHS tri campus offices have been working on the guidelines for re-entry and have put together comprehensive guidelines in areas such as general office, lab/teaching, events and construction. All guidelines are reviewed by labour relations, human resources, and the legal department. These guidelines have been made very comprehensive in order to assist departments with their planning for re-entry. Guidelines will assist managers on what they need to do to prepare in terms of physical distancing, plexi glass installations, and personal protective equipment that may be required. UTSC is starting their re-entry of some of the research labs today. Ms. Yuen explained the planning and approval process that each lab had to complete before the re-entry to campus.

iii. JHSC Participation and COVID-19 Inspection List

Ms. Yuen thanked the committee for their participation and hard work with the continuation of inspections that are taking place in a slightly different format. Ms. Yuen reviewed a new checklist that inspectors will be provided to assist with what to look out for in correlation with the new guidelines that have been set out. Currently, inspection areas are tailored to locations that essential employees are working. Ms. Kistnasami will distribute the new checklist after the meeting. Ms. Yuen stressed that the inspectors should complete their inspections while maintaining 2 metres of distance, and should always feel safe while conducting inspections. If there are any
questions or concerns about an area that is being inspected, the committee was urged to contact EHS for assistance.
EHS and central communications have developed posters and floor decals/signage. Ms. Yuen shared the website link https://ehs.utoronto.ca/covid-19-information/ that can also be shared with employees and visitors where applicable.

Mr. Smith asked about specific types of PPE for food service workers. Ms. Yuen informed the committee that there is a PPE request form that goes through EHS office, which can assist with selecting the correct protection equipment.

Ms. Kiosses informed the committee that students can be referred to health and wellness via telephone, and will be assessed further to obtain either a virtual or in person appointment.

3. Business Arising from the Minutes
   i. Campus Projects Update

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

The majority of construction on campus resumed on May 19th with the Province lifting shutdown restrictions due to COVID-19.

**SW302 Renovation (Design & Construction Management office):** glazing work is complete and hoarding has been removed. Walkway above Meeting Place will continue to be restricted to Contractor only until construction is complete.

**H-Wing Renovations (Psychology, English & ACM):** Construction has begun on the 5th floor. The entire floor will be restricted to Contractor 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:** 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.

**ARC-Centre for Teaching and Learning - Interior Renovation Project:** This project includes new interior partitions; flooring, ceiling and lighting upgrades; HVAC upgrades; and addition of laptop bars. Portions of the corridors on AC 2nd and 3rd floors near the ARC Theatre will be hoarded off during construction.

**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.

**Roofing Program:** annual roof work is scheduled to begin in mid-June. Contractor will be working on sections of the ARC and Science Wing buildings throughout the summer. Staging areas will be set up along the sides of the buildings (specific locations TBD) and properly fenced off, and no building entrances will be blocked.

**Other Projects:** construction areas are restricted to these rooms, with minimal impact to the UTSC community.
- HW403A research lab renovation
- SW435 research lab renovation
- SW311 and BV355 AccessAbility exam and classroom renovations
- HW216 film classroom project – new lighting and A/V
- SY141 research lab renovation
- SW506 (B/C/D/F) teaching lab renovation

*(Item ongoing)*
ii. HECHMET Update

Mr. Lam gave an update on the HECHMET inventory process.

To date, individual building tallies are as follows: ESCB (5800+ chemicals), S-Wing (5400+ chemicals), and Science Research (2300 chemicals). Over 13,500 chemicals are currently catalogued in the system. This number is virtually unchanged since March’s JHSC meeting, as most labs have been shut down since March 23rd. A new safety shower and eyewash have been installed in Central Stores. In the near term, EHS will continue to scan and input new shipments of chemicals for S-Wing and Science Research Buildings into the HECHMET system on two days each week, as the number of new chemicals is expected to be minimal with labs working at reduced capacity. Chemical Stores staff will continue to manage the chemical inventory for ESCB labs.

4. New Business

i. Quarterly Inspection of First Aid & Spill Kit Stations

Ms. Kistnasami informed the committee that quarterly inspection emails were not sent out widely for this quarter, as there are limited employees on campus. Ms. Kistnasami has been reaching out to departments who are on site to ensure that supplies are up to date. Campus Police is also a resource for first aid assistance. Ms. Kistnasami noted that the First Aid course that was confirmed for May 21st and 22nd was cancelled due to the Covid-19 shutdown. All in person training has been put on hold until further notice by the University. Designates who have certification that expires after March 1st, will automatically be extended until September 30, 2020. (Item ongoing)

ii. Walk in Health and Safety Concerns

There were nine walk in concerns reported to the EHS office in the last quarter from March 1, 2020 – May 31, 2020. It was highlighted that two of the concerns were related to Covid-19. One of the concerns were raised to campus police as an employee felt uncomfortable and noticed that a student was coughing. Campus Police are trained and have protocols that they follow. It is recommended that employees can speak either to their supervisor or campus police if they have any concerns with similar situations. (Item ongoing)

iii. Accident Reports – Confidential

Ms. Yuen summarized the accident/incident reports for the quarter of March 1, 2020 – May 31, 2020.

- There were fourteen incidents for the month of March
- There were two incidents for the month of April
- There were seven incidents for the month of May.

During this quarter, the incidents ranged from poison ivy, exposure to asbestos, indoor and outdoor slip and falls.

One of the injuries resulted in a critical injury due to an outdoor slip and fall. The employee had just ended their shift, and was headed to the bus stop on Military Trail and Ellesmere. The employee rolled their ankle on a transition area between grass and the sidewalk. After investigation, a pylon was placed in the area as there was an uneven dip. Upon further investigation, it was discovered that the area was the City of Toronto’s, and a call was placed to raise the issue. While on that call, another area across the street on the same intersection was also flagged for having uneven surfaces. The city will be handling the issue, and the pylon will remain in the area until it has been fixed.

Ms. Yuen also explained an incident that occurred in a lunchroom space that resulted in a cluster of reports of asbestos exposure. An employee was grinding some bolts and was unaware of a small patch of mastic containing asbestos. EHS conducted an investigation, and protocols were followed for cleaning. Air sampling was also conducted before and after clean up. Chai Chen was present and involved during the investigation and testing. Resources were offered to those involved, and the department managers and supervisors had a debrief to prevent future occurrences.
All incidents were reviewed, and action follow up was suggested where applicable. (Item ongoing)

iv. Boiler Room Concerns

It was noted that a few employees that work in the boiler room had concerns of poor ventilation, working in close proximity of each other, and not following the five person to a room provincial order. Employees requested more protection. Supervisors and managers were looking into the issue, but while reviewing the concerns with EHS an employee placed a call to the Ministry of Labour. When investigated by the MOL, it was found that the environment was safe, and that the appropriate protection features were in place. No orders were sanctioned by the ministry. It was also advised, that in the future if an employee is not feeling safe or satisfied with the supervisor’s actions, that the next step should be to seek assistance from the Joint Health and Safety committee. (Item closed)

v. EHS Annual Report

Ms. Yuen presented EHS Scarborough’s annual report that is almost ready to be released. The annual report is a compressed overview of everything that the department worked on for 2019. The report highlighted accomplishments, programs, outreach, training, incidents and strategic planning for 2020

Ms. Reid thanked the EHS department for all of their leadership and consultation throughout a very unusual time. (Item closed)

4. Workers Interior Workplace Inspection Reports

Science Wing 2nd & 3rd Floor, Arts & Administration Building – Irma Spahiu
Ms. Spahiu completed her inspection with the assistance of Mr. Chen as this was her first inspection. Ms. Spahiu reviewed the key items of the inspection deficiencies found. It was noted that there were a few fire extinguishers that had not been checked. After following up with Ms. Lo, those deficiencies have now been completed. All fire extinguishers were checked in April and May 2020. Ms. Reid informed the committee that a recent meeting was held with Ms. Lo, EHS and the co-chairs as the fire extinguishers were noted to be problematic for inspections at the last few meetings. A new process for fire inspections were discussed, and implemented by Ms. Lo. EHS has reviewed the items with Ms. Spahiu, and work orders have been placed to rectify the issues. (Full inspection details can be found on the JHSC module)

Residence Areas – Tony Howe
Mr. Howe reviewed key items of his inspection areas. Mr. Howe noted that there were a few outdoor maintenance repairs and CPTED deficiencies that could be improved. Mr. Howe noted that this is great opportunity to have this work completed as there are less people on campus. Mr. Howe also highlighted an issue that was raised a few years ago in regards to a gate near the child care centre that will need to be revisited. Ms. Kistnasami will set up a meeting. Mr. Howe also noted that a few fire hydrants near residence will also need painting and or reflectors added. (Full inspection details can be found on the JHSC module)

Areas in Bladen 3rd & 4th Floor, ARC Hallway - Jon Hayes
Although Mr. Hayes was on the call, the committee was unable to hear him. Ms. Kistnasami reviewed key items from his inspection report with the committee. Prior to this meeting, Ms. Kistnasami has already reviewed the items, and placed work orders for the items that need to be sent to Facilities Management. There were a few items that had already been completed. (Full inspection details can be found on the JHSC module)

5. Other Business
There was no other business reported at the meeting.

6. Next Meeting – JH&S Meeting Scheduled tentatively for Tuesday September 15, 2020, 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
(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 –
    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 Cecil 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