

**Carleton University**  
**Joint Health and Safety Committee**  
**Minutes of Meeting of March 30, 2022, Meeting #223**  
**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	Aric Adcock	✓	
	CUPE 2424	Nadine Smith	✓	
	CUPE 910	JP Sabourin	✓	
	CUPE 910	Eric Van Bakel	✓	
	CUPE 3778	John Kavangh	✓	
	CUPE 4600-1	Hayat El Fazani	✓	
	CUPE4600-2	Ali Ghabarbeighi	✓	
	CUASA	Dominique Marshall	✓	
	CUASA	James Green	✓	
	OPSEU 404	vacant	n/a	
	PSAC 77000	Vinu Subashini Rajus	✓	
	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	Brad Kinnaird	✓	
	Library	Gilles Monast	✓	
	VP Students and Enrolment	James Moretton		
	Office of Risk Management	Tony Lackey	✓	
Dominion Chalmers	Mara Brown	✓		
<b>Resource/ Secretary</b>	Environmental Health and Safety	Nancy Delcellier		✓
	Office of Risk Management	Zaneta Polis		
	Secretary	Peter Cech	✓	
		Monica Fulton		✓
		Angela Argue		

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

<b>Handouts (Distributed electronically or hard copy)</b>	Agenda (e) Minutes (e) COVID Updates (#26-#32) (e)	Inspection Schedule (e) Incidents/Injuries (e)  *Indicates that member arrived later
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**Meeting started: 9:04 am**

**Action Items:**

**1. Agenda and Minutes**

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| 1.1 | Call for Agenda Items<br>No new items.   | Chair |
| 1.2 | Approval of Agenda<br>The Agenda was approved as written.  | Chair |
| 1.3 | January 26, 2022 (Meeting #222)<br>The Minutes were approved as amended.<br>Affiliation for two members was corrected. | Chair |

**2. Announcements**

Chair (Linda)

Brad Kinnard was welcomed by the Chair as a new member for Athletics replacing Mark Debruyne. She also welcomed back John Kavanagh as a member for CUPE 3778. Justin Messier from Campus Safety has resigned from the committee as he has moved to a new position. Zaneta Polis attended the meeting on behalf of Nancy Delcellier and Angela Argue attended on behalf of Monica Fulton.

**3. Special Guest – Scott Macdonald (FMP)**

3.1 Scott provided an update on ventilation, water testing and tunnels

The project to verify compliance with ASHRAE standards has been completed. To enhance air quality UV-C lamps are being installed inside HVAC units and associated duct work. Hoping to have these installed by fall of 2022.

Tunnel Ventilation – should be completed by end of April 2022

Drinking Water – systems are being flushed periodically and have been tested.

Legionella Testing – there is no Ontario regulation for this testing however we follow the MD 15161 Control of Legionella Standards.

**Q1 - How does Carleton University know that the third party hired is following the proper directives?**

The University felt it was important to have a third party involved to verify compliance. These two engineering firms have to abide by their professional standards and will sign off on their final report. Selection of the engineering firms followed FMP procurement procedures.

**Q2 - Is it possible to share this presentation with the members?**

FMP will share the presentation on the website.

**4. COVID – 19 Discussion**

T. Lackey

Tony provided an update. The President's message was released yesterday. Effective May 1<sup>st</sup>, 2022 that Carleton University will be suspending all COVID – 19 mandates. Tony highlighted that this is a suspension of these measures and can be re-activated if circumstances change. Ottawa University and some of the other institutions across the province are doing the same. Community members are still being encouraged to use cuScreen to report symptoms and to update their vaccination status. If you are sick please stay home. Masks are still going to be recommended when in close proximity and asking everyone to be respectful of each others choice. The Ambassador program will be suspended at the end of April 2022. It is currently being reduced as students leave campus for the summer. Strongly encouraging everyone to keep their vaccinations up to date including a 4<sup>th</sup> booster once offered. Carleton University is prepared to bring everything back if it becomes necessary in the future.

**Q1 – Will the space restriction still be in space?** The restrictions will be lifted as of May 1. Managers and their staff need to work together to make sure that the return to campus goes smoothly. The University's Flexible Work policy will be rolled out shortly which will provide supports for the community as we transition back to return to campus full-time.

**Q2 – What about the rising numbers in the community?** The University will continue to monitor the situation going forward and if necessary could re-instate mandates.

**Q3 – If the province does not require vaccination passports, how can CU do it?** The University is not requiring community members to show passports, but if the situation deteriorates mandates could be re-instated therefore it is best to keep vaccinations up to date and update in cuScreen.

**Q4 – How is the Flexible Work policy being led?** The Flexible Work policy is a HR led policy working closely with leadership. Until the policy is officially communicated, CUPE 2424 staff

does have a letter of understanding at the last round of collective bargaining that they have a right to request flexible work. A process is currently available for CUPE 2424 to request flexible work arrangements.

## 5. Business Arising from Previous Minutes

Chair

### 5.1 Debrief Plans/Lessons Learned from COVID

The Office of Risk Management will review the actions taken, lessons learned, etc. once the pandemic reaches an endemic stage. The report will be shared with the community.

**Q1 – Will there be a free testing clinic on campus?** A decision has not yet been made. Free tests are currently being provided by the province to all residents. There may be a need to involve the group benefits provider.

**Q2 – How are accommodations for people with disabilities being handled?** The existing policies for accommodations are being followed.

## 6. EHS Report

Z. Polis

### 6.1 Injury Report Summary

- a. Injury report. Over the past 3 months, we have a total of 53 reports:
  - i. 5 cuts (1 discussed last meeting): all minor. TA minor cut when a glass stopper broke in their hand; student cut their finger when they stuck their fingers in a shark's mouth, during a dissection class; scrape with a tape gun; needle injury in acvs
  - ii. Harassment violence 13 (0 last meeting): TA personal safety concerns from a very persistent student, safety plan drawn up, no issues; mask non-compliance; angry patron losing money in the vending machine athletics; report of what appeared to be a firearm in residence. OPS responded. It was a fake; a CSS officer was struck while attempting to detain an individual; yelling patron at Athletics when asked for vaccination; assisting a C&W staff with an employee with a mental illness; homeless individual; construction worker abusive to parking, removed from site by their supervisor; aggressive patron; call from a student who felt her res fellow was harassing her, is a student with mental health issues, no harassment.
  - iii. Harmful substance/exposure 11 (2 last meeting): COVID workplace exposures from the pool and FMP

- iv. Incident: 4 reports (2 from previous); improper disposal of chemical in Science, corroded 45 gal drum, identified before failed; mouse bite acvs;
  - v. MSD injury 1: reported sharp pain upon being to take off boots (**lost time**)
  - vi. Mental stress 1: following a number of high stress calls, felt unable to return until more rested (**lost time**)
  - vii. Slip Trip Fall 2: C&W cleaner had fallen in Architecture – looking at improving lighting/contrast; tripped on rock/ice debris on walkway between Nicol and Richcraft buildings
  - viii. Struck caught 1: while assembling desks, a cable fell loose and struck individual in face, broke a tooth
  - ix. Good catches 14 (3 last report): smell of gas in University center; report of broken downspout, large chunks of ice; construction materials piled over fresh air intake; water leak in tunnels that avoided a fall; found open access to mechanical space; icy conditions for salt; malfunctioning elevator; trip hazard in the tunnels where floor deteriorated over time, damaged railing in high traffic area; suspicious individuals
- b. Of the 53 reports received, 33 were non-health care, 6 of these resulted in lost time as they were COVID related, and could not come to work. There were 8 listed as health care required (1 last report) (Broken tooth, mouse bite, back injury with boots)

**Q1 – Error Message on phone when trying to submit a good catch report in CU Workspace?** This issue is being looked into Tony will follow up with Nancy. The member was requested to take a screen shot of the error to help investigate the technology issue.

**Q2 – What is the best way to report harassment incidents?** Typically incidents are reported to CSS and sometimes they are reported to EHS, or Student Affairs. Once a formal complaint happens then an investigation will be started. Tony, is chair of the Workplace Harassment Committee and over COVID the communication has fallen off about the process. The Workplace Harassment Committee is starting back up next month and communication will be one of the top agenda items.

## 5.2 Updates

A reminder that NAOSH week is May 1-8, 2022. It has been rebranded Safety and Health Week. Emergency Planning and Healthy Workplace are working together. More communication will follow.

The Health and Safety award is coming again this year and will be out in the Top 5 soon.

EHS is currently working on the annual report and will present on April 11<sup>th</sup> to the Audit and Risk Committee. Nancy will share the report at the June JHSC meeting.

Asbestos and Tunnel Cart policies are under review. New tunnel cart training will be offered on Brightspace. New Cannabis training will also be offered.

EH&S is following up with community members who tested positive for COVID. 111 individuals were contacted in Q1, 84 since March 1.

## **7. Workplace Inspections Summary**

Z. Polis

Linda asking everyone to please be on top of your inspections as they are so very important.

**Q1 – how to renew inspection training certification?** EH&S will organize a training refresher for JHSC members to renew their inspection credentials and focused on how to use the online version of the inspection form. The training will likely be rolled out in mid-April and will include a focus on commonly identified hazards. More information to follow.

## **8. Sub-Committee Reports**

Chair

Terms of Reference Sub Committee has been formed to review the terms of reference. Nancy, Robin, Tony, Linda, Cheryl and Dominique have volunteered to be on this committee.

## **9. Standing reports**

Chair

None.

## **10. New Business**

Chair

### **Harassment – once a complaint is received what is the process?**

Generally, if it is a student complaint it goes through student affairs. If it is academic it goes through Amy Weiss and if it is from an employee then it goes through HR and would go to Devon Reeves (Specialist Employee and Workplace Relations). If an informal resolution is requested then the manager will undertake to solve the issue. If a formal resolution is requested then an investigation is started and often an external investigator is hired.

**What is the follow up process for workplace hazards?** The inspections are completed and then there is a timeframe that the issues should be fixed. These follow ups should be completed by ORM and due to the pandemic, they have been inconsistent. ORM will develop a strategy to ensure these follow ups take place going forward.

## 11. New Ideas /Open Discussion

Chair

**Q1 – Will parking be free this summer?** No, the parking will not be free going forward.

## 12. Next meeting

The next meeting will be June 29, 2022, possibly an in person meeting?

## 13. Adjournment

The meeting was adjourned at approximately 10:40 am.



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Tony Lackey  
Management Co-chair



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Linda Cruz  
Worker co-chair