UNIVERSITY OF TORONTO SCARBOROUGH

CAMPUS SAFETY & SECURITY

University of Toronto Scarborough
Joint Health and Safety Committee
Minutes

Date: Tuesday June 15, 2021
Time: 9:30 a.m. – 11:00 a.m.
Location: Zoom Online Meeting & 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 (v)	Campus Safety & Security (Secretary)
	v	Sivani Baskaran	W	CUPE 3902-Unit1	Department of Physical & Environmental Sciences
	v	Louise Beckley	M	Non-union	Human Resource Services
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		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 (v)	Health and Wellness Centre
v		Doug Lauzon	M	Non-Union	Facilities Management
v		Carvill Lo	M	Non-Union	Campus Safety & Security
	v	Lucian Moinescu	W	Unifor, Local 2003	Facilities Management (Engineering)
v		Clara Mohamid-Mitchell	W	USW	Student Housing and Residence Life /Facilities
v		Gail Naraine	W	USW	Department of English
v		Tanya Poppleton	M	Non-Union	Campus Safety & Security
v		Joanne Quinn	M	External/Guest	N'Sheemaehn Child Care Centre
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	Brian Sutherland	W	USW	Centre for Teaching and Learning
v		Phil Smith	W	USW	Food & Beverage Services
	v	Irene Tang	M	Non-Union	Central EHS, JH&S Committee Manager
v		Mary Ann Vernon	W	USW (v)	Library
v		Rochelle Welch	W	USW (v)	Retail and Conference Services
v		Rongmin Zhao	M	UTFA	Department of Biological Sciences
v		Holly Yuen	EHS Consultant	Non-Union	Campus Safety & Security (EHS)

(*) **W** – Worker/Non-management (if unionized, record name of union) **M** – Management **E** – Ex-officio
* Guests --- Cynthia Cole, Environmental Health and Safety – UTSC

1. Minutes for Approval

i. Welcome

ii. Round Table Introductions of JHSC Members

Ms. Reid & Mr. Chen welcomed all committee members to the meeting. Everyone introduced themselves around the virtual meeting table.

iii. Minutes of the Previous Meeting:

Motion to approve the minutes from the meeting held on March 16, 2021. The minutes from the meeting were unanimously accepted as written and distributed.

Item	Discussion

2. Special Topic – Coronavirus (COVID-19) - Holly Yuen / Tanya Poppleton

i. General Updates/New Developments

Ms. Yuen gave a brief update. The Ontario Government released a three-step plan to safely re-open the province and gradually lift public health measures based on vaccination rates and improvements in the health care indicators. Fall planning has now pivoted to align with the new three-step plan, as it was previously following the colour coded system that Ontario had in place. Ontario has entered step one, in which the stay at home order has been lifted, and gatherings have been increased to 10 people. This will have an impact on campus activities allowing for small outdoor assemblies. It was also announced that students living on residence are to have at least one approved vaccination dose prior to residing on campus.

Ms. Poppleton informed the committee that the vaccine centre is now up and running. Scarborough Health Network used Highland Hall as a pop-up clinic this past weekend, and will again next weekend. Starting June 19th, vaccinations will be given by appointment. Everything is going smoothly so far, but ironing out a few logistics.
Mr. Cole also added that 2800 vaccines were administered last weekend. The pop-up clinic was set up to help target the areas with higher rates of the delta variant. Mr. Cole also mentioned that the set up is very organized. Mr. Rupnaraine asked what dose is being given at the clinic, and Mr. Cole confirmed that last week, it was the brand of Pfizer. Mr. Chen asked whether students and employees will also need one vaccination dose prior to coming in person to campus. Ms. Poppleton advised it is not something that is currently being adopted.

Mr. Smith informed the committee that two people came by the information booth looking to be vaccinated but it wasn't opened as yet. Mr. Smith inquired about what the messaging is, and or if signs would be coming to let people know when the clinic hours operate. Mr. Cole informed the committee that things are rapidly changing depending on supply or directions from SHN. Mr. Cole advised that signage should be coming soon, as logistics are being confirmed.

ii. Campus Restart

At the last meeting, Ms. Poppleton suggested that it might be helpful to have communication sent out to employees before they return to work on campus about safety. Ms. Yuen worked together with Central EHS and it was decided to have the table below, inserted to the GAT document which will be available to everyone at the University.

11) When returning to an area(s) that has been unoccupied for a long period of time, occupants have been advised to look out for and how to report signs of water leakage or damage, unusual odours, cleaning needs (e.g. debris, dust, etc.), and electrical equipment (e.g. freezers, fridge) that are not plugged in or functioning properly.
12) University of Toronto buildings are regularly flushed by local facilities group as per the UofT Portable Water Maintenance Program. In addition, and if applicable, consider running all taps over sinks and eyewashes for 3-5 minutes to get water flowing and pour water in floor drains (if present) to keep plumbing traps functioning. For water coolers that have not been used for a period of time, replace the bottle with a new bottle (if applicable) and flush both the hot and cold-water dispensers for 3-5 minutes.

3. Business Arising from the Minutes

i. Campus Projects Update

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

New projects coming up on campus:

- Planting work in the Valley will start around the end of June until end of August
- New handrails/guards in the Valley will start mid-July until the End of August
- Handrails replacement for the AA and the Student Center will start mid-July until the End of August
- Replacing the steps leading to the BV Book Store is ongoing – expected completion end of August
- The ARC QUAD project will start by end of June
- SW561C and 561D. Construction will start soon

Ongoing construction is as followed:

- H-Wing Renovations (Psychology, English & ACM): Construction is ongoing on the 5th floor of HW. ongoing
- Residence Centre (Department of Student Housing and Residence Life): This project includes the renovation of office and staff support areas. Project is on hold – Staff and students are able to access all spaces
- SW 553 renovation of bio research lab – PI is using the space, minor deficiencies remaining
- AA 4th floor- renovations between DCM and FMD are ongoing
- SW248/249/250/330 renovation ongoing
- SW524 Infant Feeding Room – almost finalized
- SW240.241.242 renovation - ongoing

ii. HECHMET Update

To date, individual building tallies are as follows: ESCB (6000+ chemicals), S-Wing (5500+ chemicals), and Science Research (2400 + chemicals).

In total there are over 14, 000 chemicals currently catalogued in the system. EHS will continue to scan and input new shipments of chemicals into the HECHMET system for S-Wing and Science Research Buildings and Chem stores will continue with the ESCB building. This will be the last update for HECHMET as it was originally a project update. This item will not be on the JHSC agenda going forward. (Item closed)

iii. Worker Co-Chair Term -Colleen Reid

Ms. Reid was happy to announce that Mr. Chen has agreed to take on the role of worker co-chair for another 2-year term. During the last two meetings, it was announced that Mr. Chen's term would be ending this June, and there were requests for members to volunteer for the position. An email was also sent out by Ms. Kistnasami asking for anyone who is interested in the position, to come forward. Ms. Reid asked the committee members if there was any opposition with having Mr. Chen take the role for another 2 years. All members were in favour of having Mr. Chen continue as the worker co-chair. Ms. Reid thanked Mr. Chen for volunteering, and expressed appreciation for all the hard work and dedication that he has contributed to the committee. Mr. Chen encouraged the worker members to speak to him and ask him questions if they are interested, so that he can introduce them to the role.

4. New Business

i. Quarterly Inspection of First Aid & Spill Kit Stations

Ms. Kistnasami updated the committee about the blended first aid course that approximately 10 UTSC employees were completing. Almost all have completed, and the date has been extended for a few that were not able to complete by the end of May. There has been no confirmation on when the in-person portion will take place, but the certification period has been extended to December 2021. Ms. Kistnasami sent out the quarterly email for spill kit supplies. All supplies that have been requested, have been distributed to the departments. (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, 2021 – May 31, 2021. Six of the concerns were related to the film shoot on campus. Researchers were concerned about performers not wearing masks while on set, and there were also complaints of blocked access. EHS worked closely with Mr. Frank Villiva who was on call and addressed any issues that arose. Procedures were implemented to limit crowds. Communication with various departments were had, to discuss their specific concerns. It was highlighted that the film industry has their own rules that apply to only them and the general public are not aware which causes them concern. Film crew, and actors are also tested daily for COVID-19. (Item ongoing)

iii. Accident Reports – Confidential

Ms. Yuen summarized the accident/incident reports for the quarter of March 1, 2021 – May 31, 2021.
There were six total incidents reported (1 incident and 5 employees)

- There were two incidents for the month of March
- There were zero incidents for the month of April
- There were four incidents for the month of May

During this quarter, the incidents ranged from a near miss, ergonomic issues, a potential exposure, and a fire in the laboratory oven. It was noted that originally the lab fire was thought to be an electrical issue, but when investigated, it was due to greasy residue that was left on the heating element. Another incident noted was employees found an old circular saw blade stored in its original red sleeve on a shelf at one of the centre islands in the Carpentry Shop (SW105). The words "For Asbestos" were written on the cover of the sleeve. Workers were concerned about settled dust in and around the shop due to possible historical saw cutting activities. Settled dust was collected in Rooms SW105, and adjacent Fabrication Lab SW109 and SW109D, consisting of 17 bulk samples in total (same-day turnaround on analysis). Asbestos was not detected in any of the samples. 1 air sample was also collected in the Carpentry Shop (SW105). The result was 0.004 f/cc, well below the asbestos Occupational Exposure limit of 0.1 f/cc (8 hour TWA) for all types of asbestos. As all results were negative for asbestos, no further actions were taken. It was noted that there were also concerns about how samples were collected. Ms. Yuen worked with the St. George and a procedure for consultants to follow for asbestos sampling so expectations are clear internally and externally.
All other incidents were reviewed, and action follow up was suggested where applicable. (Item ongoing)

iv. Legionella

There have been many communication groups circulating in regards to Legionella testing at the University of Toronto. A special thanks to Mr. Lauzon, and his team for all the extensive testing, and water flushing that has been taking place. Ms. Yuen reported that all tests for legionella at UTSC have come back negative.

5. Workers Interior Workplace Inspection Reports

ARC & Exterior Areas – Mary Ann Vernon
Ms. Vernon reviewed key items from the inspection report that she completed. Highlighted in the report, was ceiling panel damage that is now being looked at for leaks. Pot lights that need replacing, and some exterior parking lines that need to be repainted. It was noted that Ms. Kistnasami placed work orders for the items required for Facilities Management. (Full inspection details can be found on the JHSC module)

Dept of Physical and Environmental Sciences – Chai Chen
Mr. Chen reviewed key items of his inspection areas. It was noted that only minor items of ceiling panels being missing were found. All work orders have been placed for this inspection by Ms. Kistnasami. (Full inspection details can be found on the JHSC module)

Social Science Building – Clara Mitchell
Ms. Mitchell reviewed key items from her inspection report with the committee. Ms. Mitchell completed the 1st and 2nd floors of the building, but had some issues with access for the 3rd Floor. She will try again once things are sorted. Ms. Mitchell identified a few lightbulbs that needed replacing, as well as some dusty electrical closets. Ms. Kistnasami placed work orders for all items which were required. (Full inspection details can be found on the JHSC module)

(Item ongoing)

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

7. Next Meeting – JH&S Meeting Scheduled tentatively for Tuesday September 14, 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
(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 Liason 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