

Carleton University
Joint Health and Safety Committee
Minutes of Meeting of June 24, 2020. Meeting #214
Zoom Meeting, 9:00 am

Membership	Representing	Name	Present	Regrets
Worker Members (14)	CUPE 2424	Graham Galway	✓	
	CUPE 2424	Linda Cruz (co-chair)	✓	
	CUPE 2424	Samantha Shortt	✓	
	CUPE 2424	Nadine Smith	✓	
	CUPE 910	JP Sabourin	✓	
	CUPE 910	Brad Crawford	✓	
	CUPE 3778	John Kavanagh	✓	
	CUPE 4600-1	Hesam Farahani	✓	
	CUPE4600-2	Ali Ghabarbeighi	✓	
	CUASA	Carmen Leblanc	✓	
	CUASA	James Green	✓	
	OPSEU 404	Michael Radcliffe	✓	
	PSAC 77000	James Lafortune	✓	
	Non union	Andrea Fowler	✓	
Management Members (12)	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	Bruce Marshall	✓	
	Library	Gilles Monast	✓	
	VP Students and Enrolment	James Moretton		✓
	Finance	Tony Lackey	✓	
Dominion Chalmers	Mara Brown	✓		
Resource/ Secretary	Environmental Health and Safety	Nancy Delcellier	✓	
	Finance	Peter Cech	✓	

Union & HR (special)	CUASA	Christal Cote	✓	
	CUPE3778	David Duncan	✓	
	CUPE910	Art Ullett		✓
	CUPE2424	Jerrett Clark		✓
	CUPE4600	Meg Lonergan		✓
	OPSEU 404	Michael Radcliffe	✓	
	PSAC 77000	Alberto Tonerero		✓
	HR	Debbie Orme-Rego	✓	
	Depute Provost	Amy Wyse (Catarina Barroso)	✓	

Handouts (Distributed electronically or hard copy)	Agenda (e)	Equity presentation (e)
	Minutes (e)	Terms of reference (e)
	COVID Updates (#1-#6) (e)	EHS Annual report (e)
		Incidents/Injuries (e)
		*Indicates that member arrived later

Items:

Action:

The Management 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.

Chair

1.2 Approval of Agenda

The Agenda was approved

Chair

1.3 Approval of Minutes of March 25, 2020 (Meeting #213)

The Minutes were approved as written

2. Announcements

Chair

Tony welcomed Linda Cruz as the new worker Co-Chair. Linda will be chairing the next meeting.

Tony welcomed Nadine Smith from Athletics as the new CUPE2424 member, and Hesam Farahani, as the new CUPE4600-1 member. James Green is stepping away from the committee as he undertakes an Acting Chair position. James has been involved in the committee for several years and his efforts will be missed. Bruce Marshall has recently announced his retirement and will also be leaving the committee. Tony recognized all of his hard work and efforts over the years on the committee. Nancy has enquired with the union for the replacements. Tony and Nancy thanked Kim Heuff for her efforts as the former worker co-chair.

Nancy and Tony indicated that two special guests will be joining the meeting. Michel Piche is the VP Finance and Administration, and the university Leader to whom recommendations are addressed. Sal Ugarte, emergency coordinator, will also be joining the meeting, to respond to any COVID questions or concerns.

3. Special Guest - Michel Piche

Michel Piche thanked all of the committee members. The JHSC plays a central role in the university's health and safety agenda. The JHSC helps raise awareness of health and safety issues on campus in a practical way. The committee is even more critical during the pandemic to assist not only those still on campus but also for those coming back to work. The continuous improvements in our practices are necessary and we have had to become experts. The work has been ongoing long before the pandemic. Early efforts of EMCO have been critical in quickly ramping our response. EMCO has been working with Environmental Health and Safety, Risk and Insurance and many others to work on business continuity. The focus now is on safely returning back to work. The safe return to campus strategy is now being disseminated across the university. Michel encouraged the committee to continue their efforts to assist the community.

Dan Redmond indicated that cleaning is going well, and has never been more important. FMP is cleaning and making the spaces as safe as possible. Additional protocols and procedures have been implemented. FMP is allocating resources to ensure everyone's needs are met. FMP proactively took steps as far back as January as they foresaw that COVID might become an issue.

Michel Piche indicated that there is a lot of work involved with return to work, beyond cleaning, how buildings will be occupied; the logistics and occupancy will change in the coming months and possibly years. It may drastically affect how we work long term. The university is working with HR

to provide employees the flexibility to work from distance. Employees will be doing that for the foreseeable future. Michel Piche stressed the need to look at health and safety beyond the campus. Look at health and safety for remote working employees, we must ensure that employees who will be working a considerable amount of time at home need to have their health and safety needs met.

Tony thanked Michel for coming and for his encouraging words that recognized the efforts of the JHSC.

4. Return to Campus Presentation

T. Lackey

T. Lackey presented the Safe Return to Campus Strategy to the members. Rather than sharing The presentation, a summary document is being prepared and will be circulated to the members.

5. COVID – 19 Discussion

T. Lackey/all

Q1 – a member asked about hand washing, specifically concerns that water temperature might not be delivering hot water. Are there plans to address?

D. Redmond indicated that there could be a number of factors present that would impact the delivery hot water, including the largely unoccupied status of buildings. There are no Ontario Building Code requirements specifying delivery times for warmer water. That said, if G. Galway can provide locations, this can be reviewed.

Action item: G. Galway and D. Redmond to identify and address

Q2 – A member asked if there is a date for staff to return to work? T. Lackey

Tony indicated that there is no specific date at this time. Under the provincial orders, campus is still closed except for those areas that have approved research or essential services. There will be more staff returning to campus in August to assist with preparations for some students arriving at residence. Most staff are expected to be working from home well into the fall. The university is identifying that many jobs can be completed successfully from home and the university recognizes the need for flexibility for staff going forward.

Q3 – A member asked about the timeline for installation of paper towel dispensers in the washrooms?

D. Redmond indicated that it is coming soon, delivery of the first units should arrive in near future. Installation is being prioritized to parts of campus where people are expected back first.

Q4 – Two members asked about plans to install wall mounted hand sanitizer units, and how far apart these should be? D. Redmond indicated that hand sanitizer that was supposed to be delivered in February had still not arrived. When they arrive, it will be prioritized at building perimeters. Within the department level, people will be able to obtain hand sanitizer through eShop. N. Delcellier indicated that staff are encouraged to bring empty soap dispenser bottles to refill with hand sanitizer, as sourcing pump bottles are experiencing supply chain disruptions.

Q5 – A member asked if staff are expected to work while in self isolation? N. Delcellier advised that if the individuals are healthy, and are in self isolations based on contact advisories from Public Health, they should be working from home. An employee who is ill, is not expected to work while ill.

6 Business Arising from Minutes of Previous Meetings

11.2 – Awareness Video

C. Leblanc

Has had to take a back seat given current priorities. T. Lackey is hoping that a contest sponsored by CURIE insurance might elicit ideas.

11.3 – Emergency Communications and Washroom Signage

T. Lackey

T. Lackey confirmed that Greg Aulenback is reviewing the design to ensure it conforms to university communications policy and standards. As with above, current focus is on COVID communications, so will be revisited in advance of students being on campus.

- 19-13 – Building Inspection Reflection D. Redmond
(closed)
 D. Redmond indicated that the topic stemmed from a Mackenzie building report indicating that the windows could possibly open too much and someone could fall out. FMP reviewed and found the gap to be 4 inches. There may possibly be some windows that open further but none have been identified to date.
- 19-16 & 19-17 – Accessible parking on campus and O Train Bridge B. Billings
(closed)
 B. Billings indicated that Campus Safety works with individuals who need accessible parking to provide them with the most accessible option available. Could the closed lane on the O Train Bridge be leveraged by cyclists? N. Delcellier indicated that the entire area is part of the design considerations.
- 20-04 - CSS PPE Concern M. Radcliffe
(closed)
 Bags and containers had not originally been received for PPE equipment. Campus Safety has all the bags now.
- 20-05 Process for Advising of Positive Cases on Campus –would CUASA be informed, would they be reported into the CU Worksafe system, and would the community be informed. N. Delcellier
(closed)
 N. Delcellier reported that it would not be reported to CU Worksafe unless it was a specifically work-related incident. CUASA would not be advised unless it was a potential WSIB claim from a member of the CUASA community, and then standard WSIB advising would apply. As was seen, the President provided public notification of the first case on campus. There have been a total of 3 positive cases on campus, none of them are campus related and none have had any impact on campus. All 3 individuals have recovered. Nancy was also following close to 100 staff and faculty who had experienced symptoms, gone for testing, or were in self isolation.

7. EHS Report N. Delcellier

7.1 Injury/Incident Summary

Members were provided with a summary report/graphs created from CuWorkSafe for the past three months. Incidents are very low due to the low number of people on campus. 1) cut injury by a C&W employee 2) two minor fire incidents. The first was a bush fire near Leeds residence. The second was from roof repairs, roofer extinguished the fire. Investigation to review compliance with hot works procedures. 3) C&W employee accosted on campus, CSS unable to detain individual. 4) Nitrogen exposure leak in Chemistry, due to equipment piping leak. 5) Slip and fall injury, resulted in WSIB claim. There were 4 Good Catches: 1) Damage to a snow fence at the Dominion Chalmers Centre. 2) Water found in the basement of NWRC. 3) Water leaking in the ice-house. 4) Staff member informed that their spouse tested positive for COVID and staff member advised that they came to campus. Cleaning and disinfection immediately implemented. All incidents were addressed and corrective actions implemented.

7.2 EH&S Updates

The following were reported: 1) EHS has been primarily focused on COVID planning and response, preparing guidelines to be fully compliant with MOL directives 2) EHS Annual report was presented to the Audit and Risk Committee and senior management committee. Highlights from the report were discussed. Members were provided with the report. 3) EHS working with FMP to ensure that campus ventilation systems, including fume hoods and biosafety cabinets are ready for return. Areas of concern were addressed while campus empty. 4) H&S Training delivery was modified to synchronous online learning. Plans include moving to an “on demand” format later in the year. 5) In support of remote working, EHS has begun to offer home ergonomic assessments. Appointments are booked to allow assessment and short-term solutions. EHS is partnering with HR to develop a more strategic plan for working from home. 6) A new EHS officer will be joining EHS. 7) 778 people have completed the COVID-19 Infection Control training.

8. Workplace Inspections Summary T. Lackey
Tony indicated that we need to start planning for the new normal for workplace inspections. There are a number of guidelines and recommendations from the Health and Safety Associations. Tony suggested a working group/subcommittee be created to develop a checklist to address compliance with COVID guidelines, as well as to develop an overall inspection strategy. Linda Cruz, Robin Karuna and Graham Galway volunteered to work with Tony and Nancy.

9. Sub-Committee Reports Chair
none

10. Standing Reports Chair
none

11. New Business Chair

11.1 Face covering challenges.

L. Cruz indicated that Campus Safety have received face coverings and have discovered that they are not one size fits all. T. Lackey indicated that this has been brought back to Procurement. Large quantities of the tie backs for the face coverings are being ordered which allow the straps to be tightened to adjust the face coverings to each person's face. T. Lackey indicated that smaller sizes of face coverings will be ordered in next order. N. Delcellier indicated that often standard PPE is sized for an average male, which can result in challenges for those smaller or larger.

11.2 Terms of Reference

N. Delcellier suggested a proposal to add an individual from Dominion Chalmers Centre (DCC), Mara Brown, as this becomes a second site. Given the small size of staff at the location, it was recommended to add a member, rather than have a single H&S representative at the site. In this manner, the experience and knowledge of the JHSC is shared with the new location, and ensure the health and safety of all staff working at the DCC centre would be safeguarded. Adding a management member will bring to 12 the number on the committee, with 14 worker members.

Motion: That the Terms of Reference be amended to add a new Management member from the Dominion Chalmers Center to the existing JHSC structure.

Motion passed. Terms of Reference will be revised accordingly.

12 New Ideas /Open Discussion Chair

Item #1. A member asked about spot checks which were discussed during the COVID meetings. The Member was seeking assurance regarding the tracking, and how will it be monitored?

Answer #1 T. Lackey indicated that as spaces are approved to return to campus, Sal Ugarte is reviewing and inspecting 5 key categories that need to be completed before the area is deemed ready for staff to return. This includes protocols, signage, physical barriers, etc. EHS is also doing random spot checks of laboratories, workshops and other spaces, including FMP where staff are on campus. The spot checks have not been documented as "inspections", but are being shared with the responsible areas. The Return to Campus walk throughs, are being documented by Sal Ugarte.

Item #2. A guest asked where the data from the return to work portal will be going, who has access to the data and whether there is any planning on the use of contact tracing apps in the community?

Answer #2 T. Lackey indicated that the data will be going to emergency management officer to ensure that the university is in compliance with Orders. Data will also go to FMP to ensure proper cleaning. Information will be sent to Deans to verify that they have submitted the appropriate information. A limited number of individuals at senior management level will also have access. Overall it will be

restricted for privacy concerns. T Lackey advised that no decisions have been made at this time regarding the use of the app. The Privacy Office as well as Legal Counsel are reviewing.

Item #3. A guest asked what was meant by data being collected through portals?

Answer #3 T. Lackey indicated that the portal is being used to identify in real time the number of Faculty and staff in each building and when they will be coming back to campus.

12. Next meeting

The next meeting will be **Wednesday, September 30 2020**, at 9:00 AM, in Teams
As with previous meetings, union leadership are invited.

13. Adjournment

The meeting was adjourned at approximately 11:00 am



Tony Lackey
Management Co-chair



Linda Cruz
Worker co-chair