

**Carleton University**  
**Joint Health and Safety Committee**  
**Minutes of Meeting of June 23, 2021, Meeting #219**  
**Microsoft Teams Meeting, 9:00 am**

<b>Membership</b>	<b>Representing</b>	<b>Name</b>	<b>Present</b>	<b>Regrets</b>
<b>Worker Members (14)</b>	CUPE 2424	Graham Galway	✓	
	CUPE 2424	Linda Cruz (co-chair)	✓	
	CUPE 2424	vacant	n/a	
	CUPE 2424	Nadine Smith	✓	
	CUPE 910	JP Sabourin	✓	
	CUPE 910	Brad Crawford	✓	
	CUPE 3778	John Kavanagh	✓	
	CUPE 4600-1	Hayat El Fazani	✓	
	CUPE4600-2	Ali Ghabarbeighi	✓	
	CUASA	Carmen Leblanc	✓	
	CUASA	vacant	✓	
	OPSEU 404	Justin Messier	✓	
	PSAC 77000	vacant	n/a	
	Non union	Andrea Fowler	✓	
<b>Management Members (12)</b>	Human Resources	Robin Karuna	✓	
	Facilities Management and Planning	Dan Redmond	✓	
	University Services	Kevin Mann	✓	
	Faculty of Arts and Social Sciences	Cheryl Murphy	✓	
	Faculty of Science	Allison Jaworski	✓	
	Faculty of Engineering and Design	Laura Wilson	✓	
	Campus Safety Services	Brian Billings	✓	
	Athletics	Patrick Hansen	✓	
	Library	Gilles Monast	✓	
	VP Students and Enrolment	James Moreton	✓	
	Finance	Tony Lackey	✓	
Dominion Chalmers	Mara Brown	✓		
<b>Resource/ Secretary</b>	Environmental Health and Safety	Nancy Delcellier	✓	
	Finance	Peter Cech	✓	

<b>Union &amp; HR (special)</b>	CUASA	Deborah Jackson		✓
	CUPE3778	David Duncan	✓	
	CUPE910	Steve McWatty	✓	
	CUPE2424	Jerrett Clark		✓
	CUPE4600	Narges Zare		✓
	OPSEU 404	Devon Reeves		✓
	PSAC 77000	Alberto Tonerio		✓
	LR HR	Debbie Orme-Rego		✓
	LR Deputy Provost	Josh Hruschka	✓	

<b>Handouts (Distributed electronically or hard copy)</b>	Agenda (e)	EHS Annual report (e)
	Minutes (e)	Incidents/Injuries (e)
	Inspection Schedule (e)	*Indicates that member arrived later

Items:

Action:

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

**1. Agenda and Minutes**

**1.1 Call for Agenda Items**

The following were added as New Business:  
Office of Risk Management (Tony Lackey)  
Construction process at MB (Brad Crawford)

Chair

**1.2 Approval of Agenda**

The Agenda was approved with the new business listed above.

Chair

**1.3 Approval of Minutes of March 30, 2021 (Meeting #218)**

The Minutes were approved as written.

**2. Announcements**

Chair

This is Carmen Leblanc's last meeting. Samantha Short is also stepping down. Carmen and Samantha were thanked for their service to the committee. Hayat El Fazani is joining the JHSC, representing CUPE4600-1

**3. COVID – 19 Discussion**

T. Lackey/all

Tony provided a COVID update and announcements regarding the fall term. The Phase3 Departments, which include front facing departments, will be returning to campus in and around August 23, 2021. Things are moving well and is being supported by the Return To Campus committee. FMP is continuing with their efforts to prepare the buildings for a safe return to campus.

The Ottawa area will be moving to Step 2 of the Provincial government plans. This will have minimal impact on the university. Likewise, the university does not expect any significant changes to impacts in Step 3 either. The current planning for in-person teaching is still based on the earlier government model, updates are hopefully coming shortly.

The university is hosting an on-campus COVID vaccination clinic which is open to anyone in the CU community provided that you meet the guidelines that are in place. The clinic will be running on June 28 and July 8 & 9 and will be set up in Residence Commons.

**Q1 – Are professors required to wear masks?** The City of Ottawa health guidelines suggest that mask wearing for professors will be required.

**Q2 – Can the university ask for proof of vaccination?** Currently, the university is not able to ask for any proof as it is a violation of the Privacy Act.

**Q3 – Can details be provided regarding the ambassador program?** The university is developing an ambassador program to support the use of the health guidelines by the CU community. It serves as a friendly reminder for people to screen themselves at building entrances, support people who may not be wearing a mask or forgetting and also to support faculty to help people follow guidelines. There is an escalation policy to bring in Campus Safety if necessary. New software has been purchased, called Thrive Health, to replace the current screening process that is on the university website. The new system is QR code based and should make the screening process easier.

#### 4. Business Arising from Previous Minutes

Chair  
C. Leblanc

11-2 Awareness video

As discussed, this item is being removed from the current JHSC topics, and rather, will form part of the Office of Risk Management's communication portfolio.

11-3 Emergency Communications and Washroom Signage

T. Lackey

As above, this item is being removed from the JHSC agenda, and will be actioned by ORM

#### 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. Numbers continue to be relatively low. Since the last meeting there were: 1) 3 reports of Cuts: two of them involving field work near water, one stepped on a nail, the other ground in water gave way, fell, third was cutting tubing. All three were healthcare, and lost time. 2) the fire category involved contractors not following procedures and activating alarms, others were students in residence not following procedures. This also included a burning/overheating of a transformer in daycare, unoccupied at the time. There was an incident in residence, with cigarettes in a garbage can; 4) there were 3 cases of harassment, two against faculty members and were online, the third was against campus safety. There were 41 Good Catches included advising of emergency showers and eyewashes that were not functional /inspected; defective life safety sensors, challenges with fumehoods, improper chemical storage, and several COVID infractions. All workplace injuries and incidents were followed up.

##### 5.2 EH&S Updates

EH&S has been working with the COVID capacity numbers in lab and workshop type areas. Working with FMP on the ventilation strategy. The COVID training was updated to reflect the new changes. Conducting follow-ups on non-compliance issues related to screening and building access. Screening compliance has now increased from 50% to 98% compliance thanks to the outreach. Repeat offenders are having their access card privileges revoked. In-home ergonomic assessments of staff workstations have been conducted. An additional 20 AED devices have been installed. The EHS website has been updated to reflect new AED locations, including the Dominion Chalmers Centre. All CU Learn training is being updated and should be ready by July 1, 2021.

**Q1 – Will the training be mandatory?** All revised and updated training is strongly recommended for everyone to take but it is not mandatory. All CU employees are encouraged to re-take the training as a refresher as many aspects of the training have changed since the original training was posted.

#### 6. Workplace Inspections Summary

L. Cruz

P18 and P9 inspections were completed in May 2021, the University Centre inspection was completed in April. Committee members are encouraged to submit any additional inspections.

#### 7. Sub-Committee Reports

Chair

None

#### 8. Standing Reports

Chair

None

## 9. New Business

Chair

### 9.1. Water safety in the buildings once there is a return to campus

A. Ghabarbeighi  
(closed)

FMP is cleaning all of the spaces on campus and have been doing so throughout the lockdown. D. Redmond. Confirmed that all water systems are in use currently, water systems are being flushed and FMP is also conducting water testing in the month of July. Concerns were raised about Legionella, as this bacteria is most commonly contracted through aerosolized spread from heating and cooling equipment, such as cooling towers on top of buildings. The university has a Legionella testing process in place to monitor for any potential high levels of bacteria.

**Q1 – Who is hired to test the water?** The university retains Chem Aqua to test the water systems.

### 9.2 How is the potential of mold being mitigated?

A. Ghabarbeighi  
(closed)

The buildings are still active despite the shutdown and are being checked regularly. To address any floods, extensive moisture mitigation strategies are employed to remove all of the water to prevent the potential spread of mold. In these situations, a contractor is retained by the university to properly map out the spread of the water/moisture and to highlight the materials that need to be removed to ensure no mold can grow.

### 9.3 How will hand sanitizers going to be deployed?

L. Cruz??  
(closed)

Large capacity sanitization stations are being implemented to provide for all people entering the building. Additional hand sanitization station purchases can be made by individual departments. Handwashing is readily available through the use of the various washrooms within the buildings. To ensure systems are replenished, a barcode replenishment system is being installed by FMP.

**Q1 – Will the hand sanitization stages remain in place post COVID?** Difficult to predict currently and will be undoubtedly be dependent on the next stages of the pandemic.

### 9.4 EHS Annual Report

Nancy shared the annual EH&S report with the committee members during the meeting.

N. Delcellier  
(closed)

### 9.5 Office of Risk Management

Tony provided an update on the creation of a new department which will consolidate Risk & Insurance, Environmental Health and Safety, and Emergency Management & Continuity of Operations into one new department. The new department will offer a more cohesive delivery of the various services being provided by these departments.

T. Lackey  
(closed)

### 9.6 Construction process in the Maintenance Building

There has been construction ongoing in the Maintenance Building. There is noise and dust emanating from the work area and there are concerns that there appears to be no control of the environment. EHS is on site to monitor the dust that is emanating to make sure it is no harmful and to minimize the chance of any exposure of any of the occupants. FMP has been working closely with the contractor further to the complaints.

B. Crawford  
(closed)

## 10. New Ideas /Open Discussion

Chair

None

**11. Next meeting**

The next meeting will be announced shortly. (September 29, 2021)  
As with previous meetings, union leadership are invited to provide additional communications.

**12. Adjournment**

The meeting was adjourned at approximately 10:47 am



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Tony Lackey  
Management Co-chair



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Linda Cruz  
Worker co-chair