

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

**Date:** Tuesday March 7, 2023

**Time:** 9:30 a.m. – 11:00 a.m.

**Location:** Zoom Online Meeting and 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 (v)	Campus Safety & Security (Secretary)
	v	Chris Armstrong	W	USW	Department of Biological Sciences
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		Bernadette Fenton	M	Non-Union	Human Resources
	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	Elizabeth Huynh	M	Non-Union	Central EHS, JH&S Committee Manager
	v	Akash Jain	W	Unifor, Local 2003	Facilities Management (Engineering)
	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		Valerie McCann	W	USW	Biological Sciences
v		Joanne McKay	M	External/Guest	N'Sheemaehn Child Care Centre
v		Clara Riel	W	USW	Student Housing and Residence Life /Facilities
	v	Gail Naraine	W	USW	Department of English
v		Rabia Nasir	W	USW	Department of Chemistry (DPES)
v		Naureen Nizam	M	Non-Union	Registrar's Office
v		Tanya Poppleton	M	Non-Union	Campus Safety & Security
	v	Ann-Marie Smith	W	USW	Department of Social Sciences
	v	Phil Smith	W	USW	Food & Beverage Services
	v	Mary Ann Vernon	W	USW (v)	Library
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

---Max Petryshyn, Facilities Management- Electrician

Item	Agenda Item	Discussion	Follow-up/Action
1.0	Call to Order	There was a delay in beginning the meeting as the committee could not reach quorum as per the JHSC regulations under the Occupational Health and Safety Act, and as per the University of Toronto Scarborough's Terms of Reference which require more than half of the members present to be worker members. The number of management members must not exceed the number of worker members. Due to more management members being present on this day, the worker co-chair agreed to proceed with the meeting as an informational meeting and to hold off on any items that require voting.	
1.1	Land Acknowledgements	Land Acknowledgements were read by Ms. Reid	
1.2	Round Table Introductions	JHSC Members introduced themselves and the department/union they represent.	
1.3	Approval of Minutes of Previous Meeting	The meeting minutes from December 8, 2022 were put on hold to be voted upon at the next meeting as there were not enough worker members present to reach quorum.	
2.0	Special Topic- Coronavirus <b>Ms. Holly Yuen/Ms. Tanya Poppleton</b>	<p>It was announced that the Special Topic- Coronavirus will be paused from the agenda as a standing item. Updates will be still discussed when required.</p> <p>The University no longer has the U-Check system up and running at this current time.</p> <p>A question was asked about the onboarding email template that managers receive when they hire new employees as it still has information relating to Covid--19 and wondering if that was still relevant.</p>	Ms. Bernadette Fenton from Human Resources will look into this item, and will inform the committee of whether this template needs to be revised.
3.0	Items Arising from the Minutes and Responses		
3.1	Campus Project Updates <b>Ms. Cynthia Cole</b>	<p><b>Ongoing Construction:</b></p> <ul style="list-style-type: none"> <li>• The ARC QUAD project is open to the public and awaiting electrical approval</li> <li>• IITS/Library Renovation – Phase 1 almost completed</li> <li>• <u>SW139/140</u> renovation is ongoing</li> <li>• <u>SW321/322/323</u> renovation – completed minor deficiencies</li> <li>• <u>Psychology renovation</u> (HW 302G and HW 404 a&amp;b –completed minor deficiencies</li> <li>• Renovations to Biological Sciences Teaching Labs Phase 4 – ongoing</li> <li>• SW536/SW537/543 Biological Sciences Lab and Office Renovation –almost completed</li> <li>• IC Management Co-op - Interview Rooms – Construction ongoing</li> <li>• Aquatics_SW121/ 110/109C Construction started</li> </ul>	

<b>3.2</b>	Lighting Audit Update <b>Ms. Holly Yuen</b>	As mentioned in the last meeting, the light audit was completed in the fall of 2022. A summary report is in progress.	EHS will give an update at the next meeting.
<b>4.0</b>	New Items/Discussions		
<b>4.1</b>	Quarterly Inspection of First Aid & Spill Kit Stations <b>Ms. Kerri Kistnasami</b>	<p>The First Aid Quarterly email was sent out in mid-February. All supplies that have been requested were replenished. There is an upcoming First Aid Course for designates of first aid stations on March 16, 2023.</p> <p>Quarterly emails for spill kit supplies will be sent out today. Labs will check their kits by March 17<sup>th</sup> 2023.</p>	<p>First Aid Locations: <a href="https://www.utoronto.ca/ehs/first-aid-aeds">https://www.utoronto.ca/ehs/first-aid-aeds</a></p> <p>All requested supplies will be sent out by K. Kistnasami.</p>
<b>4.2</b>	Walk in Health and Safety Concerns <b>Ms. Holly Yuen</b> Between the period of Dec 1, 2023 – Feb 28, 2023, there were 13 safety concerns.	<p>There were 13 Safety concerns this quarter. Highlights consisted of:</p> <ul style="list-style-type: none"> <li>- several smell issues from projects</li> <li>- a piece of transite material found outdoors</li> <li>- asbestos containing drywall vandalized in BV stairwells/walls</li> <li>- various lights that were reported to be burnt out in the Instructional Centre</li> <li>- cigarette butts left outside of the loading dock near the Student Centre</li> </ul>	Corrective actions were discussed and EHS has followed up with concerns
<b>4.3</b>	Incident/Accident Review (Healthcare/Lost Time) CONFIDENTIAL <b>Ms. Holly Yuen</b>	<p>Summary of accident/incident reports for the quarter of Dec 1, 2023 – Feb 28, 2023. There were 31 total incidents reported (12 students, 3 contractor/visitors and 16 employees)</p> <p>•Incidents highlights consisted of those relating to the work refusal (later section), a critical injury from a slip and fall outdoor behind the ESCB, and student injuries relating to a ski trip.</p>	All incidents were reviewed, and action follow ups were recommended where applicable.
<b>4.4</b>	Work Refusal <b>Ms. Holly Yuen</b>	Ms. Yuen informed the committee about a work refusal investigation from several employees exercising their right to refuse unsafe work due to safety concerns regarding asbestos from a construction project (work conducted by a subcontractor). EHS has been working with JHSC and department supervisors to address concerns. MOL was called but had left the stage 1 investigation with the employer. On February 8, MOL deemed the work refusal concluded on the basis that the areas where employees are asked to work are no longer a concern.	
<b>4.5</b>	Health and Safety Testing Reports <b>Ms. Cynthia Cole</b>	There were <b>3 Occupational hygiene assessments</b> that the EHS office conducted since our last JHSC meeting.	

		<p>All of these assessments were accompanied by Chai Chen the worker co-chair member of the JHSC.</p> <ul style="list-style-type: none"> <li>• In December of last year during the final exam period our office conducted an indoor air quality assessment in the Highland hall event center at the request of Campus Safety because of several students feeling unwell during a make-up exam in the afternoon. EHS measured for carbon dioxide, carbon monoxide, temperature and relative humidity. All readings came back within the recommended guidelines.</li> <li>• In January the EHS office conducted a sound level assessment at the request of a JHSC inspection item for BV 360. All levels came back below the occupational exposure limit of 85 dBA over 8hours</li> <li>• In February EHS conducted a sound level assessment from the request of an employee for the HL penthouse which is turning into a work space. EHS will be going back to complete a follow up assessment after partitions are placed as that can affect the sound for the work space. However, the initial reading levels were below the occupational exposure limit of 85 dba.</li> </ul>	
4.6	<p>Electrical Equipment Safety Protocol</p> <p><b>Ms. Holly Yuen</b></p>	<p>Ms. Yuen discussed the electrical equipment safety guidance document that was written by Clarine Chan, Carvill Lo, Doug Lauzon and herself. (There were also sections added by Tony Howe and Clara Riel). Thanks to everyone who provided feedback to finalize the document. This guidance document was shared with campus business officers.</p>	<p>Ms. Kistnasami shared the link to the protocol in the zoom chat for all members:</p> <p><a href="https://www.utsc.utoronto.ca/ehs/electrical-equipment-safety">https://www.utsc.utoronto.ca/ehs/electrical-equipment-safety</a></p>
4.7	<p>Workplace Violence Survey &amp; Training Audit Process</p> <p><b>Ms. Holly Yuen</b></p>	<p>Ms. Yuen informed the committee that a work place violence reassessment was conducted in the Department of Management.</p> <p>Ms. Yuen also informed the committee that the EHS office is undergoing a training audit that will assist departments in increasing training compliance. During this process, departments will be reminded to continue to review the General University Workplace Violence Assessment guidelines and implement appropriate safety measures.</p>	<p>EHS will be reviewing each department on campus beginning this year and into next year until completed.</p> <p><a href="https://ehs.utoronto.ca/wp-content/uploads/2021/02/Workplace-Violence-Assessment.pdf">https://ehs.utoronto.ca/wp-content/uploads/2021/02/Workplace-Violence-Assessment.pdf</a></p>
4.8	<p>Worker Co-Chair Term Renewal</p> <p><b>Mr. Chai Chen/Ms. Reid</b></p>	<p>Mr. Chen announced that his term as worker co-chair will be ending on June 30<sup>th</sup>, 2023. Mr. Chen informed the committee that he would be stepping down as the Chair, but will remain on the committee as a worker member. Mr. Chen</p>	<p>Ms. Kistnasami will send out an email to all worker members asking for volunteers for the worker co-chair position. If there are more than one person who is interested, a vote will be held before the next meeting. The deadline for worker</p>

		encouraged any worker members who have interest in the position or who would like more information, to contact himself or Ms. Kistnasami	members to share their interest in the role is March 31, 2023.
<b>5.0</b>	Monthly Workplace Inspection		
<b>5.1</b>	Completed Inspections and Findings		It was noted that work orders were placed and follow up will take place in the next few weeks for all of the inspections that were submitted for this quarter.  (Full inspection details can be found on the JHSC SharePoint)
	Phil Smith- Food Areas on Campus & selected other areas	*Mr. Smith was not present at this meeting. The report was completed prior to the meeting, and key items from the inspection was read by Ms. Kistnasami.	
	Akash Jain- UTSC Boiler and Mechanical Rooms	*Mr. Jain was not present at this meeting. The report was completed and submitted to Ms. Kistnasami prior, and key items from this inspection were reviewed. There were a few areas noted to have insufficient lighting, tripping hazards, and a railing in the pit area that seems like it needs repairs.	
	Chai Chen – Dept. of Physical and Environmental Sciences		
	Mary Ann Vernon- ARC Exterior and Interior Areas	*This inspection was deferred for the next meeting.	
	Valerie McCann Social Sciences Building (1-3) & Highland Hall (0,1,2)	* Ms. McCann reviewed key items of the workplace inspection areas that were inspected. There were one or two areas that had a bit of clutter that needs to be removed, a door that didn't close properly, and an exposed electrical outlet that needed repairing.	
	Ron Crozier - Coach House/Valley and TPASC (Areas UofT Employees)	*Mr. Crozier completed his inspection, but due to time was only able to review a few items. It was suggested that the items can be reviewed at the next meeting, or that members can ask questions when they receive the report.	
<b>6.0</b>	Other Business –	There was no other business to report.	
<b>7.0</b>	Next Meeting	JH&S Meeting scheduled tentatively for Tuesday June 13, 2023 9:30 am-11:00 am via Zoom (Online Meeting) & ESCB Catalyst Centre- EV 151/152	
<b>7.1</b>	Closure of Agenda		

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**SIGNATURES:**

**Colleen Reid**  
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 (Management Co-Chair)

**Chai Chen**  
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 (Worker Co-Chair)

cc: Safety Bulletin Board in each building at UofT Scarborough  
 Office of Environmental Health and Safety, 215 Huron Street, 7<sup>th</sup> Floor  
 EHS Scarborough Website

cc: Unions – USW, CUPE 3902, and UTFA