

University of Toronto Scarborough Joint Health and Safety Committee Minutes

Date: Tuesday March 5, 2019
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 Genouzios	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
	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

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

--- Clarine Chan- on behalf of Doug Lauzon- Facilities Management

1.
 - i. **Welcome**
Ms. Colleen Reid & Mr. Chai Chen welcomed all committee members to the meeting.
 - ii. **MINUTES OF THE PREVIOUS MEETING:**
Motion to approve the minutes from the meeting held on December 11, 2018. The minutes from the meeting were unanimously accepted as written and distributed.

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: The contractor has completed drilling of all 100 boreholes in the geothermal field around the portables outside S-Wing and the SY building. They are moving into the trenching phase which will involve the use of excavation equipment. Due to the heavy snowfall, the project has been delayed and is expected to continue until April 2019.

Diesel exhaust measurements during the drilling phase has been ongoing. To date, EHS has compiled results for 25 days of sampling. Exposure levels are well within acceptable Occupational Exposure Limits for all measured components.

Highland Hall: Diesel exhaust measurements during the drilling phase has been ongoing. To date, EHS has compiled results for 25 days of sampling. Exposure levels are well within acceptable Occupational Exposure Limits for all measured components.

Valley Land Trail: Due to the heavy snowfall, all major construction is expected to be concluded in March. Tree planting and landscaping will follow. Construction fencing will remain in place until full project completion (anticipated: May 2019). (Item open)

ii. Inspections/Designated Inspectors

As mentioned in the last meeting, all inspection areas were examined by EHS and the JH&S co-chairs in the last quarter. During the review of inspection areas, the goal was to make sure that inspectors' areas are equitable, and evenly distributed among the worker members. This exercise also helped to find hidden areas that were missed due to growth on campus. Ms. Yuen gave a presentation on the proposed new inspection areas, and will have maps and floor plans circulated after the meeting for feedback. The exterior areas were broken into smaller areas, and group inspections were eliminated. Members were asked to submit their feedback in regards to the proposed changes to inspection areas by the end of April.

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 next first aid course will be held in May 2019. (Item ongoing)

ii. Walk in Health and Safety Concerns

There were 20 walk in concerns reported to the EHS office in the last quarter from Dec 1, 2018 – Feb 28, 2019. Ms. Yuen reviewed a few of the safety concerns with the committee. Some of the concerns discussed were in regards to winter weather hazards. There were also concerns from some departments moving into the Social Sciences (MW) area in regards to moisture levels, sound, and lighting. Environmental Health and Safety partnered with Facilities Management to assist with the renovations, and to address the concerns that were brought forward.
(Item ongoing)

iii. Accident Reports – Confidential

Ms. Yuen summarized the accident/incident reports for the quarter of Dec 1, 2018 – Feb 1, 2019.

- There were three incidents in December (2 non lab employee, and 1 lab student)
- There were 22 incidents for the month of January (15 non-lab employee, 2 lab employees, 4 non-lab students, and 1 visitor/contractor).
- There were nine incidents for the month of February. (5 non-lab employees, and 4 non-lab students,).

During this quarter, the incidents ranged from slips and falls due to winter weather, ergonomic issues with caretaking staff, and an injury that occurred while moving musical instruments for a performance. There was one critical injury. All incidents were reviewed, and action follow up was suggested where applicable.

(Item ongoing)

iv. Health and Safety Bulletin – Vol 6- New Laboratory Door Signage

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 an education piece on the new lab door signs that will be implemented in the near future. The new lab signage will enhance campus communications in emergencies and will include emergency contact numbers. The signs will also enable Facilities Management to work safely knowing that there are hazards present in the room and what safety precautions will be required. Permit information will also be displayed on the signs. 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. Snow & Ice Removal Concerns

Mr. Cole attended the meeting on behalf of Mr. Macaulay to address some of the snow concerns that were brought forward to the JH&S co-chairs. It was noted that Facilities Management has been working hard to come up with proactive ways to handle the large amounts of snow that we recently had, to address future snowfalls. Meetings were held, between Facilities Management, Campus Safety and Security, and AccessAbility Services. Ms. Tina Doyle met with the Grounds department to assist with training and the AODA standards and requirements. A map was also given to outline areas on campus that need special attention. Going forward, Facilities Management has created an sequence order of snow clearing priorities. Areas that have not yet been ploughed, will be cautioned off and alternate routes will be communicated. Campus Police will also be assisting with directing students, staff and faculty to areas that have been ploughed during the morning rush hour. (Item closed)

vi. Roof Top Inspections

Committee member Mr. Moinescu and EHS health and safety coordinator, Mr. Bahadoorsingh worked together to complete roof top inspections on campus. These inspections also included documenting ladder and access deficiencies. Recommendations were risk assessed and an external consultant was brought in to help find resolutions to the deficiencies. A report with the recommendations was circulated amongst the committee members. (Item closed)

vii. Fire Safety Concern

Mr. Pitcher spoke on behalf of Ms. Lo who was unable to attend the meeting. Mr. Pitcher explained that there have been a few labs identified on the second floor of the Science Wing that are not able to hear the fire alarm when it is sounding. Strobe lights have been recommended to be installed as a notification to people who work in the area to alert them. The Director of Facilities Management, Mr. Miller, has confirmed that this building deficiency can be covered by the deferred maintenance budget. It was indicated that this issue would be addressed by the end of the fiscal year. (Item closed)

viii. **Workplace Violence Assessments**

Ms. Yuen informed the committee that the EHS office is currently completing workplace violence assessments on the Registrars and Admissions and Recruitment areas located in Highland Hall. Highland Hall is a new space to those employees, and it was the perfect opportunity to review risk factors in their new spaces. An update on the findings will be given at the next meeting. (Item open)

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

Concerns were brought forward to the committee in regards to a “dying” tree that is bending and hanging low on Military Trail and Ellesmere. Mr. Cole informed the committee that Facilities Management will be reaching out to the City of Toronto to confirm whether the tree is on the City of Toronto’s property and to see if they are able to assist with the removal of the tree. An update will be given to the committee at the next meeting. (Item open)

x. **Worker Co-Chair Term Renewal**

Ms. Reid announced to the committee that the worker co-chair (Chai Chen’s) 2 year term will be ending on July 1st, 2019. Ms. Reid asked for any volunteers that wish to apply for the position of worker co-chair to contact Ms. Kistnasami by April 5th, 2019. If there is more than one person interested, a vote will be held before the next meeting to select the new worker co-chair.

4. **Workers Interior Workplace Inspection Reports**

Boiler and Mechanical Rooms – Lucian Moinescu

Mr. Moinescu was not in attendance for this meeting. He submitted his report via email to Ms. Kistnasami and Mr. Lauzon. Ms. Kistnasami reviewed key items from the report, and will follow up with the deficiencies that were documented.

Arts and Administration Building 2018 – Natilee Smith

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

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

Mr. Tomlinson was not present for this meeting. The item will be deferred until the next quarter.

ARC- Mary Ann Vernon

Ms. Vernon reported that she did not fully complete her inspection. She will be submitting the complete report in the near future. Ms. Vernon informed the committee that from the areas that she has completed, she has noticed that the fire extinguishers in the ARC/Library have still not been inspected or signed off on. EHS will follow up with Ms. Lo.

Vivarium – Chris Armstrong

Mr. Armstrong was not in attendance for this meeting. He submitted his inspection to Ms. Kistnasami who reviewed the key items of the inspection. Deficiencies will be sent to Facilities Management.

Physical and Environmental Sciences – Chai Chen & Raymond

Mr. Chen and Mr. Akbar reviewed key items of their inspection with the committee. Work orders will be placed, and prioritized by Facilities Management and EHS. It was also mentioned that fire extinguishers were not inspected.

5. **Other Business**

i. **Terms of Reference Review & Update**

Ms. Reid informed the committee that while waiting for the tri-campus agreement, that co-chairs will be reviewing the terms of reference to make sure it is up to date and that it is reflective of the growing campus.

Ms. Reid, and Mr. Chen will review, and make recommendations to bring to the committee at the next meeting. (Item Open)

ii. **Allergy Awareness**

Ms. Yuen informed the committee about an allergy awareness working group that has been formed with various departments on campus to bring awareness to food allergies on campus and to review methods to reduce the risk of anaphylaxis. Draft campaign posters have been made, and will be circulated to the JHS Committee for feedback. JHSC member Ms. Kiosses, also sits on the allergy awareness committee and the food user committee. The allergy awareness committee will be working with the food user committee to broaden the awareness campaign. The committee also wants to target first year students working with the registrar's office and Human Resources to add promotional material in new orientation packages for students, staff and faculty.

iii. **Smoking Ban On Campus**

Mr. Chen informed the committee that he received a complaint in regards to seeing numerous people smoking outside of the IC building. The person was inquiring why the new smoking ban is not being enforced. Mr. Pitcher and Ms. Yuen explained to the committee that due to the policy being new, there will be a transitional period. Students, staff and faculty will need some time to be educated on the new policy. Signage has been added which will help in educating the campus. Anyone who feels comfortable calling campus police, can also call and ask for someone to patrol the area that they have seen people smoking.

6. **Next Meeting – JH&S Meeting Scheduled tentatively for Tuesday June 11, 2019, 9:30 am- 11:00 am in the Instructional Centre- IC 318. 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 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