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

1. Agenda and Minutes
1.1 Call for Agenda Items
    There were no new agenda items. New business was already on the agenda.
1.2 Approval of Agenda

The Agenda was approved.

1.3 Approval of Minutes of March 27, 2019 (Meeting #208)

There was one item noted. The discussion of student fatalities was part of the discussion on
Injuries, incidents and good catches, and not as part of the discussion on item 19-02.
The Minutes were approved with this amendment.

2. Announcements

This was the last meeting for Susan Jameson. Susan was thanked for her many years of dedication to the Committee. Cheryl Murphy will be replacing Susan. Cheryl was welcomed to the committee as the new representative for the Dean of FASS.

3. Business Arising from Minutes of Previous Meetings

18-22 Campus Access

K. Heuff

T. Lackey provided an update. There will be at least a 6 month delay for the close of light rail. Hog’s Back will proceed as scheduled in August 2019. The new Stadium Way is expected to be ready for end of October. Programs such as carpooling, traffic changes, one way traffic as well as flexible working hours are being implemented, where possible. Transportation study served to develop the strategy with additional focus on cycling. Some initiatives are not imminent, but are part of the longer term strategy. Members expressed concern that there might be lost opportunity to enhance the strategy from a safety lens. The strategy was presented to various stakeholder groups, including union leadership. It was also noted that three members of the JHSC are part of the traffic planning committee. It was recommended that the presentation on the strategy be presented to the committee in the near future. N. Delcellier to arrange.

18-7 Robertson Hall Safety office target hardening

M. Radcliffe

M. Radcliffe and correspondence from B. Billings confirmed that all work had been completed. (closed)
No further concerns.

18-21 Workplace Violence

M. Radcliffe

A concern remains that CSS are not provided with follow up from any sanctions through the Student Rights and Responsibility Policy. A response from Jordan McLinden, Manager of Student Conduct and Harm Reduction was shared with the committee. Due to multiple transitions in the portfolio, there is no formalized strategy to communicate with stakeholders. This is currently in development with CSS. Jordan will be invited to the September meeting.

18-15 Harassment resulting from Parking tickets

M. Radcliffe

The concern over the names appearing on the tickets was addressed with the vendor, and resolved. There were no further concerns. (closed)

19-01 Steacie Fire

T. Lackey

T. Lackey provided an update. Restoration is proceeding well, and is expected to be completed by the end of October. The total cost is expected to surpass $2M. T. Lackey and N. Delcellier presented the fire as a case study to CEHSO (Ontario H&S Directors) as a learning opportunity to assist in uncovering and mitigating unexpected risk.

19-02 False ENS message

B. Billings

The anticipated test of March 28 did not occur, as the vendor had not completed all outstanding issues. CSS is working with the OVPSE and ITS for updates to the mobile app. Once the updates are in place, a further test will be scheduled. It was noted that Carleton Central still provides information related to previous ENS. This messaging needs to be updated. N. Delcellier to invite the Emergency Management Coordinator to the fall meeting to provide information.
K. Heuff suggested a subcommittee to be formed to review emergency communications, but it was felt that this might be premature until B. Billings is present to respond, and after the presentation by the emergency management officer at the fall meeting.

Student/Staff Fatalities (from #6 EHS Report) M. Radcliffe (closed)
N. Delcellier spoke to when, and what information can be shared, in these circumstances, including applicable policies. Requirements for reporting of critical injuries, including fatalities, as per the Act were also clarified.

19-03 Workplace Violence A. Santos
T. Lackey discussed the workflow for follow up of incidents involving students. CSS forwards to Jordan McLinden for required actions. This has been the status for the past 20+ years. Messaging to this is within the upcoming Workplace Violence and Harassment Prevention training.

19-05 Fireworks System M. Radcliffe
B. Billings absent, will be deferred to next meeting

19-06 Fire Drills G. Galway (closed)
G. Galway confirmed that he had received reports from the Fire Protection Officer confirming fire drills. He expressed concern that students may not be equipped to respond if fire drills are held outside of active laboratory sessions. This information to be considered, however if there are concerns about the ability to evacuate a laboratory, additional training should be provided to lab coordinators and TAs. JHSC members will be invited to attend upcoming fire drills.

19-07 Tunnel Maps C. Leblanc
Updates on the strategy were provided. K. Heuff indicated there remains some confusion with new tunnel map strategy. C. Leblanc is not in attendance, will continue discussion at next meeting.

11.1 Tunnel cart safety K. Mann
Defer until next meeting as actions were focused on communications and would benefit from discussion.

11.2 Short awareness video for classrooms C. Leblanc
K. Heuff suggested that a video could be produced relatively easily. T. Lackey advised that previous attempts to engage students from journalism were unsuccessful. Had also held recent discussions with EDC. Given upgrade to learning platform and preparation for fall classes, there would be no opportunity until at least Spring. M. Moretton advised there is already a process to message students. T. Lackey, B. Billings and N. Delcellier to discuss.

11.3 Emergency communication using washroom signage A. Santos
K. Mann reported that Carleton does have some of this type of signage, but not widespread. A subcommittee to identify strategies: Ana, Tony, Kim, Brittany Basten (CSS), Kristine Nadon (FMP), Kevin, and Robin. M. Radcliffe indicated there remains some outdated evacuation signage. Members are encouraged to identify these locations so old signage can be removed.

6. EHS Report N. Delcellier
6.1 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) There were 2 critical injuries reported (cardiac arrest on the o train, and slip trip fall
in the States. 2) There were 4 slip, trip, falls, (not including the critical injury fall out of Canada).
3) Staff member moving a barrel off a dolly. He fell back, and the barrel fell across his legs, causing bruising. Procedure changed to exclude dolly transfer. Incidents reported included: 1) Fire at Richcraft Hall when pizza boxes were poorly placed in a heating device; 2) Cannabis consumption by third party contractors, were fired due to their zero tolerance policy; Good Catches included: 1) Problematic trouble alarms in P18; 2) Nitrogen alarms for faulty sensor; 3) student found on the flat roof of the cryo facility. All incidents were addressed and corrective actions implemented.

6.2 EH&S Updates
The following were reported: 1) The EHS Annual Report was presented and achievements highlighted 2) Laura Thomas was recognized for her contributions to Health and Safety at the NAOSH luncheon celebration 3) WHMIS project- updates to inventory and application of new labels progressing well. Many damaged containers found and addressed 4) Ergonomic assessments largely on hold, during EHS staff shortage 5) Workplace V&H training material completed, preparing for fall launch. WHMIS training likewise being updated 6) Fire drills completed this spring (Robertson, SSRB, HCI/VSIM, CTTC, Tory, MacOdrum, University Center, Nesbitt, Dunton Tower, St Patricks, Daycare, Azreili pavilion, Athletics buildings) and Fire safety plans updated 7) Thanks to James for reporting a good catch on the Nicol construction site 8) Ordered 8 more defibrillators, to be installed shortly 9) Noise assessment in the print shop, based on a historical WSIB claim. All below today’s occupational exposure levels 10) Legislative changes on UAVs, PHAC, CFIA, as well as Regulation 851 under the Occ H&S Act. Impacts being reviewed. 11) EHS will sponsor one worker member and one management member to the fall WSPS H&S conference in Ottawa. Details to follow. Members to advise of interest.
The worker co-chair, on behalf of the JHSC, congratulated EHS on the Annual Report.

7. Workplace Inspections Summary
K. Heuff
Members were reminded that we are falling behind on inspections, and that every effort to be made to ensure up to date, as assigned. Members should advise the worker co-chair and Director of EHS if they require assistance.

8. Sub-Committee Reports
NAOSH
N. Delcellier
A summary of events for Mental Health, Emergency Preparedness and Occupational Health and Safety was provided. Members encouraged to view website for images of events, including the award luncheon. Planning for next year to begin in the fall. Contact EHS with interest.

9. Standing Reports
Chair
none

10. New Business
Chair
10.1 Staffing Decisions/Changes – Mental Health Impacts Fire Drills (19-08)
K. Heuff expressed concerns that there were insufficient follow up from the university when a long service staff member was let go. There were concerns for the individuals mental health further to the dismissal. R. Karuna was unaware of the specific case, but will review.

10.2 Layout of new Advancement space in HCI (19-09/19-10)
G. Galway.
G. Galway reported that a member had concerns that the new space was too restrictive and posed a health and safety concern for evacuation. N. Delcellier confirmed that the layout had been designed by architects and approved by the City for Occupancy permit. N. Delcellier to confirm furniture layout was per plan, which had been approved.

10.3 WISE Report (19-11)
M. Radcliffe
M. Radcliffe indicated that a report had been prepared by WISE (Women’s Initiatives for a Safer Environment). He felt it would provide value to the committee, and asked if it could
be shared. B. Billings to follow up

10.4 Elevator – University Center (19-12)
K. Heuff expressed concerns that messaging regarding elevator did not include caution of possible sudden movement. Was provided to FMP and addressed.

10.5 Steacie Copy Room (19-12)
M. Radcliffe expressed concern that an area in Steacie was a “cul de sac” and posed a risk to the community as it was hidden from sight. The issue was addressed by camera installation. Note, there were no reports of incidents at this location.

10.6 Building Inspection Reflection (19-13)
K. Heuff indicated concerns with open windows, given potential for falls. Where FMP is aware of concerns, they will screw windows shut to prevent opening of windows. If members are aware of areas of concerns, they should advise the FMP Service Center.

10.7 Architecture pedestrian walkway safety (19-14)
K. Heuff (?) expressed concerns that there is a risk to pedestrians, especially given current construction. Discussions have been held with the construction group to identify the right solution. Signage, Bollards or similar have been raised. T. Lackey to report back at next meeting.

11. New Ideas
11.1 B. Crawford suggested that members use reasonable discretion when itemizing items onto the JHSC inspection reports as safety hazards. Specifically, ceiling tiles do not always pose a safety concern. If they are bowed and full of water, or in danger of falling, or if they are missing around sprinkler heads, they should be reported. Otherwise they are cosmetic. The concern is that response to legitimate safety concerns may be delayed while staff are addressing cosmetic issues.

12. Next meeting
The next meeting will be Wednesday, September, 2019, at 9:00 AM, Room 608 Robertson

13. Adjournment
The meeting was adjourned at 11:15 am

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Tony Lackey             Kim Heuff
Management Co-chair    Worker co-chair