

Carleton University
Joint Health and Safety Committee Meeting #140
Minutes of September 21, 2005 Meeting
Room 617 Robertson Hall
Chaired by: Colleen Neely

Membership	Representing	Name	Present	Absent	Regrets
Co-Chairs	For the Workers	Colleen Neely	✓		
	For the Employer	Bruce Marshall	✓		
Worker Members	CUPE 2424	Gaston Taylor	✓		
	CUPE 2424	Ilona Fiser	✓		
	CUPE 2424	Beth Halfkenny	✓		
	CUPE 2424	Michael Weber			✓
	CUPE 910	J.P. Sabourin		✓	
	CUPE 910	Vacant		✓	
	Admin Tech	Andre Castonguay	✓		
	CUPE 3778	Bob Lewis	✓		
	CUPE 4600	Ehab Zalok	✓		
	CUPE 4600	Peter Timusk	✓		
	CUASA	Colleen Neely	✓		
	CUASA	Vacant		✓	
	University Safety Staff	Rick Percival	✓		
Employer Members	Human Resources	Stephen Green	✓		
	Physical Plant	Kevin Gallinger	✓		
	University Services	Ed Kane	✓		
	Faculty of Arts and Social Sciences	Lise Paquet	✓		
	Faculty of Science	Bob Burk			✓
	Faculty of Engineering	Anne van der Gref			✓
	Instructional Media Service	Ross Mutton	✓		
	Athletics	Bruce Marshall	✓		
	Library	Linda Rossman			✓
	Finance	Tony Lackey		✓	
Resource	Environmental Health and Safety	Stephanie Yourth	✓		
Secretary	University Safety	Karyn Ladurantaye	✓		
Handouts	Meeting Agenda #140 Meeting Minutes #139 Accident Investigation #05-31 2005 Workplace Injury Report Summary EHS Training Schedule & Summary Workplace Inspection Report Form – DRAFT				

1: Meetings and Minutes

1.1 Call for Agenda Items

Two items were added to the agenda:
05-20 Nesbitt Building Loading Dock
05-21 Loeb Building Water Fountains

1.2 Approval of Agenda

Agenda approved as amended.

1.3 Approval of Minutes – June 8, 2005, Meeting #139

Minutes approved.

Action:

2: Announcements

2.1 Membership Status

Gaston Taylor (CUPE 2424) and J.P. Sabourin (CUPE 910) were welcomed as new worker members.

Lise Paquet (Faculty of Arts and Social Sciences), Anne van der Grefit (Faculty of Engineering) and Tony Lackey (Finance) were welcomed as new employer members.

3: Workplace Inspection Summary

It was reported that for 2005, 6 building inspections have been completed. Dunton Tower is nearing completion and 3 buildings have been inspected but the reports not yet submitted.

G. Taylor will assume the responsibility of Building Inspection Coordinator.

G. Taylor

The draft Workplace Inspection Report Form was reviewed and feedback is to be sent to S. Yourth.

Worker Reps

4: EHS Report

4.1 Injury Report Summary

The Workplace Injury Report Summary was provided. There have been 28 reported worker injuries since the last meeting.

4.2 Training Updates

The EHS Training Schedule & Summary was provided. Training sessions completed since the last meeting were listed.

4.3 Program Updates

Updates on the 2 new programs mentioned at last meeting were provided.

- Slips, Trips, and Falls Prevention – will be posted to the EHS website in the near future.
- Hazard Reporting Policy has been approved by Senior Management Committee and is available on the EHS and University Secretariat website.

5: Physical Plant Report

K. Gallinger provided the following Construction Projects Update:

- HCI/ VCIM - construction is underway, as scheduled
- Unicentre - expected completion for the main stairwell is late Fall
- Ice House - construction is complete, final landscaping is in progress
- OC Transpo - buses have been re-routed on campus for increased Safety.
K. Gallinger to review placement of bus stop at Steacie building with respect to the crosswalk.
- Crosswalks - two raised crosswalks have been completed at Athletics and Minto Case Buildings
- University Drive exit to Colonel By Drive - lines will be reviewed and repainted as required to reduce possibility of an accident

K. Gallinger

6: Business Arising from Minutes of Last Meeting

05-09 Smoking Policy Implementation

Implementation of the new policy is underway. Signs are currently being installed and exterior mounted ashtrays are being relocated. University Communications is preparing a communication to the campus community.

There was discussion regarding the possibility of installing exterior smoking shelters. The JHSC will make a recommendation regarding exterior smoking shelters to D. Watt.

Co-Chairs

05-16 Boiler Room Columns

Issue: There is a concern regarding the safety of working around the boiler room columns. Support pins have fallen out, columns have been cracking, and concrete has been falling.

K. Gallinger advised that this issue is being addressed and will be repaired as part of the roofing project. DEFERRED until confirmation of repair.

05-17 Corroded Beams in Tunnel

Issue: There is a concern regarding a beam in the tunnel outside the library seating area. The beam is badly corroded at the mid-span. Issue was to have been addressed during construction.

K. Gallinger reported that an estimate has been obtained for this work and it is expected to be complete by mid-October. DEFERRED until confirmation of repair.

7: New Business

05-18 Accident Investigation #05-31

An accident investigation was conducted by A. Castonguay and the report was distributed to the JHSC. M&A Engineering has investigated and is addressing the issues. A. Castonguay noted that a gate has been installed in that area to control access to the workshop.

Due to the variety of issues arising as a result of this incident, the JHSC will make the following recommendations to D. Watt:

A committee should be formed to perform a benchmarking review of best practices and develop procedures for all workshops on campus. This committee should be comprised of stakeholders from the affected departments. In addition, a communication should be distributed to the campus community regarding this incident.

Co-Chairs

05-19 Rooms with Restricted Access

Issue: There was an incident involving persons entering a radiation room without authority. There is a concern that entering these rooms may pose a safety risk due to the radioactive isotopes that are present.

The JHSC recommends that there be a review of signs posted on doors. If entry is not allowed, signs should be posted to this effect. S. Yourth to discuss with Radiation Safety Officer.

S. Yourth

05-20 and 05-21

Deferred until the next meeting.

Next meeting: November 23, 2005