

University of Toronto Scarborough Joint Health and Safety Committee Minutes

Date: Wednesday September 18, 2019
Time: 9:30 a.m. – 11:00 a.m.
Location: Instructional Centre, IC 318

| 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 | 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 | Aasha Gnanalingam | W | CUPE 3902- Unit 1 | Public Health Sciences |
| 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 | | Lucian Moinescu | W | CAW 2003 | Facilities Management (Engineering) |
| v | | Gail Naraine | W | USW | Department of English |
| v | | Gary Pitcher | 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 | | 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 | | Jeremy Wills | -- | External Guest | SCSU |
| 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 --- Patrick Lam, Environmental Health and Safety – UTSC

--- Hamish Russell, Internal Liaison Officer, C.U.P.E. 3902

--- Mark Austin, USW Representative- Health & Safety Officer

1. Minutes for Approval

i. Welcome Members & Membership Updates

Ms. Reid & Mr. Chen welcomed all committee members to the meeting. Everyone introduced themselves around the table. Mr. Chen introduced two new USW members – Brian Sutherland, and Gail Naraine. Mr. Pitcher also introduced Mr. Cole as a new management member to the committee.

ii. MINUTES OF THE PREVIOUS MEETING:

Motion to approve the minutes from the meeting held on June 18, 2019. 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.

Office Renovations: interior renovations (e.g. painting, lighting, addition / removal of wall partitions) are being conducted in conjunction with office re-locations for various departments.

- AA 128/142 – completed, now occupied by AccessAbility and Development & Alumni Relations
- MW 2nd and 3rd floors – still in progress with construction hoarding in some areas; anticipated completion by end of October
- SW302 (former AccessAbility office) – major demolition work has been completed; expected completion in early 2020 due to glazing work. Walkway above Meeting Place will remain hoarded off until major renovations are completed.

Lab Renovations:

- SW149 and HW403 – interior lab renovations are underway, including upgrades to lab finishes, new partitioning, HVAC and lighting. New sound cabins are being installed in both rooms, and existing skylights are being replaced in HW403.

Valley Land Trail: The trail opened to the public in late August. Short periods of closure can be expected in order for final works to proceed in certain areas. Trail safety rules are posted on signs at the top and bottom of the trail, and warning signs (e.g. 'Stay on path', 'No climbing') have been placed at key locations on the trail. (Item open)

ii. Terms of Reference Review & Update

In the last meeting, the JHSC co-chairs announced that modifications to the terms of reference would be circulated in regards to the growing campus to reflect the representation of all buildings and unions on campus. The co-chairs stressed that the intention of the changes are not to impact or take place of the current multi-site agreement discussions that have been taking place. It was noted that there has been a 30% increase in UTSC's campus employee population based on Human Resource's statistics from 2013 to present when the terms of reference were last revised. During this discussion, it was unanimously agreed that:

- There will be an increase of worker members from 22 to 29 members
- There will be an increase of management members from 8 to 10 members
- Section 1.2 from the current TOR will remain unchanged

Ms. Kiosses asked whether there would be an opportunity for JHSC members to have input in the multi-site agreement. Mr. Austin confirmed that there will be an opportunity for feedback in the final stages after the formal

process of revisions are completed. Mr. Rupnaraine suggested that whenever a new building is officially opened at UTSC, it can announce it at our committee meetings and have it documented in the minutes. All members at the meeting agreed.

(Item closed)

iii. JHSC Module Presentation

Ms. Kistnasami reviewed the functions and benefits of the JHSC Module as a refresher for members as well as for new members who have joined the committee. Committee members were informed that all inspections will be uploaded to the module and updated as deficiencies are completed. Instructions on how to access the module will be emailed after the meeting. (Item closed)

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 last month. Requests for orders have been received, and supplies have been replenished. Ms. Kistnasami noted that she is currently organizing a first aid course for the end of November for all of the first aid designates who need re-certification. (Item ongoing)

ii. Walk in Health and Safety Concerns

There were 22 walk in concerns reported to the EHS office in the last quarter from June 1, 2019 – August 31, 2019. Ms. Yuen reviewed a few of the safety concerns with the committee. A few of the concerns discussed were in regards to debris that was left behind by a roofing contractor, odours coming into the Bladen Wing through the intake, and some students that were in the new Valley Land Trail pushing each other in shopping carts. All concerns were addressed promptly and resolved. Campus Police are aware of the students who were in the shopping carts, and will be patrolling the area. Everyone is encouraged to contact campus police if they notice any dangerous behaviour, or inform through the hazard reporting system.

Another safety concern brought forward was in regards to the lighting at the designated smoking area near the portables. This particular employee works the evening/night shift and found the area to be very dark with concerns about wildlife nearby. The Facilities Management department was contacted, and light posts were added to the area. A nearby garbage bin was also relocated to deter animals from coming close to this area at night. During this discussion Ms. Smith inquired about whether the bus loop was considered a designated smoking area as she has seen many people smoking while waiting for the busses. Mr. Pitcher confirmed that the bus loop is not a designated smoking area, but further up on the side walk of military trail is where people should be smoking. Mr. Pitcher will inform campus police to patrol the area to educate the community. Signage will also be considered. (Item ongoing)

iii. Accident Reports – Confidential

Ms. Yuen summarized the accident/incident reports for the quarter of March 1, 2019 – May 31, 2019.

- There were nine incidents in June (6 non lab employee, 1 lab student, 2 visitor/contractor)
- There were six incidents for the month of July (5 non-lab employee, 1 visitor/contractor)
- There were 10 incidents for the month of August. (6 non-lab employee, 1 lab employee, 2 lab employees and 1 visitor/contractor)

During this quarter, the incidents ranged from spider bites, bee/wasp stings, odours from the degrease traps, mould, and unruly patrons at an event held at the Miller Lash House. All incidents were reviewed, and action follow up was suggested where applicable. (Item ongoing)

iv. Health and Safety Bulletin – Vol 8- Outdoor Hazards

Ms. Yuen announced to the committee that EHS Scarborough has circulated the safety bulletin for this quarter. The focus of this bulletin was “Outdoor Hazards” which focused on topics such as heat stress, poison ivy, and insect bites and stings. All members were encouraged to bring the suggestions from the bulletin to their specific departments during team meetings to increase awareness. (Item ongoing)

v. Workplace Violence Assessments

Ms. Yuen informed the committee that the EHS office has finished the assessments on the Registrars and Admissions and Recruitment areas located in Highland Hall. A meeting has been scheduled to review the results and recommendations. Once the results have been reviewed with the head of the department, it will be shared with the committee. EHS is also completing workplace violence assessments on the departments of Psychology and Political Sciences simultaneously. The “Bridge” will be the next area to be contacted to schedule interviews. An update on all completed assessments will be given at the next meeting. (Item ongoing)

vi. Cleaning Products Containing Vinegar

Mr. Chen informed the committee that he received concerns from employees working in the ESCB in regards to vinegar odours coming from the caretakers cleaning supplies. It was noted that the main campus does not use vinegar, but all contractors coming into the campus will be asked not to use products containing vinegar. Although there is not a scent free policy, UofT does have a guideline encouraging people to reduce scents, and be aware of allergies and sensitivities on campus.

vii. Drinking Fountains

An employee in the IC building reported concerns of dirt or possible mould on the 1st floor drinking fountain. The employee also mentioned that they have noticed similar findings at other fountain locations on campus that they have visited. Questions were asked in regards to how frequently the fountains are cleaned. EHS and Facilities Management completed a thorough did a floor-by-floor inventory of all the Elkay drinking fountains on campus. It was determined that a particular design of fountain that contained a rubber flap can accumulate a film/residue. Within a week and a half of the initial concern being reported, all of the drinking fountains that had the rubber flap were changed out to a stainless steel model that some of the buildings currently had. Discussions with caretaking were had, and it was agreed that the fountains would be regularly cleaned and have implemented a water fountain cleaning schedule. (Item closed)

viii. JHSC Recertification

Ms. Kistnasami informed the committee that she received an inquiry in regards to the process of refresher courses for those who were certified after March 1st, 2016. Ms. Irene Tang, Joint Health and Safety Manager who is located centrally at the St. George campus keeps track of anyone who has completed their certifications here at UofT. Ms. Tang will contact individuals closer to the 3-year term, to remind employees that they need to attend the refresher course. Mr. Austin asked what the procedure was for certifying more than 1 employee in the same union group based on the recent changes of the collective bargaining group. Ms. Yuen said that she would check with Ms. Tang, and report back at the next meeting. (Item open)

ix. HECHMET

HECHMET: Stands for ‘Higher Education Cooperative for Hazardous Material and Equipment Tracking’. HECHMET is a centralized chemical inventory system for laboratories that has been adopted at U of T, along with other Canadian universities including University of Ottawa and Queen’s University (11 in total currently and growing in number). In partnership with Vertere, a software company providing solutions for chemical inventory

management, a web-based inventory management system was developed specific to Canadian academic institutions.

Some of the key benefits of HECHMET include:

- Allowing lab users to easily manage their chemical inventory in real-time by tracking chemicals with barcodes from receipt to disposal
- Eliminating the need for PIs or lab managers to maintain their own chemical inventories and Safety Data Sheet binders
- Enhancing safety compliance (e.g. WHMIS, Transportation of Dangerous Goods) and emergency response preparedness

HECHMET was launched at UTSC in 2018. Implementation of HECHMET at the Environmental Science & Chemistry Building is nearly complete thanks to the support of DPES and the Chemical Stores facility. For the south campus, EHS is currently in the process of barcoding all existing chemicals in research and teaching labs in the Science Wing and Science Research Buildings. To date, 5000+ chemicals at ESCB and 2000+ chemicals at S-Wing have been scanned into the system. A special thanks was given to Ms. Cole, and Mr. Lam from the UTSC EHS office for their continued hard work, and extra hours working on this project.

During discussions about the HECHMET process, Health and Wellness, Facilities Management, and Arts Studio departments were identified as departments that have chemicals that will be inventoried after the labs have been completed.

4. Workers Interior Workplace Inspection Reports

Arts and Administration Building 2018 – Chai Chen

Mr. Chen completed the inspection of the Arts and Admin area and SW 3rd Floor office spaces for 2018 as one of the inspectors stepped down, and was not able to complete the inspection last year. There were no major deficiencies found.

Biological Sciences – Chris Armstrong

Mr. Armstrong reviewed key items of his inspection. Some of the items are already in progress of being rectified, as work orders have been submitted to Facilities Management.

Instructional Centre (0,1) and Exterior Area- Jacqui Deane

Ms. Deane reviewed key items from her inspection report with the committee. Work orders will be placed, and prioritized by Facilities Management and EHS.

PAN AM UTSC Spaces– Ron Crozier

Mr. Crozier reviewed areas that are shared spaces with UofT employees and TPASC workers. Mr. Crozier explained to the committee how the TPASC JHSC inspections are conducted, and informed the committee of items that were found such as boxes cluttering areas in the shared spaces.

Bladen 2nd and 3rd Floors & SL 2nd Floor and Exterior Area – Elsa Kiosses

Ms. Kiosses reviewed key items of the inspection completed with the committee. Work orders will be placed, and prioritized by Facilities Management and EHS.

5. Other Business

There was no other business reported at the meeting.

6. Next Meeting – JH&S Meeting Scheduled tentatively for Tuesday December 10, 2019, 9:30 am-11:00 am in Arts and Administration Building-AA 160. 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 –
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 EngineersCeceil 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