

Carleton University
Joint Health and Safety Committee
Minutes of Meeting of June 27, 2018. Meeting #204
Robertson 617, 9:00 am

Membership	Representing	Name	Present	Regrets
Worker Members	CUPE 2424	Graham Galway	✓	
	CUPE 2424	Shari Levac		✓
	CUPE 2424	Samantha Shortt	✓	
	CUPE 2424	Kim Heuff		✓
	CUPE 910	J.P. Sabourin	✓	
	CUPE 910	Trevor Manning		✓
	Admin Tech	Andrea Fowler		✓
	CUPE 3778	John Kavanagh	✓	
	CUPE 4600-1	Ana Santos	✓	
	CUPE 4600-2	vacant	n/a	
	CUASA	vacant	n/a	
	CUASA	vacant	n/a	
	OPSEU 404	Michael Radcliffe	✓	
	PSAC 77000	Chav Chhiv		✓
Employer Members	Human Resources	Robin Karuna	✓	
	Facility Management & Planning	Kevin Gallinger	✓	
	University Services	Kevin Mann	✓	
	Faculty of Arts & Social Sciences	Susan Jameson	✓	
	Faculty of Science	Gail Atwill	✓	
	Faculty of Engineering and Design	Salim Juma	✓	
	University Safety	Brian Billings	✓	
	Athletics	Bruce Marshall	✓*	
	Library	Gilles Monast	✓	
	VP Student Affairs and Enrolment	James Moretton	✓	
	Finance	Tony Lackey (co-chair)	✓	
Resource/ Secretary	Environmental Health and Safety	Nancy Delcellier	✓	

Handouts (Distributed electronically or hard copy)	Agenda (e)	*Indicates that member arrived later
	Minutes (e)	Incident/injury/good catch report (h)
	Inspection Schedule (e)	Executive summary of EHS annual report (h)

Items:

Action:

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

The order of the agenda was modified to have Special Guest speak at beginning of meeting.

1. Announcements

Chair

Wesley Petite was thanked for his service as former worker co-chair, and welcomed as a guest in his new role as Cupe4600 union President.

Ana Santos was welcomed as the new CUPE4600-1 representative.
Emlyn Rodrigues, Ministry of Labour Inspector, was welcomed as a special guest.

MOL Presentation

E. Rodrigues (MOL inspector to Carleton for the past 18 years) was invited to speak to the role of the committee and committee members in keeping workplaces safe. In his remarks he stated that JHSC Committees are not social committees, not labour relations committees, but are a collaborative group of workers and managers who elect to improve health and safety in the workplace.

Being a committee member often requires extra work, and carries certain responsibilities. Employers are responsible for ensuring a safe workplace, with the committee as a critical resource to the employer. He recognized that a challenge with a large organization, such as Carleton, is the understanding that resolving some issues may require time, given the need to obtain capital funding or to plan for mitigation. The employer is not required to solve all issues within the 21 day timeframe, but they should identify their intentions within 21 days. A challenge in more educated workforces (universities/hospitals) is that often the issues raised are more societal, as the basic safety issues are already well addressed. For the most part, the MOL will not be seen often in your workplace, as the MOL devote much of their time to investigations (complaint or injury). A major prevention initiative is the Safety Blitz, (<https://www.ontario.ca/page/workplace-inspection-blitzes-and-initiatives>), focusing on sector specific issues. (i: young workers, electrical safety, working at heights, chemical handling).

When asked if the MOL is seeing increased concerns/issues with the expanded worker definition (students in unpaid placements, co-op students, high school students), he indicated no, especially in University settings, as the universities are very good at their Due Diligence.

2. Agenda and Minutes

2.1 Call for Agenda Items

Chair

No new agenda items

2.2 Approval of Agenda

Chair

The Agenda was approved as written

2.3 Approval of Minutes of January 24, 2018 (Meeting #202)

Minutes were approved as written

2.4 Approval of record of meeting April 11, 2018 (Meeting #203)

Record of meeting approved as written

3. Election of Worker Co-Chair

Chair

Time was provided to the worker members to discuss the election of a worker co-chair. Management members exited to allow worker members to vote. There was no worker co-chair identified, as an interested party was not present at the meeting. Vote to occur at the next JHSC meeting, if not before.

4. Business Arising from Minutes of Previous Meetings

18-6 Developing an approach to prevent strain on mental well-being for part-time staff

A. Santos

Further to discussions raised by W. Petite, A Santos proposed the following motion:

Motion:

*WHEREAS Carleton University is dedicated to providing a work environment that is supportive of mental well-being for all workers, students, and guests; and
WHEREAS the Guarding Minds @ Work Survey has been utilized to inquire about the working conditions and perspectives of full-time staff; and
WHEREAS the Carleton Joint-Health and Safety Committee is in a position to advise on possible improvements to the healthy and safe nature of the Carleton University campus:
Be it resolved that, a focused inquiry into the working conditions and perspectives of*

part-time and contract employees would increase awareness of how the Carleton workplace could be made more conducive to mental well-being.

Members (and guest, W. Petite) had the opportunity to discuss the motion. Issues included OQI response on Guarding Minds survey, purpose, what was being requested, labour relations, OPSEU404 labour relations solution, surveys of CUPE4600 staff). As there were only 6 worker members to vote, only 6 members of the management members voted, including the co-chair.

Vote was tied, with the Management co-chair voting against.

The motion did not pass.

- 17-13 Tunnel occupant conduct interacting with golf-carts T. Manning
J. Moretton confirmed that a communication will be sent to students for Fall Orientation. A similar message is being prepared for CIs and faculty members. To meet with G. Galway to review option for video. R. Karuna indicated that HR will add information to new employee packages.
- 18-4 Building Liaison Pilot Project W. Petite (closed)
B. Billings provided background on pilot (officers in St Pat's, Library, University Center, Loeb) Officers met with Building Authorities to discuss issues. Will continue through academic year to properly evaluate.
- 18-5 Reports to the JHSC on cases of Sexual Violence on Campus G. Taylor (closed)
T. Lackey and N. Delcellier met with HR/DUS/Equity to discuss reporting, and reports. There have been only three reports since December 2016, with one in 2018, and none since the CUPE2424 agreement. These will be reported to the Committee moving forward.

4. EHS Report

N. Delcellier

4.1 Injury/Incident Summary

Members were provided with a sample of the report created from Cu_WorkSafe. A total of 76 entries (Good catch/incident/injury) were reported since start of the year. A number of incidents of note were highlighted and discussed. The committee provided feedback on the report format (addition of departments for individuals, and locations of incidents).

4.2 EH&S Updates

The following were reported: 1) Highlights from the EHS annual report were distributed. Members were welcomed to view the full report at <https://carleton.ca/ehs/resources/ehs-annual-reports/> 2) The improvements to the Richcraft Hall intersection as recommended by the JHSC have recently been completed. 3) NAOSH week was held May 7-11. New this year was incorporation of JHSC inspections of the external areas of campus, as recommended by the Inspection subcommittee. Thank you to all members who participated. 4) The MOL attended Carleton to investigate infection control protocols, in response to an anonymous complaint. No deficiencies were identified, and no orders were issued. 5) Last week of May, DUS began issuing tickets for traffic infractions. This also addressed a previous concern raised at the JHSC. 5) Training for members on effective inspections was provided in early June. 6) Two worker members will begin Certification training this fall.

5 Workplace Inspections Summary

T. Lackey

Unfortunately, inspections have fallen significantly behind, and as such, may require some inspections to be performed without worker members present. While it is understood that the Act requires workers to complete workplace inspections, the Employer is required to ensure these are

completed. The monthly list will continue to be sent, and worker members are encouraged to reach out to assist in completing. Members to advise of any concerns, or if unable to complete scheduled inspections.

6 Sub-Committee Reports

Inspection subcommittee

N. Delcellier

No further meetings

Training subcommittee

N. Delcellier

As requested, the Director EHS approached Union Leaders collectively for a meeting. There was no identified need to meet.

NAOSH 2018 (May 7-12)

N. Delcellier

NAOSH events continued to raise awareness to prevention initiatives.

Planning for a collaborative week of activities to raise awareness on Emergency Management, Mental Health, and Health and Safety (NAOSH) in 2019 is underway

7 Standing Reports

none

8 New Business

8.1 Cannabis on Campus (18-6)

T. Lackey

T. Lackey advised that in advance of the new legislation on recreational marijuana, Three policies were modified to address: Smoking on Campus, Alcohol Policy, and the Student Rights and Responsibilities Policy. The EHS policy will be amended in the fall.

9. New Ideas/Open Discussion

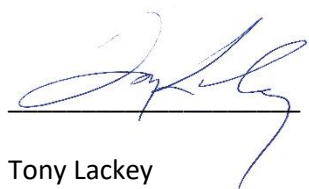
None

10. Next meeting

The next meeting will be **Wednesday, September 26, 2018** at 9:00 AM

11. Adjournment

The meeting was adjourned at 11:10 am



Tony Lackey
Management Co-chair
