University of Toronto Scarborough
Joint Health and Safety Committee
Minutes

Date: Tuesday September 15, 2020
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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<tbody>
<tr>
<td>v</td>
<td></td>
<td>Colleen Reid</td>
<td>M</td>
<td>Non-Union (v)</td>
<td>Associate Director (AccessAbility Services) (Co-Chair)</td>
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<tr>
<td>v</td>
<td></td>
<td>Chai Chen</td>
<td>W</td>
<td>USW (v)</td>
<td>Department of Physical &amp; Environmental Sciences (Co-Chair)</td>
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<td>v</td>
<td></td>
<td>Kerri Kistnasami</td>
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<td>USW (v)</td>
<td>Campus Safety &amp; Security (Secretary)</td>
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<td>v</td>
<td></td>
<td>Sivani Baskaran</td>
<td>W</td>
<td>CUPE 3902-Unit1</td>
<td>Department of Physical &amp; Environmental Sciences</td>
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<td>v</td>
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<td>Louise Beckley</td>
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<td>v</td>
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<td>Dennis Cole</td>
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<td>Ron Crozier</td>
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<td>Physical Education &amp; Athletics</td>
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<td>Jacqueline Deane</td>
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<td>Nina Dhir</td>
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<td>USW</td>
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<td>v</td>
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<td>Pete Genouzos</td>
<td>W</td>
<td>CUPE 3261</td>
<td>Facilities Management- Maintenance</td>
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<td>Jon Hayes</td>
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<td>Carpenters &amp; Allied Workers Local 27</td>
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<td>Elsa Kiosses</td>
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<td>Doug Lauzon</td>
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<td>Lucian Moinescu</td>
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<td>Unifor, Local 2003</td>
<td>Facilities Management (Engineering)</td>
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<td>Gail Naraine</td>
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<td>Joanne Quinn</td>
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<td>External/Guest</td>
<td>N'Sheemaehn Child Care Centre</td>
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<td>Irma Spahiu</td>
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<td>CUPE 3902-Unit3</td>
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<td>Ann-Marie Smith</td>
<td>W</td>
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<td>Department of Social Sciences</td>
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<td>Brian Sutherland</td>
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<td>Centre for Teaching and Learning</td>
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<td>Phil Smith</td>
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<td>Food &amp; Beverage Services</td>
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<td>Irene Tang</td>
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<td>Non-Union</td>
<td>Central EHS, JH&amp;S Committee Manager</td>
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<td>Mary Ann Vernon</td>
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<td>Library</td>
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<td>Rochelle Welch</td>
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<td>Retail and Conference Services</td>
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<td>Rongmin Zhao</td>
<td>M</td>
<td>UTFA</td>
<td>Department of Biological Sciences</td>
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<td>v</td>
<td></td>
<td>Holly Yuen</td>
<td>EHS Consultant</td>
<td>Non-Union</td>
<td>Campus Safety &amp; Security (EHS)</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
1. Minutes for Approval

i. Welcome Members & Membership Updates

Ms. Reid & Mr. Chen welcomed all committee members to the meeting. A special welcome to Ms. Cynthia Cole (guest) who has accepted the position of Health and Safety Officer for a year’s term during Mr. Lam’s secondment.

ii. MINUTES OF THE PREVIOUS MEETING:

Motion to approve the minutes from the meeting held on June 9, 2020. The minutes from the meeting were unanimously accepted as written and distributed.

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<th>Item</th>
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<td>2.</td>
<td>Special Topic – Coronavirus (COVID-19)</td>
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<td>i.</td>
<td>GAT Process</td>
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- Holly Yuen/ Gary Pitcher

Ms. Yuen reviewed the General Assessment Tool (GAT) process for re-entry on to campus with the committee. This document is a tool used by departments to review daily office routines and to assist in putting exposure-reducing controls, strategies and precautions in their operations. Departments have filled out their GAT’s and EHS has reviewed and given recommendations. In order to ensure compliance, EHS also went back and checked each department to confirm the safety recommendations were complete. Seventy GAT’s were received ranging from administrative, academic, student facing, in person teaching, common spaces, study spaces, and outdoor spaces. Ms. Yuen thanked all the departments for coming together and complying with all the recommendations to help make their work environment safer.

Mr. Pitcher added a special thanks to the EHS department- Holly, Patrick, Cynthia and Kerri for all of their hard work going through the documents and assisting with signs, and recommendations to each of the departments on campus. Mr. Pitcher spoke of the campus being a very different place with parking lots empty now, and a lot of processes and signs in place to guide people. Mr. Pitcher reviewed the designated study areas on campus, and cleaning processes with the committee. The discussion was left open for anyone who had questions or concerns.

Mr. Rupnaraine commented that he comes into the office once a week and has seen many changes on campus. It was noted that he was very comfortable going into work, and happy with the new procedures in place. Ms. Quinn gave a special thank you to Facilities Management for their assistance with the childcare centre, and getting prepared for re-opening in such a short time frame. Ms. Quinn also asked whether the flu shot will be available to staff and students on campus. Ms. Kiosses informed the committee that she hasn’t had any instructions on this as yet. Typically, staff were not given the flu shot on site since the pharmacies have been providing flu shots making it readily available. Ms. Kiosses will receive more information in October, and will update the co-chairs once she hears any news.

ii. UCheck Self-Assessment Web Portal

Ms. Beckley explained the web-based portal called UCheck, which is customized by the University of Toronto for staff, faculty and students to access. UCheck is a self-assessment tool that is completed before you come on to campus and will inform the person completing the form whether they are at risk of spreading the virus. UCheck has been developed in partnership with Thrive Health, a leading healthcare technology company with expertise in protecting individuals’ private health information. The University does not collect the information and individuals completing the form will still be responsible for notifying their manager if they are not coming into the office. Hard copies of the document are available for people who do not have access to a computer or smart phone. It was noted that UCheck would replace the self-declaration form but not the research application
process. Ms. Beckley informed the committee that although it is not mandatory, everyone is strongly encouraged to use the application. UCheck is available for the U of T community at ucheck.utoronto.ca. Ms. Reid recommended that people view the FAQs on how to use UCheck at utoronto.ca/utogether2020/ucheck

3. Business Arising from the Minutes
   i. Campus Projects Update

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

H-Wing Renovations (Psychology, English & ACM): Construction is ongoing on the 5th floor of HW. The entire floor will still be restricted to Contractor only throughout the construction period, with the exception of mechanical rooms which will be accessible to Facilities staff for building maintenance as necessary.

SW Mechanical Upgrades: are still ongoing for the replacement of air handling unit AC-9 and the addition of supplemental heating boilers is in progress. The majority of construction activities are taking place in the SW 6th floor mechanical room and Central Power Plant. The Science Wing northwest stairwell (off the Meeting Place) will be closed intermittently for the delivery and hoisting of equipment up to the mechanical penthouse.

ARC-Centre for Teaching and Learning - Interior Renovation Project: This project is almost in the finishing stages while they wait for furniture delivery and set up.

Residence Centre (Department of Student Housing and Residence Life): This project includes the renovation of office and staff support areas. Staff will continue to use SVC105 office space during the summer as construction progresses. This project is in progress but currently on hold.

Roofing Program: annual roof work is scheduled to continue for the Science Wing building. Staging areas will be set up along the sides of the buildings and properly fenced off, and no building entrances will be blocked.

The New Portable close to the MW building- awaiting final inspection before occupancy for Retail Conference Services staff

Portables that were sold which is next to the SW building- will begin the disconnect and final removal in the coming weeks. Then FMD will be working, if time permits weather wise on resurfacing the ground before winter.

HL Basement- Finishing the flooring in the coming weeks and then work will continue with compact shelving installation for the Library

Other Projects: construction areas are restricted to these rooms, with minimal impact to the UTSC community.
- SW 553 Ryan’s Project renovation of bio research lab
- AA 4th floor- renovations between DCM and FMD
- SW248/249/250 abatement- proceeding for renovation
- SW435 research lab renovation
- SW311 turning into a classroom and BV355 Accessibility exam and classroom renovations
- HW216 film classroom project – new lighting and A/V
- SY141 research lab renovation
- SW506 (B/C/D/F) teaching lab renovation

(Item ongoing)

ii. HECHMET Update

Ms. Cole gave an update on the HECHMET inventory process.

To date, individual building tallies are as follows: ESCB (5800+ chemicals), S-Wing (5500+ chemicals), and Science Research (2300 + chemicals). In total over 13,500 chemicals are currently catalogued in the system. This number has stayed consistent since the last JHSC meeting on June 9th, 2020. EHS is continuing to scan
and input new shipments of chemicals for S-Wing and Science Research Buildings into the HECHMET system each week. (Item open)

4. New Business

i. Quarterly Inspection of First Aid & Spill Kit Stations

An email was sent out to all first aid designates with updated guidance from the University of Toronto. The guidance for workplace identified first aid trainers explains the extension of certifications, lists emergency contact numbers including campus police, and explains how to respond to an injured person on campus while maintaining a 2 meter distance. In this email, Ms. Kistnasami asked anyone who is returning to campus in September, to be in contact with her if any first aid supplies are required. All in-person training is still on hold until further notice by the University.

ii. Walk in Health and Safety Concerns

There were 12 walk in concerns reported to the EHS office in the last quarter from June 1, 2020 – August 31, 2020. It was highlighted that many of the concerns were in relation to construction projects on campus such as dust, smells from floor drains, asbestos and mold discovered in one of the portables. The occupants of portable 101 had to move to another area on campus to work, and facilities management have sourced the abatement from an external company which has now been completed.

Two of the concerns raised to the EHS office was about students not wearing masks and keeping socially distanced. EHS spoke to the students giving a friendly reminder about the rules, and the students were quite cooperative. The committee was encouraged to give friendly reminders to students who are not wearing masks so that everyone can be educated and get accustomed to the new practices.

Ms. Reid informed the committee that the University of Toronto is working on masks with clear windows that will benefit lip reading and enhance social cues. Ms. Reid will keep the committee informed when information of distribution is confirmed. (Item ongoing)

iii. Accident Reports – Confidential

Ms. Yuen summarized the accident/incident reports for the quarter of June 1, 2020 – August 31, 2020.

- There was one incident for the month of June
- There were nine incidents for the month of July
- There were four incidents for the month of August.

During this quarter, the incidents ranged from injuries moving furniture, wasp stings, ergonomic incidents due to repetitive motion, a cut and burn to the hand, and exposure to asbestos.

One of the injuries resulted in a critical injury due to an outdoor slip and fall. The employee was walking on a paved area transitioning to grassy area, when they rolled their ankle causing a fracture. The fall occurred on the grass area adjacent to the accessible parking spots between the Science Wing and Arts & Administration buildings. EHS and the UTSC JHSC worker co-chair inspected the general area where the incident occurred. Reports were completed and sent out to the ministry of labour, JHSC co-chairs, the associated union and supervisor of the employee.

All incidents were reviewed, and action follow up was suggested where applicable. (Item ongoing)

iv. Asbestos Management

Ms. Yuen highlighted the subject of asbestos management as a special attention item. It was noted that there were two related incidents in which employees brought forward their concerns when opening ceiling tiles and having asbestos-containing dust fall. The dust is suspected to be of asbestos drywall joint compound (0.5-1%).
Upon investigation, it was discovered that an external company that was working for Facilities Management did not follow procedures and legislation of reviewing the asbestos inventory before completing their work. All work at BV was halted, and proper clean-up procedures were performed of the room and a larger clean-up of all affect areas are being scheduled. A disciplinary letter to the contractor was sent out to ensure this would not happen again. In addition, the work order system was reviewed and will now include a building summary of designated substances to trigger people to look at the inventory when inside asbestos-containing buildings. A meeting was held with the St. George counterparts as well to review their procedures for contract work and to make sure that UTSC was aligned with the same procedures. Mr. Howe requested to have a meeting with Mr. Cole so that the residence work order system could follow the same process for consistency. Mr. Cole agreed, and will set up a meeting with Mr. Howe.

5. Workers Interior Workplace Inspection Reports

N'Sheemaehn Child Care Centre, Exterior & Parking Lots E, J, L, and K – Pete Genouzos
Mr. Genouzos was not in attendance for the meeting, but asked Ms. Kistnasami to review the items that were on the inspection report. It was noted that a few lights were blown, but a date was already set for the bulbs to be changed. All work was planned to happen before the re-opening of the childcare centre. There was a side gate that was noted to have a latch that was broken. Ms. Quinn has since placed a work order for this to be resolved. Parking lots were inspected. At the time of the inspection, the parking barrier bar was broken in Lot K. It was immediately fixed and this is no longer an issue. (Full inspection details can be found on the JHSC module)

Boiler Rooms – Lucian Moinescu
Mr. Moinescu reviewed key items of his inspection areas. Mr. Moinescu mentioned that many of the issues from the last inspection have been resolved. Mr. Moinescu will work together with supervisor Mr. Lauzon to resolve the new issues on the list such as moving a few freeze stats to be moved down less than 6”. (Full inspection details can be found on the JHSC module)

Environmental Science & Chemistry Building (ESCB) - Sivani Bakskaran
Ms. Bakskaran reviewed key items from her inspection report with the committee. She noted that this was her first time completing inspections, and was assisted by Mr. Chen. She also noted that she was unable to complete the whole building, and would be finishing the areas by the end of the month. Highlighted in the report was the fact that weekly eyewash stations had not been checked in quite some time. Mr. Chen agreed to follow up with the PI’s on site to remind them to have their eyewashes tested. All necessary work orders for this report were placed, and all items will be followed up with accordingly. (Full inspection details can be found on the JHSC module)

6. Other Business
Mr. Chen took a moment to update the committee that he has reached out to several unions to get replacements for committee members who have recently left the committee. Mr. Armstrong has also taken a year secondment and will be needing a USW replacement. Other unions that Mr. Chen has contacted for replacements are: CUPE 3261, OPSEU 519, and Local 353 – International Brotherhood of Electrical Workers.

7. Next Meeting – JH&S Meeting Scheduled tentatively for Wednesday December 16, 2020, 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 Liaison 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 Cecil 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