

Carleton University
Joint Health and Safety Committee
Minutes of Meeting of March 27, 2019. Meeting #208
Robertson 608, 9:00 am

Membership	Representing	Name	Present	Regrets
Worker Members	CUPE 2424	Graham Galway	✓	
	CUPE 2424	Linda Cruz	✓	
	CUPE 2424	Samantha Shortt	✓	
	CUPE 2424	Kim Heuff	✓	
	CUPE 910	J.P. Sabourin	✓	
	CUPE 910	Brad Crawford	✓	
	Admin Tech	Andrea Fowler	✓	
	CUPE 3778	John Kavanagh	✓	
	CUPE 4600-1	Ana Santos	✓	
	CUPE 4600-2	Ali Ghaharbeighi	✓	
	CUASA	Carmen Leblanc	✓	
	CUASA	vacant	n/a	
	OPSEU 404	Michael Radcliffe	✓	
	PSAC 77000	Rahaf Ajaj	✓	
Employer Members	Human Resources	Robin Karuna		✓
	Facility Management & Planning	Dan Redmond	✓	
	University Services	Kevin Mann	✓	
	Faculty of Arts & Social Sciences	Susan Jameson	✓	
	Faculty of Science	Gail Atwill		✓
	Faculty of Engineering and Design	Salim Juma *		✓
	Campus Safety Services	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)	
	Inspection schedule; mechanical	

Items:

Action:

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

1. Agenda and Minutes

1.1 Call for Agenda Items

Chair

19-03 Workplace Violence (Ana Santos)

19-04 Elevator renewal in St Patrick (A. Ghaharbeighi)

- 19-05 Fireworks System (M. Radcliffe)
- 19-06 Fire Drills (G. Galway)
- 19-07 Tunnel Maps (C. Leblanc)

1.2 Approval of Agenda Chair
 The Agenda was approved with the additional items

1.3 Approval of Minutes of January 30, 2019 (Meeting #207)
 Item (18-21, Workplace Violence) was not concluded, as Tony had not yet met with Student Affairs and should remain open. Attendance to be adjusted, as Rahaf had attended the meeting
 The Minutes were approved with these amendments.

2. Announcements Chair

One new member has joined the committee since the last meeting. Ali Ghaharbeighi will fill the vacant position for CUPE4600-2The new member was welcomed to the committee.
 One guest in attendance, Sal Ugarte, Emergency Management Manager, CSS.

3. Business Arising from Minutes of Previous Meetings

18-22 Campus Access K. Heuff
 The VP Finance and Admin sent a campus wide communication advising of the upcoming changes to ease campus access during the City and NCC renovations. HR are meeting with union leaders to discuss procedural options. A working group has been actively planning for the disruptions. The [Website](#) provides information. M. Radcliffe suggested that the disruption should be leveraged to ensure consistency with pedestrian crossing signage. It was noted that a bollard at P7 had been damaged over the winter (snowplows) and should be repaired.
 B. Billings advised that the Transportation Plan was to be presented in the near future.

18-7 Robertson Hall Safety office target hardening M. Radcliffe
 M. Radcliffe advised that a new design had been prepared which met worker needs. As such, the recommended subcommittee to examine options was not required. Outdoor elements that had been identified as incomplete were confirmed as completed. 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. T. Lackey and B. Billings to review with Student Affairs, and commit to providing such information as can be shared. Meeting did not occur, will remain on the minutes until resolved.

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. A question was raised whether the incident had been addressed with Student Affairs. T. Lackey to follow up.

18-20 Athletics Staff Uniforms M. Radcliffe
(closed)
 B. Marshall provided a response which was read to the committee. This was discussed with Athletics management and the issues resolved through discussion and provision of clearly identified attire that are to be worn during shifts.

18-18 Radios and Noise M. Radcliffe
(closed)
 The vendor completed repairs. CSS is continuing to monitor, and users are to advise if further issues arise.

19-01 Steacie Fire T. Lackey

FMP, EHS and Risk and Insurance working on restoration. Cause was identified as electrical. There are 30 + similar units on campus that have been evaluated and prioritized for corrective actions. Those at risk were locked out electrically. The cleaning of Steacie is almost complete, with the ductwork still remaining. The laboratory directly involved will be completely replaced. The most significant costs are due to smoke damage. A third party service provider was retained to perform environmental testing for smoke, mold or other associated hazards to occupants. The report to be shared when received. M. Radcliffe expressed concern that the fire safety plans were not the most up to date. Context was supplied that "fire safety plans" must be approved by the City, and require closeout documentation from renovation projects. As such, there is generally a lag to update. Current floor plans were available to assist in the response. There was concern that not all occupants of Steacie received the information. Distribution to be verified with the Dean's Office. G. Galway advised of concerns that third party workers were not wearing lab appropriate PPE, and drinking water in the laboratory spaces. To be reviewed with third party.

19-02 False ENS message

B. Billings

Further to the challenges with the system, discussions with vendor have occurred, and corrective actions underway. A test to occur tomorrow, March 28, 2019. New strategy to focus on screen capture, email, and push notification using the Cu Mobile App. Communications have focused on ensuring the university community have downloaded the App in advance of the test. To be followed by awareness training for faculty, staff and students.

M. Radcliffe inquired about how student deaths are communicated to the campus community, M. Radcliffe in context of the current inquest into mental health supports to the community. T. Lackey and N. Delcellier to speak to Student Affairs and clarify at the next meeting. In the case of a faculty member, a WSIB claim would also be initiated.

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 incidents of note were highlighted and discussed. These included: 1) Critical injury, January 17 – reported January 28. A staff member was running from Richcraft to Herzberg, tripped on the paving stones and fell on knees and elbow, suffering a fractured elbow. 2) Critical injury, Feb 5, call from a construction worker to advise of a student having fallen and fractured her right ankle, coming from train, by Cogen. Was partly due to changing weather conditions, salt having not been applied right there, and the student wearing running shoes. 3) 2 injuries with Exacto knives (Architecture and Discovery Center) 4) two individuals injured while apprehending a suspect 5) 8 of the 10 slip/trip fall injuries were weather related. There were 20 Good Catch reports during the timeframe, with the most significant related to lighting being shut off in emergency stairwells during renovation work due to missing information. All incidents were addressed and corrective actions implemented.

6.2 EH&S Updates

The following were reported: 1) Lots of involvement with Steacie Fire. 2) Renewed Carleton's Controlled Goods Licence 3) Working with Purchasing and Faculty of Science to address Ethanol use (research and teaching) for compliance. 4) Closed out the Ministry of Labour Orders with new training information, developed safety sheet on Benzene, and added to webpage. Contacted and ensured information was received by all users before February 28th. 5) WHMIS project- significant interest by students to participate as part of implementation team. Strategy and communications to follow shortly.

7. Workplace Inspections Summary

N. Delcellier

Inspection schedule was updated to reflect member recommendations, and distributed during meeting. The new formalized mechanical space inspections provided some important new findings that are being

Immediately addressed.

8. Sub-Committee Reports

NAOSH

N. Delcellier

Members reminded that this is a week to raise awareness of Health and Safety, Emergency Preparedness and Mental Health. Carleton events occur May 5-11, 2019. The JHSC inspection of external spaces to occur as an event during the week. Members will be forwarded the final NAOSH event schedule once finalised, and are encouraged to participate to the various events.

9. Standing Reports

Chair

none

10. New Business

Chair

10.1 Workplace Violence (19-03)

A. Santos

Further to previous discussions of violence involving students, A. Santos asked if there was a protocol or position to address V&H under the Students Rights and Responsibilities Policy. There are sanctions built in to the policy, as well as the application to students under the Workplace V&H Policies. T. Lackey to discuss with the Director Student Affairs to confirm how and when these are applied, as well as what information can be shared. There needs to be a process for feedback to those affected. A. Santos indicated preference is for Rehabilitation. With employees, HR works with the unions to address, allowing for flexibility. T. Lackey and N. Delcellier to discuss with HR.

10.2 Elevator renewal in St Patrick (19-04)

A. Ghaharbeighi
(closed)

Concerns were raised over the projected 4 month out of service, while classes occur over the summer. Scheduling is aware of the timelines and impacts. In addition, an information session is scheduled at FASS to discuss.

10.3 Fireworks System (19-05)

M. Radcliffe

Concerns that there are multiple trouble alarms on the system, particularly for P18, and there is a need for CSS staff to triage responses as a result. CSS and FMP are aware of, and are seeking to address. They are looking at other options, including having third party monitoring.

10.4 Fire Drills (19-06)

G. Galway

G. Galway expressed concerns that there had not been any recent fire drills. He was reassured that every building has drills annually, with non academic buildings occurring in the fall, and buildings with laboratories being conducted in the spring, where impact on laboratories is less. The Fire Prevention Officer will reach out to discuss, and will be invited to an upcoming meeting.

10.5 Tunnel Maps (19-07)

C. Leblanc

C. Leblanc suggested that perhaps the tunnel maps could be shifted to show different orientations to facilitate wayfinding. A recent faculty event resulted in some confusion. Space planning has been actively pursuing a pilot project to enhance wayfinding. The "North" direction will be applied to maps. Information was widely communicated using the Top5 and other mechanisms. It was suggested that perhaps there should be other mechanisms used to communicate. Previously, DUC was invited to speak to the JHSC to discuss the university communication strategy. An invitation to an upcoming meeting will be arranged.

11. New Ideas

Chair

11.1 Tunnel cart safety

K. Mann

K. Mann provided an update on the warning stickers that were affixed to the tunnel floor as a pilot project (near Res Commons). J. Kavanagh has not seen any impact on student behaviour since the addition, however agrees they are a good idea. It was felt that a broader communication strategy was required to change the culture. Members were reminded of the multiple modes that have been used to communicate the message. A. Santos reminded members that there had been the suggestion of developing a working group to create a video (Samantha, James, Ana, Tony as lead, Dan, Kevin, Kim, JP and Graham, Maria to assist)

11.2 Short awareness video for classrooms

C. Leblanc

C. Leblanc suggested it would be very useful to have a short video on safety that could be used in classrooms to help raise awareness. Tony, Brian and Nancy to look at options.

11.3 Emergency communication using washroom signage

A. Santos

A. Santos suggested that a strategy similar to Algonquin College might enhance awareness. K. Mann will look into relationship with Zoom to see if it might be an option.

11.4 Old evacuation signage

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It was suggested that we should remove all older evacuation signage to ensure information is current. Generally, old signage is supposed to be removed when new signage is installed. If members are aware of old signage, please send to the FMP Service Center.

12. Next meeting

The next meeting will be **Wednesday, June 26, 2019**, at 9:00 AM, Room 608 Robertson

13. Adjournment

The meeting was adjourned at 10:55 am

Tony Lackey
Management Co-chair

Kim Heuff
Worker co-chair