

# Joint Health and Safety Committee

## Minutes of Meeting #130

**Date:** Wednesday, September 24, 2003  
**Place:** Alumni Board Room, 617 Robertson Hall  
**Present:** L. Boudreault, R. Burk, A. Castonguay, P. Currie, I. Fiser, K. Gallinger, T. Giles, E. Kane, T. Lackey, M. MacGuigan, R. Mutton, C. Neely, R. Percival, L. Rossman, T. Rudd, J. Simpson, C. White, E. Zalok  
**Absent:** M. Bell, W. Cook, L. Copley, D. Pfeiffer, D. Saraswat, T. Sauve, C. Thivierge

The meeting was chaired by Jim Simpson.

### Item 1: Meetings and Minutes:

#### 1.1 New Member Announcement

J. Simpson announced that he had been selected as the new employer co-chair, replacing Greg Poole. He thanked G. Poole and C. Neely for their excellent contribution as co-chairs to the committee.

#### 1.2 Approval of the Agenda

Four new issues were added to the agenda as follows to be discussed under new business:

- The timeliness of communication and response.
- Walkway between Lot 6 and Leeds House.
- Stairwell next to the Bakery at the Commons Building.
- Clarification of personal safety and H & S safety

The Chair suggested that the Management Representative from Physical Plant be given an opportunity to report on the safety agenda and program as being implemented/actioned by Physical Plant. After some discussion, it was agreed that this would be discussed within Phys Plant and with the VP Fin/Adm.

#### 1.3 Approval of Minutes

Request to add name of Colleen Neely to minutes of June 18 meeting. Add section 4.2 and corrections to section 4.1.

The minutes of the June 18, 2003 meeting were approved.

#### 1.4 Call for agenda items

It was recommended that Physical Plant submit Standing Reports similar to the EHS Standing Reports submitted by C. White. Details to be discussed at next JHSC meeting.

It was noted that additional agenda items would be discussed under New Business.

**Action:**

*Co-chairs /  
Physical Plant*

## **Item 2: EHS Report:**

### **2.1 Workplace Inspection Summary**

C. White reported that workplace inspections had been completed at the Faculty of Engineering & Design, Tory labs, Stacey building, Renfrew & Dundas House and Southam Hall.

A. Castonguay stated that the building inspections did not include the mechanical rooms located in each building. It was discussed that due to the sensitive nature of the room, the building authorities were not responsible for the mechanical rooms. The inspections should be done by representatives from Physical Plant.

*A. Castonguay*

### **2.2 Injury Report Summary**

A summary of all injuries reported to the Ministry of Labour for 2003 to date was distributed at the meeting. Eighteen injuries were reported since June 2003. Only one injury was a critical injury, however, the Ministry of Labour chose not to investigate the injury since the accident was deemed unavoidable and not workplace related.

C.White stated that a new injury category named exposure had been implemented due to a recent exposure to poison ivy.

### **2.3 Upcoming Training and Events Summary**

C. White reported that he met with Cornerstones Management Solutions Ltd regarding WHMIS training. A draft memo is being sent to the VP (Fin and Admin) informing supervisors and staff of the upcoming WHMIS training. Approximately thirty courses will be offered before the end of April 2004. There will be workplace inspection training for all lab co-ordinators, then all supervisors and others involved in workplace inspections will have the opportunity to take this training.

*C. White*

C.White reported that ESAO has hired a new consultant but no name was given. The member responsible for the Eastern Region (English workplaces) and will be meeting with the EHS staff within the next month.

First aid training will be offered in December and course information will be posted in early November.

T.Giles inquired about supervisor training. C.White stated that a manual will be sent to all JHSC members and courses will be offered within the next month.

### **2.4 Building Health and Safety Committees**

C. White stated that every building will have a Health and Safety Committee. The Terms of Reference still have to be rewritten before implementation

*C. White*

### **2.5 WSIB Safety Groups Program**

C. White stated that he met with the University Safety Group whose networking continues to allow successful sharing of ideas with other university campuses. One objective is to redo the Terms of Reference by the end of the year. The Orientation Program for new workers and students is in progress. Labs and workshops are to continue to be inspected by lab co-ordinators.

*C. White*

## **2.6 Website**

The Department of University Safety has a new web site with new and updated safety links. The H&S site includes forms that can presently be printed for use. Any suggestions for the H&S site can be forwarded to C. White or J. Algie.

J. Simpson recommended that JHSC members have a look at the forms and determine if they are adequate for the department. Members are to forward ideas if the online forms require improvements. C.White and J. Algie were thanked for the work done on the H&S and Safety website.

## **Item 3: Business Arising from the Last Meeting:**

### **3.1 Revision of Terms of Reference**

JHSC Representation:

J. Simpson reported that the Employer Representatives as proposed in the new Terms of Reference had yet to be agreed upon. After a brief discussion, he noted that he would take the issue up with the employer reps and the Vice President to clarify the way ahead.

*Chair*

### **3.2 Smoking near Entrances**

C.White reported on his discussions with various Canadian universities such as York, Alberta, Waterloo and Dalhousie regarding their smoking policies. Some universities have totally banned smoking while others have smoking bans 10 meters from building entrances. C. White asked the committee if they would be interested in banning smoking on campus or the possibility of a campus survey.

*C. White*

E. Kane stated that if the current plan to ban smoking at the main entrances of buildings and smoking at secondary entrances had been accepted, a survey would not be necessary.

R. Percival recommended that smoking be banned from fresh air intakes as well.

J. Simpson stated that recommendations are to be prepared and sent to Duncan Watt.

### **3.3 Scented Products Guideline**

C. White stated that the Scented Products Guideline is posted on the H&S website. A campus wide notice will be sent through the Communications department.

*C. White*

## **Item 4: New Business:**

### **4.1 Timeliness of Communications**

T. Giles reported that 16 recommendations were made regarding the sliding glass doors at the Registrars Office in the Tory building but not all of the recommendations acted on by individuals responsible.

T. Giles used as an example, the construction fence by Lanark House. Many complaints were made regarding this fence and not until it was about to be taken down, were the complaints addressed. Complaints were received regarding the absence of signage at Lanark and outside the building. He asked that the issue of efficiency of response be addressed to solve problems to be solved.

Concerning the glass doors, J. Simpson stated that the co-chairs would meet with the respective manager and determine a course of action before a letter is drafted to D. Watt.

*Co-Chairs*

### **4.2 Communications between Supervisors and Workers**

It was reported that the communications between supervisors and workers was not efficient at this time. C. White stated that all recommendations had been communicated to the directors and had been accepted by all. At this time, the process is not being followed diligently however, the training for supervisors, once completed, should solve this concern.

### **4.3 Walkway between Lot 6 and Leeds House**

K. Gallinger stated that a draft report regarding the walkway was sent to D.Watt; however, there has been no comment from the consultant as of yet. The walkway provides access for handicap, Para Transpo and regular traffic. He stated that any improvements will not be done before winter and there are no plans for physical changes to the walkway. However, the issues have been heard.

*K. Gallinger*

### **4.3 Commons Building Stairwell**

T. Giles stated that a resolution to repair the stairwell in the near future is needed. K. Gallinger stated that the repair to the stairwell was on the list but Housing had not approved any funding for it this year.

R. Percival reported that the stairwell had failed the fire inspection. He suggested that the area be cleared and kept clear since the area is a fire exit. There is an on-going problem with debris. T. Giles stated that it is difficult to keep the area clear of snow and ice. He suggested that Carleton resources be used, such as the Architecture department, who could design a canopy outside the stairwell access.

### **4.4 Clarification of Personal Safety and Health & Safety**

C. Neely requested a clarification of personal Safety and Health and Safety. She stated that she was receiving more calls for personal Safety. It was suggested that a contact list be added to the website that recommends who they need to contact based on the nature of the safety issue. However, L. Boudreault stated that it

would not solve the problem of misdirected calls. He suggested that when calls are received regarding any safety issue, the call taker should contact L. Boudreault for clarification.

#### **4.4 Hand-Washing**

C. White suggested a hand-washing campaign in washrooms. Stickers advising to wash hands could be posted on mirrors. It was mentioned that posters could be obtained from Health Canada.

*C. White*

R. Mutton suggested that somebody make sure that soap dispensers in washrooms be kept filled.

#### **4.5 Signage to Health Services**

T. Giles suggested to K. Gallinger that new and better signage to Health Services be in place in the tunnels at the Residence junction.

*K. Gallinger*

#### **Item 5: Next Meeting:**

The next meeting is scheduled for Thursday, November 20, 2003 in the Senate Room, Robertson Hall.