

**Carleton University**  
**Joint Health and Safety Committee**  
**Minutes of Meeting of January 29, 2019. Meeting #212**  
**Robertson 608, 9:00 am**

Membership	Representing	Name	Present	Regrets
<b>Worker Members</b>	CUPE 2424	Graham Galway	✓	
	CUPE 2424	Linda Cruz	✓	
	CUPE 2424	Samantha Shortt	✓	
	CUPE 2424	Kim Heuff (co-chair)		✓
	CUPE 910	J.P. Sabourin	✓	
	CUPE 910	Brad Crawford	✓	
	Non Union	Andrea Fowler	✓	
	CUPE 3778	John Kavanagh	✓	
	CUPE 4600-1	Ana Santos	✓	
	CUPE 4600-2	Ali Ghaharbeighi	✓	
	CUASA	Carmen Leblanc		✓
	CUASA	James Green	✓	
	OPSEU 404	Michael Radcliffe	✓	
	PSAC 77000	Rana Amache		✓
<b>Employer Members</b>	Human Resources	Robin Karuna	✓	
	Facility Management & Planning	Dan Redmond		✓
	University Services	Kevin Mann	✓	
	Faculty of Arts & Social Sciences	Cheryl Murphy	✓	
	Faculty of Science	Gail Atwill		✓
	Faculty of Engineering and Design	Laura Wilson	✓	
	Campus Safety Services	Brian Billings		✓
	Athletics	Bruce Marshall	✓	
	Library	Gilles Monast	✓	
	VP Student Affairs and Enrolment	James Moretton		✓
	Finance	Tony Lackey (co-chair)	✓	
<b>Resource/Secretary</b>	Environmental Health and Safety	Nancy Delcellier	✓	

<b>Handouts (Distributed electronically or hard copy)</b>	Agenda (e)	Incident/injury/good catch report (h)
	Minutes (e)	
	Inspection Schedule (e)	
*Indicates that member arrived later		

**Items:**

**Action:**

The Management co-chair chaired the meeting.  
Quorum – quorum was attained

Order of meeting changed to allow Special Guests to speak first

**1. Special Guests - Andrew Mendez and Dillon Brady, Office of Student Affairs**

Restructuring of Office of Student Affairs, now have Director of Mental Health, Care and Harm Reduction. Issues of student conduct addressed here. The process was explained, from receiving a

complaint (either Campus Safety, staff, faculty or other students. Based on the Sexual Violence Policy, this group will support respondents, while Equity will support survivors. Alternative solutions are often sought, rather than formal processes. Dillon Brady is trained in Violence Risk Assessment and will work to identify a range of options for the respondents, including being banned from campus. Dillon advised he has been actively working with M. Radcliffe and R. Sabourin of CSS to ensure that CSS is aware of what is required. When a survivor does not wish to proceed through the formal process, what happens? The Office of Student Affairs will attempt to take a survivor centric approach as much as possible. Some options include behavioural contracts, classroom accommodations, or more severe actions. The former Alcohol Committee has been renamed the Harm Reduction Committee to address broader issues, including sexual violence, and student violence. Incidents are reviewed to look for trends.

## 2. Agenda and Minutes

### 2.1 Call for Agenda Items

Chair

There were no new agenda items. New business was already on the agenda.

### 2.2 Approval of Agenda

Chair

The Agenda was approved

### 2.3 Approval of Minutes of September 25, 2019 (Meeting #210)

The Minutes were approved with the recommendation to identify the co-chairs in the Membership list. Minutes were signed by Kevin Mann and Samantha Shortt, as they had both attended the previous meeting.

## 3 Announcements

Chair

James Green was welcomed back, representing CUASA

The JHSC finally has a full roster of representatives

## 4 Business Arising from Minutes of Previous Meetings

### 18-21 Workplace Violence

M. Radcliffe  
(closed)

The presentation answered all outstanding questions, the items is deemed closed,

### 19-03 Workplace Violence

A. Santos  
(closed)

The presentation answered all outstanding questions, the items is deemed closed,.

### 11.1 Tunnel cart safety

K. Mann

K. Mann presented new signage which will be applied following meeting. Twenty five locations were chosen. A review of effectiveness to be discussed at next meeting.

### 11.2 Short awareness video for classrooms

C. Leblanc

No progress yet. N. Delcellier to organize meeting with T. Lackey and B. Billings to work on.

### 11.3 Emergency communication using washroom signage

A. Santos

N. Delcellier updated the committee that the VP F&A had agreed to fund the signage, but requested some amendments to ensue consistency with similar communication modes other university

### 19-13 Building Inspection Reflection

K. Heuff

Defer. D. Redmond and K. Heuff to review any residual concerns.

### 5-1 Subcommittee to discuss Incident Reporting

The subcommittee to meet February 11 to discuss.

### 19-16 Accessible parking on campus

K. Heuff

B. Billings advised that updates to the parking maps are in progress

19-17 O-Train Bridge K. Heuff  
B. Billings and T. Lackey provided updates of the planned activities, and that the O-train bridge and traffic would be considered during project. A. Santos suggested review should occur prior.

**5. EHS Report** N. Delcellier

**5.1 Injury/Incident Summary**

Members were provided with a summary report/graphs created from Cu\_WorkSafe for the past three months. A number of injuries of note were highlighted and discussed. These included:

- 1) Slip trip fall – number of falls in stairs, nothing related to stairs or condition; fall on crosswalk between Robertson and Richcraft; 2 staff fell due to a freshly mopped floor in Robertson Hall; public user fell entering fieldhouse-due to ice; 2 employees injuries same evening due to icy conditions; 2 falls in parking lots,
- 2) Exposures – there were no exposures since the last meeting;
- 3) Struck by – a staff member caught their hand while moving a desk, 2 separate reports of individuals catching their hand in doors – one was malfunctioning;
- 4) reports of falling ice due to rapid thaw,
- 5) Good catches - asbestos disturbed by contractors, they recognized, stopped work; 2 other calls concerning asbestos, in both cases was not, but shows that people are informed and asking questions; The most significant good catch was another case of lock out/tagout where an electrical panel in Glengarry was not secured properly. The contractor was advised and provided comprehensive response; All incidents were addressed and corrective actions implemented.

**5.2 EH&S Updates**

The following were reported:

- 1) Respect and Safety training, launched Sept 1, over 2200 people completed. All but 6 of the JHSC members have completed. Please complete.
- 2) Health and Safety Excellence – meeting next week with provincial counterparts to consolidate program, will be seeking participation from JHSC
- 3) Strategic move to have more EHS training online to provide enhanced access to training. Revised WHMIS almost ready to launch; Lab Safety is progressing to meet the increasing demand. 4) Working to refine the inspection module on CuWorksafe.
- 4) Committee is advised that the Fire Safety Officer has moved from the Environmental Health and Safety Department to the Carleton Safety Services
- 5) Advised that changes have been made to the Building Inspection schedule and members were asked to review and advise Nancy if there are any concerns.

**6. Workplace Inspections Summary** Chair

Members were thanked for their proactive inspections this early in the year. Members will use the online inspections in CuWorksafe where possible.

**7. Sub-Committee Reports** Chair

None

**8. Standing Reports** Chair

none

**9. New Business** Chair

9.1 Safety In newly built and renovated offices (20-01)

G. Galway inquired whether consideration was given during renovation/construction of areas where individuals might be at higher risk for violence for this hazard risk. T. Lackey confirmed that CSS, Finance and Risk and EHS are involved in plan review, and that information on "Crime

G. Galway

Prevention through Environmental Design” standards were provided to consultants on Carleton projects. T. Lackey to confirm that this was now standard for all projects with FMP

9.2 Coronavirus Planning (20-02)

T. Lackey

T. Lackey advised that a working group had been formed, composed of multi stakeholders from across the campus to evaluate business risks and planning. As of the meeting date, the risk in Canada has been confirmed as low. Attention to students currently in China, as well as planned trips to China (those planned were cancelled as of the meeting date). Focus on communications, particularly the Public Health messaging on hand washing and hand hygiene. Carleton obtained signage and have deployed across campus. A review of current PPE levels has been completed so critical activities can proceed, with workers able to use appropriate protection. Older pandemic plans are/have been reviewed and updated. In addition FAQs under development.

**10. New Ideas**

Chair

None

**12. Next meeting**

The next meeting will be **Wednesday, March 25, 2020**, at 9:00 AM, Room 608 Robertson

**13. Adjournment**

The meeting was adjourned at 10:15 am

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Tony Lackey  
Management Co-chair

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Kim Heuff  
Worker co-chair