

Carleton University
Joint Health and Safety Committee
Minutes of Meeting of November 27, 2019. Meeting #211
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	✓	
	Non Union	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	Rana Amache		✓
Employer Members	Human Resources	Robin Karuna	✓	
	Facility Management & Planning	Dan Redmond	✓	
	University Services	Kevin Mann	✓	
	Faculty of Arts & Social Sciences	Cheryl Murphy		✓
	Faculty of Science	Gail Atwill	✓	
	Faculty of Engineering and Design	Laura Wilson	✓	
	Campus Safety Services	Brian Billings		✓
	Athletics	Bruce Marshall		✓
	Library	Gilles Monast	✓	
	VP Student Affairs and Enrolment	James Moreton		✓
	Finance	Tony Lackey (co-chair)		✓
Resource/ Secretary	Environmental Health and Safety	Nancy Delcellier	✓	

Handouts (Distributed electronically or hard copy)	Agenda (e)	Incident/injury/good catch report (h)
	Minutes (e)	WISE report (h)
	Inspection Schedule (e)	
	Draft terms of reference (e)	*Indicates that member arrived later

Items:

Action:

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

1. Agenda and Minutes

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

Chair

The Agenda was approved

1.3 Approval of Minutes of September 25, 2019 (Meeting #210)

The Minutes were approved.

2. Announcements

Chair

Laura Wilson was welcomed as the new representative for the Dean of FED.

James Green will be returning, representing CUASA at the January meeting

Dave Hunt was welcomed as a guest to discuss the JHSC Inspections in CuWorksafe.

3. Special Guest – Dave Hunt

Dave Hunt updated members on the progress to bring the inspections to a paperless process.

A demonstration of the software was provided, including the two types of inspection questionnaires, and the confirmation when a building is complete. Members were pleased with the system and looking forward to using for the December inspections. Each member needs to be set up in the system to provide the proper access rights. For members who were away, this will occur in January.

4. Business Arising from Minutes of Previous Meetings

18-21 Workplace Violence

M. Radcliffe

Deferred to next meeting, as the manager of Student Affairs was not fully familiar with the portfolio. Tony to invite to next meeting.

19-03 Workplace Violence

A. Santos

Deferred until the new manager student affairs can speak to the portfolio.

11.1 Tunnel cart safety

K. Mann

A small survey was completed to evaluate if there have been changes in behaviour. Feedback indicated the wording needed to be larger to be noticed. This larger font message will be deployed in strategic locations in the New Year. FMP staff who operate tunnel carts will assist in identifying locations. Because tunnel traffic is heaviest at class changes, reminders will be provided.

11.2 Short awareness video for classrooms

C. Leblanc

C. Leblanc suggested that a short awareness video would be a very useful tool for faculty members.. B. Billings, T. Lackey and N. Delcellier to work on.

11.3 Emergency communication using washroom signage

A. Santos

A. Santos updated the committee, and provided a draft of the proposed signage. All members were supportive, and a motion was made to request funding from the VP Finance and Admin.

Motion:

A Recommendation is made to the Vice President, Finance and Administration, that funding, in the upset amount of \$5000, be approved for the design, production and installation of signage in washrooms and designed areas. The signage would provide contact information for support services available on or off campus.

The proposed signage has been reviewed and endorsed by Health and Counselling, Equity and Inclusive Communities, Campus Safety Services, Human Resources, Environmental Health and Safety and Risk Management.

All members agreed. N. Delcellier to send recommendation to the VP, on behalf of the co-chairs. Ana was thanked for her leadership.

- 19-11 WISE Report M. Radcliffe
(closed)
B. Billings summarized the report, which focused on improved lighting, landscaping, safe path system and cameras and pathways for safety and accessibility. CSS and FMP working on implementation of recommendations, both short and longer term. Members felt that this was a great report, but would have liked to specifically have the JHSC included. Members were reminded that there were multiple opportunities for the community to participate, and some of the individual members did join the walks.
- 19-13 Building Inspection Reflection K. Heuff
Defer. D. Redmond and K. Heuff to review any residual concerns.
- 19-14 Architecture pedestrian walkway safety K. Heuff
(closed)
Bollards were placed in the locations of concern but had to be removed to allow additional Work to proceed. They were to be returned again, but it is understood that they may not stand up to the wear and tear of the location. As previously discussed, the Nicol landscaping plan to include safety elements, including for this location.
- 19-15 Terms of Reference N. Delcellier
(closed)
The subcommittee met and provided the draft to the committee. Members were in agreement with the changes. Terms of Reference were accepted. The new version will be sent to the VP Finance and Admin.

5. EHS Report

N. Delcellier

5.1 Injury/Incident Summary

Members were provided with a summary report/graphs created from Cu_WorkSafe for the past three months. A number of injuries of note were highlighted and discussed. These included: 1) Slip trip fall – (student in architecture (hands full, misstep); student fell in the library, not paying attention; employee struck head on pillar, not watching where going, employee tripped on raised sewer grate, slip on icy sidewalk, student slipped on rocks, scraped shin while on field activity in river); 2) Exposures – (illness from students spray painting in Architecture; exposure to concentrated acid); 3) Musculoskeletal – (injury to attendant care staff involved in patient lift); 4) cycling – (employee struck gate at Oxbow park, did not see with sun, resulting in critical injury; injured cyclist from a pot hole); 5) Struck by – (student in a wheelchair was injured when another student took what he thought was a shortcut, and when turning around, opened the door into student; tunnel cart incident whereby student's jacket caught on tunnel cart); 6) Small fire in Mackenzie from a research project; 7) chemical spill in Mackenzie, improperly stored container; All incidents were addressed and corrective actions implemented.

M. Radcliffe inquired if a recent medical response to a reported stabbing was reported in CuWorksafe.

A. Santos likewise asked if sexual violence involving students was recorded in the system.

A subcommittee to discuss incident reporting was requested: M. Radcliffe, Santos, K. Heuff,

T. Lackey, B. Billings, R. Karuna and N. Delcellier. A meeting to be established early in the New Year.

5.2 EH&S Updates

The following were reported: 1) Together with CSS developed infectious disease response protocol, as part of scenario training with university services. 2) New FED addition 3) Submitted a campus wide Cannabis application for research 4) Respect and Safety training launched - over **1100 people completed**. 5) New program - Health and Safety Excellence 6) Updated Lab Safety Manual 7) Further EHS training moving to online 8) Working on CuWorksafe for inspections 9) JHSC members attended "Partners in Prevention" very positive feedback.

- 6. Workplace Inspections Summary** K. Heuff
K. Heuff asked members to prioritize their inspections as we approach year end. Members should advise the worker co-chair and Director of EHS if they require assistance. Members will use the online inspections in CuWorksafe where possible.
- 7. Sub-Committee Reports**
Terms of Reference – discussed above
- 8. Standing Reports** Chair
none
- 9. New Business** Chair
- 9.1 Accessible Parking on Campus (19-16) K. Heuff
K. Heuff indicated concern that accessible parking is being reduced. Further, the existing campus parking maps need to be updated. B. Billings advised this is in progress, and is working with HotSpot to overlay maps. Updates expected in January.
- 9.2 O Train Bridge (19-17) K. Heuff
K. Heuff inquired if there are plans to leverage the bridge to assist with congestion. D. Redmond expressed concerns that opening up for an additional traffic might increase health and safety concerns. Thus, in the short term, there are no plans, but in the longer term, when the O Train shuts down, bridge repairs would occur, and this could be reviewed.
- 9.3 Emergency Preparedness Training (19-18) K. Heuff
K. Heuff indicated that at caucus, members had expressed concern over the content of the Recent training. Members identified that they appreciated the scenario approach, but felt it was more of a conversation starter, increasing awareness, than an actual training. Might be useful to reframe expectations for participants. (closed)
- 10. New Ideas** Chair
None
- 12. Next meeting**
The next meeting will be **Wednesday, January 29, 2020**, 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