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

**Date:**  
Tuesday March 16, 2021

**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>
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<td>Non-Union (v)</td>
<td>Associate Director (AccessAbility Services) (Co-Chair)</td>
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<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>Kerri Kistnasami</td>
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<td>Pete Genouzos</td>
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<td>Central EHS, JH&amp;S Committee Manager</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  
--- Christopher Landon, Vice-Chair, Unit 5 CUPE 3902
1. Minutes for Approval

i. Welcome New Line Manager Tanya Poppleton
Ms. Tanya Poppleton was introduced to the committee as the new Director of Campus Safety & Security, as well as the UTSC Joint Health and Safety line manager. It was noted that Ms. Poppleton holds over 25 years of safety and security industry experience, and joins us from Ryerson University.

ii. Round Table Introductions of JHSC Members
Ms. Reid & Mr. Chen welcomed all committee members to the meeting. Everyone introduced themselves around the virtual table including guest Christopher Landon- Vice-chair of Unit 5 CUPE.

iii. Minutes of the Previous Meeting:
Motion to approve the minutes from the meeting held on December 16, 2020. 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 city of Toronto remains in lockdown, while other geographical areas have loosened some restrictions. Based on recent changes in Toronto Public Health, and with variants of concern, there has been an update on personal protective equipment (PPE) requirements. In addition to medical grade masks, eye protection (e.g. goggles, face shield) are to be worn for tasks and activities where physical distancing (2 metres) cannot be consistently maintained. It was noted that some departments already meet this standard particularly in the health clinic, and animal facilities. Ms. Baskaran had a few questions in regards to lab safety glasses, and or goggles. Ms. Yuen indicated that face shields or goggles were ideal, but asked Ms. Baskaran to reach out to the EHS office to assess their department’s needs.

As the COVID-19 situation is constantly revolving, COVID-19 guidelines are being updated and the latest versions can be found on this link: https://ehs.utoronto.ca/covid-19-information/. Ms. Yuen also shared this link with the committee: https://ehs.utoronto.ca/covid-19-information/covid-19-general-workplace-guideline/

Ms. Yuen also announced, that in response to Toronto Public Health, common spaces have been reduced to 25% capacity. Guidance on this has been added to the GATS. For common areas (e.g. lunchrooms, change rooms, cafeterias, staff kitchens but not including areas where persons regularly work), capacity should not exceed 25% capacity. Ms. Yuen has communicated this to all department heads. If anyone has any questions, or needs assistance with reviewing their space, they are welcome to contact her office.

Mr. Chen asked about “social bubbles” and what rules a married couple would have to follow on campus. Ms. Yuen replied that rules should stay consistent, and even married couples should wear their masks in areas that are designated on campus. If an inspector comes on site, it is important that we are all doing the same thing, and following the rules.

Ms. Reid thanked Ms. Yuen for the update and asked that all members to encourage their departments to reach out to EHS as they are a great support if you have any questions or concerns.

ii. Access to Arts and Administration & Student Centre
Ms. Yuen informed the committee that both the Arts and Administration building, and the Student Centre have been retrofitted with new fob access to restrict people from coming in. This was in part due to concerns that someone who might be looking for the covid testing centre, could accidentally walk in. This adjustment was made in December of 2020 just before the winter break. Mr. Cole also added that if anyone notices doors that aren’t closing properly, to please contact facilities management so that they can ensure that the issue is corrected. (Item closed)
3. Business Arising from the Minutes
   i. Campus Projects Update

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

**New projects that have started:**
- SW524 Infant Feeding Room

**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 ongoing
- SW435 research lab renovation – Minor deficiencies remaining.
- SW311 turning into a classroom –
- SY141 research lab renovation - Deficiencies remaining
- SW506 (B/C/D/F) teaching lab renovation
- H-Wing Renovations (Psychology, English & ACM): Construction is ongoing on the 5th floor of HW. Construction is ongoing but users have already moved into the renovated spaces and have continued access to their offices.

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 (Item ongoing)

ii. HECHMET Update

Ms. Cole gave an update on the HECHMET inventory process.
To date, individual building tallies are as follows: ESCB (6000+ chemicals), S-Wing (5400+ chemicals), and Science Research (2400 + chemicals). In total there are over 13,900 chemicals currently catalogued in the system. This number has stayed consistent since the last JHSC meeting in December 2020. EHS is still continuing 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. (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. It was also noted that there is currently a blended first aid training which allows for a temporary 90-day certification. Part 1 of this training is a self-directed course which takes 6-8 hours to complete, and you can stop and start at your own pace. You would have a month to complete. Part 2 would involve an in-person component that will only occur when it is safe to proceed. There are approximately 10 people that were registered for this blended course. Ms. Kistnasami sent out the quarterly email for spill kit supplies. All supplies that have been requested, have been given to the departments. (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 December 1, 2020 – February 28, 2021. With the change of legislation, a decision was made for everyone on campus to wear masks in areas that have a blended model, even if you are in an individual space. The library now has signage for the individual study space rooms so people are aware of the new changes. It was also reported that staff were not feeling safe with the amount of people in the hallways and equipment for the film shoot. EHS spoke with Frank Villiva, and reviewed guidelines of physical distancing and congestion of the hallways, which was relayed to the film crew. There was also a complaint that asbestos dust was left behind from a consultant. The dust was safely cleaned up,
and Cole reached out to the consultants, and requested that all of their employees be retrained so that they are not causing hazards to our campus. The retraining has been completed. (Item ongoing)

iii.  Accident Reports – Confidential

Ms. Yuen summarized the accident/incident reports for the quarter of December 1, 2020 – February 28, 2021. There were 11 total incidents reported (1 contractor and 10 employees)

- There were zero incidents for the month of December
- There were four incidents for the month of January
- There were six incidents for the month of February.

During this quarter, the incidents ranged from injuries of slips, trips and falls, ergonomic strain, near misses, and a potential exposure. It was noted that hours of operations for salting and snow removal were discussed with the grounds team, as it was observed by EHS that some of the slip and falls were occurring to workers who came in early before facilities management had started clearing. There is now a system in place, to have some of the shifts start a bit earlier to prevent this from happening in the future. All incidents were reviewed, and action follow up was suggested where applicable. (Item ongoing)

iv.  Asbestos Discovery (Room SW 250)

Ms. Yuen informed the committee of an asbestos discovery on campus, in which the Ministry of Labour was notified. A non-friable white fibre board containing 15% amosite asbestos was discovered in SW250, a laboratory room currently undergoing renovation. The ACM was found in the wall joining SW250 and the adjacent room SW249, close to the ceiling. The University has a very rigorous program including an extensive inventory and this was not previously identified by external consultants experienced in this field.

Upon discovery by an employee, the work in the affected area was put on hold. Following discovery of the suspected ACM, the suspect material was covered by polyethylene sheets duct taped to the wall, and the work area was cordoned off. An external consultant (Golder Associates Ltd.) was retained by the University to collect bulk samples in the work area. The University requested for the fastest turnaround for analysis of the bulk samples. The results confirmed the presence of asbestos in the sampled material, and relevant parties were informed verbally and in writing immediately. The parties included a worker and management member from the Joint Health and Safety Committee, and the constructor (Morrison). The fibre board material is scheduled to be abated following Type 2 procedures in accordance with O. Reg. 278/05.

Ms. Reid commented that although we never want an incident like this to occur, the appropriate process was followed and it was great that our employees knew the process and what to do in terms of reporting. Mr. Chen asked if similar spaces will now be reviewed in case there was anything else that was missed. Ms. Yuen, confirmed that similar spaces within the project will be checked by Golder, and stated that OHE (primary consultant) has been made aware of this material to update the annual inventory. In addition, this was mentioned in the DCM/FMD/IITS Asbestos Communications meeting so department/project managers are aware of this issue.

v.  Work Refusal

Ms. Yuen informed the committee about a work refusal that was placed by a few employees that were not comfortable entering Highland Hall to complete their job duties. In the last JHSC meeting, guest speaker Mr. Miller explained the safety measures that were in place to keep the COVID-19 testing centre separated, such as separate exits/entrances as well as the separated air ventilation. A meeting was held with the employees, Mr. Miller (Director, Facilities Management), Mr. Chen (JH&S Worker Co-Chair), Mr. Genouzos (JH&S Worker Rep), Mr. Cole (Manager of Maintenance & Carpentry FMD), and EHS to review the safety measures that are in place, and to answer questions and concerns. It was also noted that there was no expectation for the employees to enter the actual clinical assessment area, and that Mr. Chen, and Mr. Genouzos suggested taping up all of the seals of the building for extra measure. A resolution was met, and it was agreed that before the employees enter the building, they would review with their supervisor, and asses the safest route to get their job completed. It was
also noted that the testing centre is only planned to be there for a few more weeks, as it will soon be converted to a vaccination centre. Ms. Reid also added that everyone should feel free to express any concerns that they have at any time, as this is an important part of the process. Ms Reid also noted that everyone has different lived experience and comfort levels and it is important to maintain a safe space to discuss concerns.

5. Workers Interior Workplace Inspection Reports

Psychology & Associated Offices – Nina Dhir
Ms. Dhir reviewed key items from the inspection report that she completed. Highlighted in the report, was a leak, and a ceiling panel that had fallen down. 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)

Highland Hall – Pete Genouzos
Mr. Genouzos reviewed key items of his inspection areas. It was noted that all of the fire extinguishers were not checked since December 2020. Ms. Kistnasami followed up with Ms. Lo, and it has since been rectified. Other items mentioned, were blown lightbulbs, and an emergency exit sign that was pulling away from the ceiling. All work orders have been placed for this inspection by Ms. Kistnasami. (Full inspection details can be found on the JHSC module)

Bladen Wing – Clara Mitchell
Ms. Mitchell reviewed key items from her inspection report with the committee. Ms. Mitchell identified a few ceiling spaces with cracks and dry wall cracks. There were also some office rooms with boxes stored too high, and an area that had a ladder that was stored improperly. Ms. Kistnasami placed work orders for all items which were required. (Full inspection details can be found on the JHSC module)

While reviewing the inspection reports, a few items were mentioned that would need to be reviewed when departments come back on to campus. Ms. Poppleton suggested that it might be helpful to have a communication sent out to employees before they return about things to look out for and cleaning that might need to be done for dust that may accumulate in areas not in use. Ms. Tang agreed that this was a great suggestion as this currently does not exist. Ms. Yuen, and Ms. Tang will work together to put something together. Ms. Yuen also plans on reviewing individual department GAT’s before departments return to campus. (Item ongoing)

6. Other Business

Mr. Chen informed the committee that his term as co-chair will be coming to an end as of July 1st, 2021. Mr. Chen asked all of the worker members to consider applying for the position, as it is a good opportunity. Mr. Chen asked interested members to contact Ms. Kistnasami. Mr. Chen also noted, that if there were no volunteers for the position, that he would be happy to renew his term.

7. Next Meeting – JH&S Meeting Scheduled tentatively for Tuesday June 15, 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 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 Cecel 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