

**Carleton University**  
**Joint Health and Safety Committee**  
**Minutes of Meeting of November 25, 2020. Meeting #216**  
**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	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	vacant		✓
	OPSEU 404	Justin Messier	✓	
	PSAC 77000	James Lafortune		✓
	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	Patrick Hansen		✓
	Library	Gilles Monast	✓	
	VP Students and Enrolment	James Moretton		✓
	Finance	Tony Lackey	✓	
	Dominion Chalmers	Mara Brown	✓	
<b>Resource/ Secretary</b>	Environmental Health and Safety	Nancy Delcellier	✓	
	Finance	Peter Cech	✓	

<b>Union &amp; HR (special)</b>	CUASA	Deborah Jackson	✓	
	CUPE3778	David Duncan		✓
	CUPE910	Steve McWatty	✓	
	CUPE2424	Jerrett Clark		✓
	CUPE4600			✓
	OPSEU 404	Devon Reeves	✓	
	PSAC 77000	Alberto Tonero		✓
	HR	Debbie Orme-Rego		✓
	Depute Provost	Catarina Barroso		✓

<b>Handouts (Distributed electronically or hard copy)</b>	Agenda (e) Minutes (e)	Incidents/Injuries (e) *Indicates that member arrived later
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<b><u>Items:</u></b>	<b><u>Action:</u></b>
The Management co-chair chaired the meeting. Quorum – quorum was attained	
<b>1. Agenda and Minutes</b>	
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 September 30 2020 (Meeting #215) The Minutes were approved with one change to the EHS report. There had been 3 WSIB reports, not 1, in the previous three months.	
<b>2. Announcements</b> Justin Messier was formally introduced as a new committee member for OPSEU, replacing Michael Radcliffe.	Chair
<b>3. COVID – 19 Discussion</b> Tony provided a COVID update on the Provincial Orders. While Ottawa is in good shape this week, there is some concern looking forward to the winter semester. The Return To Campus working group is focusing on the winter term as well as looking further ahead to the Summer and Fall. Pilot projects for on campus instruction are being considered for the winter term although these would still be primarily delivered online. There are up to 6 pilot projects under consideration. A memo was issued to department Deans to provide the protocols for any pilot projects, with a clause that the project may need to resort to full online delivery in case of any further provincial issued orders related to COVID-19.	T. Lackey/all
<b>4. Business Arising from Previous Minutes</b>	Chair
11-2 Awareness video This item continues to be on hold pending the lifting of COVID-19 restrictions.	C. Leblanc
11-3 Emergency Communications and Washroom Signage This item continues to be on hold pending the lifting of COVID-19 restrictions.	T. Lackey
5-Q1 Water temperature The water temperature issue has been reviewed by FMP and all temperature is within normal operating ranges.	G. Galway (closed)
10.1 Steacie 5 <sup>th</sup> floor fire exits D. Redmond indicated that a consultant, LRI has been retained to review the space. The consultant will provide a report based on their review of the space, changes to the building code and provide recommendations.	C. Leblanc
<b>5. EHS Report</b>	N. Delcellier
5.1 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) No incidents under the Cut category. 2) There was a total of 31 Good Catches occurred in the last 3 months, 14 were COVID-19 related. Good Catches have increased significantly in the past 3 months, items dealt with operations that were setup near air intakes, both cases were addressed. There were 2 Good Catches from FMP – a contractor was working at heights and was tied off to a fixed ladder which is not a secure and safe way to tie off a life line. A ladder was discovered that had not been approved. Both of these cases were addressed. 3) Under the harassment and violence section, the numbers have increased significantly. Issues were all related to people misbehaving to screeners, Athletics personnel or Campus Safety staff when questioned regarding mask wearing. All individuals were informed of the consequences of their behaviour. There were no reports of any repeat incidents. Campus Safety indicated that there is an improvement but still some isolated issues, mainly with delivery drivers. 4) There was an increase in Harmful Substance related to an odour arising from a contractor working in Mackenzie and was resolved. There was a sink hole on Library Road which was quickly caught and repaired to prevent any damage to any vehicles. 5) Repetition – 1 incident involving incorrect lifting due to trying to lift too much weight. Further training was provided. All incidents were investigated, addressed and corrective actions implemented.

## 5.2 EH&S Updates

The province has indicated that they will be conducting more enforcement action in Ontario workplaces. Ottawa was specifically mentioned for enforcement. Carleton could be visited by the MOL as part of the COVID compliance initiative. COVID Safety Plans were updated and are now posted as required. In preparation for an inspection, any employees located on campus are encouraged to ensure that all hand sanitizers have been topped up and to notify FMP if there are shortages. Employees are encouraged to report concerns such as screening gaps, so the university can mitigate the issues in advance of any MOL inspection.

## 6. Workplace Inspections Summary

L. Cruz

Linda indicated that areas where staff are currently working should be targeted for inspection. Steacie, Minto, and Maintenance should all be reviewed by the end of December 2020. Athletics was inspected earlier during the summer. This would demonstrate compliance. Alison Jaworski, Graham Galway, FMP and James Lafortune volunteered to conduct the inspections. Tony added that the Inspections Committee will get together in the New Year to create a schedule for 2021. A focus will be to ensure buildings are ready in advance of a larger return to campus in the fall.

## 7. Sub-Committee Reports

Chair

None

## 8. Standing Reports

Chair

None

## 9. New Business

Chair

### 9.1 Tunnel Use by Unauthorized Individuals

There has been an increase in students use of the tunnels recently and who state that they are not aware that they are not allowed to access the tunnels. Students are indicating that they are being told by FMP that they are allowed to use the tunnels. Tony indicated that the use of tunnels is presently under review and will be discussed by the Steering Committee. A decision will be made shortly and a revised communication will go out regarding the use and access of tunnels for students.

### 9.2 In Person Instruction

The Return To Campus committee indicated that advisories will be sent out once any pilot projects are approved. All pilot projects contain the caveat that if lockdown orders are issued after approval, the projects will comply with the orders.

### 9.3 Issues with Screeners

Campus Safety want to be notified of any unmanned posts, especially in light of inspections that are likely coming up from the Ministry of Labour. Is it possible to have staff even temporarily fill in while a screener may have to excuse themselves from their post. Tony indicated that Securitas screeners does have a relatively high turnover in their staffing and this requires constant training to ensure that new staff are up to date on the university's protocols. The Return To Campus committee will discuss the issue of ensuring that all screening posts are constantly having people at the post. Nancy added that there are some limitations as a result of the fact that Securitas is a third party and there is only so much control the university has in this matter.

### 10. New Ideas /Open Discussion

Chair

None

### 11. Next meeting

The next meeting will be **Wednesday, January 27, 2021**, at 9:00 AM, in Microsoft Teams  
As with previous meetings, union leadership are invited.

### 12. Adjournment

The meeting was adjourned at approximately 10:00 am



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Tony Lackey  
Management Co-chair



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Linda Cruz  
Worker co-chair