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

**Date:** Tuesday September 14, 2021  
**Time:** 9:30 a.m. – 11:00 a.m.  
**Location:** Zoom Online Meeting and Catalyst Centre- EV 151/152

<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>
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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>Department of Physical &amp; Environmental Sciences (Co-Chair)</td>
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<td>Kerri Kistnasami</td>
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<td>Campus Safety &amp; Security (Secretary)</td>
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<td>Sivani Baskaran</td>
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<td>CUPE 3902-Unit1</td>
<td>Department of Physical &amp; Environmental Sciences</td>
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<td>Louise Beckley</td>
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<td>Jacqueline Deane</td>
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<td>Pete Genouzos</td>
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<td>Clara Mohamid-Mitchell</td>
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<td>Irma Spahiu</td>
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<td>Ann-Marie Smith</td>
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<td>Brian Sutherland</td>
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<td>Central EHS, JH&amp;S Committee Manager</td>
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<td>Mary Ann Vernon</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>
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<td>UTFA</td>
<td>Department of Biological Sciences</td>
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<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  
--- Sheila John, Assistant Dean - Wellness, Recreation and Sports
1. Minutes for Approval

i. Land Acknowledgement
Ms. Reid opened the meeting by talking about UTSC’s strategic goal of working towards inclusive excellence. Ms. Reid encouraged committee members to reflect on how we, as a committee, can contribute to this goal.

Two items have been identified by the co-chairs as actionable in the short term:

1. Meetings going forward will begin with a Land Acknowledgement. It was noted that this was not to check off a box to be completed, but rather to strive to create space for reflection and mindfulness about the land on which we live and work. Committee members were encouraged to make recommendations about how this can be achieved.
2. Where possible, future agendas will include quick updates/awareness topics related to removing barriers and contributing to inclusive excellence at UTSC. Today’s meeting will include a short presentation on accessibility tips. It was noted that we strive to make all meetings accessible and anyone who has any accessible needs or accommodation requests, can reach out to Ms. Kistnasami.

Land Acknowledgements were read by Ms. Reid, followed by an excerpt from Indigenous UofT about why it’s important to acknowledge the land. A link for more information was shared: https://indigenous.utoronto.ca/about/land-acknowledgement/

ii. Welcome & Round Table Introductions of JHSC Members
Mr. Chen welcomed all committee members to the meeting. Everyone introduced themselves around the virtual table including guest speaker Sheila John - Assistant Dean - Wellness, Recreation and Sports.

iii. Minutes of June 15, 2021 Meeting for Approval:
Motion to approve the minutes from the meeting held on June 15, 2021. 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 Step 3, which is the same status as the last time the committee met. More activities on campus were allowed to resume, and things have been going well. EHS has reviewed all department GAT’s and completed the compliance checks before their return. Many departments are returning on a rotational base, and processes have been outlined for employees. UTSC has kept social distancing requirements for this campus. Ms. Yuen reviewed the locations of rapid testing locations for UTSC, and informed the committee that Ms. John would be speaking next about the details of the vaccination requirements.

As the COVID-19 situation is constantly evolving, COVID-19 guidelines are being updated and the latest versions can be found on this link: https://ehs.utoronto.ca/covid-19-information/.

Ms. Poppleton informed the committee that the restart committee has been pulling together the necessary departments in weekly meetings during the summer, to make sure that processes were delivered to the UTSC committee in preparation for September. Everything has gone smoothly so far. Ms. Poppleton expressed special thanks to Ms. Yuen and her team for all their hard work, and a busy July and August preparing for the restart.

ii. Vaccination Requirement
Ms. John gave a presentation to the committee about the recent vaccination requirements. The presentation highlighted the following:

- UCheck Process
- Medical/Religious Exemptions
- Pop-up Clinics and Approved Vaccines
- Covid-19 Rapid Test Kits
- Accessing TPASC

Ms. John’s presentation slides are attached with the minutes for your reference.

(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 coming up on campus are as followed:

- The ARC QUAD project has just started
- Library- hoarding is going up for a renovation
- Development and alumni relations - renovating their office space
- BV laptop bars on the 2nd, 3rd, 4th floors is going under construction soon
- And SW 139 is also starting soon

Ongoing construction is as followed

- Planting work in the Valley ongoing as well as New handrails/guards are ongoing for deficiencies
- Handrails replacement for the AA and the Student Center continuing for deficiencies
- Replacing the steps leading to the BV Book Store is ongoing
- H-Wing Renovations (Psychology, English & ACM): Construction has deficiencies to finish up 5th floor of HW
- SW248/249- /250/330 have deficiencies to finalize
- SW240.241.242 renovation - is ongoing
- SW 555- construction is ongoing

It was also noted, that portables outside of the SW building are in the process of moving out.

(Item ongoing)

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 was 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. A month is given to complete the online portion. Part 2 would involve an in-person component that will only occur when it is safe to proceed. Ms. Kistnasami is waiting to hear when the new date for the blended course will begin. 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 13 walk- in concerns reported to the EHS office in the last quarter from June 1, 2021 – August 31, 2021. Concerns ranged from smell issues due to the grease trap clean out, and a damaged asbestos floor tile, unstable railings in the coach house upper guard rail, and a few people that needed to be reminded to put their masks on indoors.

(Item ongoing)
iii. Accident Reports – Confidential

Ms. Yuen summarized the accident/incident reports for the quarter of June 1, 2021 – August 31, 2021. There were 14 total incidents reported (4 students and 10 employees)

- There were eight incidents for the month of June
- There were three incidents for the month of July
- There were three incidents for the month of August.

During this quarter, the incidents ranged from injuries of slips, trips and falls, ergonomic strain, a rat bite, wasp stings, and a potential exposure. All incidents were reviewed, and action follow up was suggested where applicable. (Item ongoing)

iv. Inclusive Excellence: Accessible Design

Ms. Reid gave a presentation to the committee on Inclusive Excellence: Assessible Design.

The presentation highlighted best practices for creating a barrier free environment. Ms. Reid reviewed some ways to keep meetings and events more accessible for everyone. Access tips and resources were shared, and will be circulated with the minutes.

5. Workers Interior Workplace Inspection Reports

Humanity Wing Areas, Miller Lash – Phil Smith
Mr. Smith reviewed key items from the inspection report that was completed. Highlighted in the report, were a few lights blown out, and a leak in an employee’s office that was already brought to Facilities Management. It was noted that Ms. Kistnasami placed work orders for all other items for Facilities Management. (Full inspection details can be found on the JHSC module)

N’Sheemaehn Child Care Centre & Parking Lots E, J, K and L – Pete Genouzos
Mr. Genouzos reviewed key items of his inspection areas. It was noted that there were some light bulbs that needed replacing, and some clutter in a storage room. Barrels were also noted in parking lot K that needed to be removed. Ms. Kistnasami has placed all the work orders for these items. (Full inspection details can be found on the JHSC module)

(Item ongoing)

6. Other Business

There were no other business items brought forward. In closing, Ms. Reid encouraged the committee to bring any suggestions of special topics and/or best practices that could be applied to the committee. In doing so, everyone can learn more, remove barriers and promote initiatives in the workplace. Special guests to speak on topics of inclusive excellence are welcomed

7. Next Meeting – JH&S Meeting Scheduled tentatively for Wednesday December 15, 2021, 9:30 am-11:00 am via Zoom/ Arts and Admin Building (AA160). 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 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