

Carleton University
Joint Health and Safety Committee
Minutes of Meeting of November 24, 2021, Meeting #221
Microsoft Teams Meeting, 9:00 am

Membership	Representing	Name	Present	Regrets
Worker Members (14)	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 Kavanagh	✓	
	CUPE 4600-1	VinuSubashini Rajus	✓	
	CUPE4600-2	Ali Ghabarbeighi	✓	
	CUASA	Dominique Marshall	✓	
	CUASA	James Green	✓	
	OPSEU 404	vacant	n/a	
	PSAC 77000	Hayat El Fazani	✓	
	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	Mark Debruyne	✓	
	Library	Gilles Monast	✓	
	VP Students and Enrolment	James Moretton	✓	
	Office of Risk Management	Tony Lackey	✓	
	Dominion Chalmers	Mara Brown		✓
Resource/ Secretary	Environmental Health and Safety	Nancy Delcellier	✓	
	Office of Risk Management	Peter Cech	✓	
	Secretary	Monica Fulton	✓	

Union & HR (special)	CUASA	Deborah Jackson	✓	
	CUPE3778	David Duncan		✓
	CUPE910	Steve McWatty		✓
	CUPE2424	Jerrett Clark		✓
	CUPE4600	Narges Zare		✓
	OPSEU 404	Devon Reeves		✓
	PSAC 77000	Alberto Tonero	✓	
	HR	Debbie Orme-Rego		✓
	Depute Provost	Josh Hruschka	✓	

Handouts (Distributed electronically or hard copy)	Agenda (e)	Inspection Schedule (e)
	Minutes (e)	Incidents/Injuries (e)
	COVID Updates (#26- #32) (e)	*Indicates that member arrived later

Meeting Started at: 9:06 am.

Items:

Action:

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

1. Agenda and Minutes

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|-----|--|-------|
| 1.1 | Call for Agenda Items
No new items. | Chair |
| 1.2 | Approval of Agenda
The Agenda was approved as written. | Chair |
| 1.3 | September 29, 2021 (Meeting #220)
The Minutes were approved as written. | Chair |

2. Announcements

Chair

Mark Debruyn is replacing Patrick Hansen as Athletics representative. Jim Green from FED has been welcomed back to the committee to represent CUASA. Union leaders from CUPE were thanked for their attendance despite having other commitments to the CUPE National Conference.

3. COVID – 19 Discussion

T. Lackey

The university is moving in a conservative manner to come back to campus. Looking at having more in class sessions in the winter term. Vaccination rates are very high. The level of vaccinations for on-campus students are at 98.9%, while employees have a similar rate. We are not at 100% quite yet because some individuals have not yet returned to campus and have not completed their attestations. Individual cases are currently being handled for those that are not vaccinated. Affiliates on campus have a vaccination rate of 97.2%.

Ambassador program will continue through to April with minor refinements. There may be a reduction in ambassadors beginning in February due to high rates of vaccination.

Labs for the winter term and classroom capacity have been reviewed by EHS. This will determine whether capacity can be increased while still maintaining a measure of physical distancing.

The media has reported that Carleton is not returning to full on-campus capacity despite other universities being at full capacity. Due to Carleton's conservative approach, we will slowly increase capacity while being mindful of the current COVID situation.

A concern was shared by a Worker member about the International Travel Checklist and the associated communication surrounding confusion about its use. The member recommended that additional communication by Leadership is needed to clarify.

Q1 – Appears that students were given mixed messaging regarding their return to campus? Students were told they would be provided at least some in-person class experiences. There were some students that due to limitations of the system, they may have ended up with on-line classes only.

Q2 – Are there different physical distancing between classes and labs? There was a change in the regulations for physical distancing in instructional spaces. The distancing has been decreased somewhat in line with those regulations. Research areas were not deemed to meet the instructional spaces definition and as such those capacities have not changed. The regulations are inconsistent in their approach on campus when they're applied to the university's various buildings depending on the operation and space allocation within the building, the university is adopting the regulations to maximize the space within each building given the unique operations of each building. The university's environment makes it difficult to apply a blanket solution. Further changes to the regulations are likely coming January 17, 2022.

Q3 – Is there any information on the booster shot or any concerns about children getting vaccinated? No new information has been provided regarding booster shots. The university will continue to recommend in line with public health recommendations. The child vaccine will be for children from ages 5 to 11. The university's expectation is that the screening program will extend to those children once they have been vaccinated.

4. Business Arising from Previous Minutes

Chair

There was none.

Q1 – Why are the tunnels open to some individuals? The tunnels are currently restricted because there is minimal ventilation and it would not be safe to have high volume in the tunnels. Currently the ventilation is being reviewed, however due to supply chain issues, the issue with ventilation will not be resolved in the near future because FMP cannot obtain the required parts to upgrade the ventilation. We are restricting numbers in tunnels to ensure safety for individuals who need the tunnels for the accepted reasons. Select individuals have access to the tunnels for mobility, accessibility or work-related reasons and can contact covidinfo@carleton.ca to request a pass for access.

5. EHS Report

N. Delcellier

5.1 Injury/Incident Summary

Members received the summary report and the following were highlighted"

- a. Cut (1): worker scratched the inside of their wrist while training
- b. Harassment (17): 2 of which were reported at previous meeting. Many of the incidents classified as harassment are disruptive behaviours. Of note:

- i. Call from worker that received suspicious/generic hate emails, referred to OPS
- ii. Faculty member received threatening email
- iii. Altercations on a construction site – construction workers banned from Carleton and the construction company
- iv. Staff members received hateful emails and posts in housing
- v. Call from Ice House suspicious male, wearing a mask making inappropriate comments
- vi. Issues with individuals not screening and becoming aggressive, or ignoring the ambassadors
- vii. Suspicious male yelling about being homeless
- viii. Call from a supervisor to work out a safety plan for a staff member at risk from domestic violence (CSS and HR are working on this)
- c. Critical Injury: tunnel cart injury – draft recommendations from the investigation were discussed.
- d. Incidents: (13): of note:
 - i. Issues of fraud with vaccine attestations, referred to OPS
 - ii. Individuals spit on patrol car

Q1 – How do we know that workplace violence and harassment complaints are being properly addressed? There is a formal program that is followed by all members of the community, as well as mandatory training. The program allows for different avenues to raise a complaint.

5.2 EH&S Updates

EHS has been following up on vaccinations. Currently they are down a staff member as David Hunt is completing a career development assignment (CDA) with the Faculty of Engineering, however a new individual will be joining the team on Monday November 29th.

Slides were also shared with the committee regarding a specific critical injury that occurred with a Carleton worker on October 27, 2021. Recommendations were made and presented to the committee as result of an investigation that occurred with MLTSD. The worker is currently recovering well at home. The final report will be shared with the committee and the Ministry. This should close the investigation so recommendations can begin to be implemented.

Q1 – Where do the draft recommendations get sent, who is approving the recommendations, how are the recommendations going to be implemented? The report will be distributed to stakeholders along with those individuals using carts along with FMP. Senior Management Committee will review the golf cart policy when it goes for review in January. FMP will implement these recommendations as well as other stakeholders that use the carts. If these recommendations are endorsed, they will be forwarded to the VP of Finance and Administration for implementation. Training will be developed by the Office of Risk Management.

Q2 – Is there any space in the recommendations to check with the company who manufactured the cart in 1997 to see if there are any improvements or changes? The university reviewed the 1997 operator's manual and the most recent manual. The recommendation in the report that deals with preventative maintenance was based in part on the review of the manuals.

Q3 – Does the vehicle policy cover fleet as well as personal vehicles used for work purposes?

Currently these processes are being reviewed with the view that safety checks would be required.

6. Workplace Inspections Summary

Chair

Congratulations were shared for the inspections completed thus far on campus. Currently there are outstanding inspections that need to be completed before the end of the year. A spreadsheet will be shared with the committee to highlight what is outstanding. Inspections need to be done by a Worker member, ideally along with a Management member, but the Worker can do the inspection alone. Master keys and the corresponding access card can be obtained from FMP to access specific rooms on campus.

Q1 – When will the Solar House no longer be part of the construction zone near the Bronson and parking lot construction? It is likely that there will be special permission granted to access the building. PPE will need to be worn during this visit, however follow-up will occur.

Q2 – Has Nicol building been added to the schedule? EHS to confirm and add it if not already on the list.

7. Sub-Committee Reports

None

Chair

8. Standing Reports

None

Chair

9. New Business

Chair

Dan Redmond commented on the use of salt on campus. Clearing sidewalks, walking paths and roads is contracted out. Building entrances, doorways and stairs are maintained by FMP. FMP has tried numerous options to clear ice as a salt alternative. In extreme temperatures, these alternate methods do not perform well and are extremely costly. FMP begins salting traffic areas several hours prior to expected poor weather conditions. This will ensure we provide a safe environment to those on campus. Discussions occurred about reusing salt, however this is not an option due to the large surface area on campus and the risk of contamination impacting machinery.

Dan also commented that in past years, individuals were directed to tunnels due to potential bad weather however with COVID this is not an option. An additional Top 5 announcement was discussed to emphasize how FMP clears the pathways for safe mobility on campus.

A member indicated that there are many faculty who would likely be willing to participate in studies involving salt alternatives.

10. New Ideas /Open Discussion

Chair

Next COVID-19 Update meeting may possibly be cancelled depending on new information to share.

11. Next meeting

The next meeting will be January 26th on Microsoft Teams.
As with previous meetings, union leadership are invited.

12. Adjournment

The meeting was adjourned at approximately 10:41 am.



Tony Lackey
Management Co-chair



Linda Cruz
Worker co-chair