

**Carleton University**  
**Joint Health and Safety Committee**  
**Minutes of Meeting of October 3, 2018. Meeting #205**  
**Herzberg 301, 9:00 am**

Membership	Representing	Name	Present	Regrets
<b>Worker Members</b>	CUPE 2424	Graham Galway		✓
	CUPE 2424	Shari Levac	✓	
	CUPE 2424	Samantha Shortt	✓	
	CUPE 2424	Kim Heuff	✓	
	CUPE 910	J.P. Sabourin	✓	
	CUPE 910	vacant	n/a	
	Admin Tech	Andrea Fowler	✓	
	CUPE 3778	John Kavanagh	✓	
	CUPE 4600-1	Ana Santos	✓	
	CUPE 4600-2	vacant	n/a	
	CUASA	Carmen Leblanc	✓	
	CUASA	vacant	n/a	
	OPSEU 404	Michael Radcliffe	✓	
	PSAC 77000	Chav Chhiv		✓
<b>Employer Members</b>	Human Resources	Robin Karuna	✓	
	Facility Management & Planning	Kevin Gallinger		✓
	University Services	Kevin Mann	✓	
	Faculty of Arts & Social Sciences	Susan Jameson	✓	
	Faculty of Science	Gail Atwill		✓
	Faculty of Engineering and Design	Salim Juma	✓	
	University Safety	Brian Billings	✓	
	Athletics	Bruce Marshall	✓	
	Library	Gilles Monast	✓	
	VP Student Affairs and Enrolment	James Moretton	✓	
	Finance	Tony Lackey (co-chair)	✓	
<b>Resource/ Secretary</b>	Environmental Health and Safety	Nancy Delcellier	✓	

<b>Handouts (Distributed electronically or hard copy)</b>	Agenda (e)	*Indicates that member arrived later
	Minutes (e)	Incident/injury/good catch report (h)
	Inspection Schedule (e)	Draft Workplace Violence Prevention policy (e)
		Draft Workplace Violence Prevention policy (e)
		Draft EHS Policy (e)

**Items:**

**Action:**

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

**1. Announcements**

Chair

Shari Levac was congratulated on being elected the new worker co-chair  
New members Sam Shortt and Carmen Leblanc were welcomed to the committee  
Trevor Manning advised that he will be stepping down, union leadership to be approached to

identify a new member.

## 2. Agenda and Minutes

### 2.1 Call for Agenda Items

Chair

- 18-7 Robertson Hall Safety office target hardening (M. Radcliffe)
- 18-8 Employer responses to workplace violence (Policy/right to know) (M. Radcliffe)
- 18-9 Certified Member duties (M. Radcliffe)
- 18-10 CTTC False alarms (M. Radcliffe)
- 18-11 Construction fencing (M. Radcliffe)
- 18-12 Sexual Violence Policy (A. Santos)

### 2.2 Approval of Agenda

Chair

The Agenda was approved with the additional items

### 2.3 Approval of Minutes of June 27, 2018 (Meeting #204)

18-5 Reports to the JHSC on cases of sexual violence. It was felt there was a need to further discuss, as DUS often receives reports related to sexual violence. The original issue was related to the CUPE2424 collective agreement clause. A more fulsome discussion could occur under a new topic. 5. Workplace inspections summary. Concern was raised that inspections conducted by management members only introduced bias. A member indicated that one factor which influenced not having Worker members for all inspections was training for new members. The worker co-chair indicated that a review of management member only inspections found equal or increased workplace deficiencies, which would appear to negate the bias concern. Minutes were approved with these additions.

## 3. Special Guests

T. Lackey

- 1) Gary Nower was introduced as the new AVP for Facilities Management and Planning. Has been with Carleton for only 4 weeks, but was previously involved with the JHSC at previous organizations. He thanked the members for the excellent work they do on behalf of Carleton to keep the workplace safe for all. G. Nower remained for the entire meeting to assist in understanding any issues that members might have.
- 2) Dave Hunt provided a demonstration of Cu\_Worksafes, inspection module, as a follow up to the original consultation/demonstration. The consultant took members feedback into consideration and have provided a product more aligned with Carleton needs. The philosophy remains the same, in that a tablet (mobile device) will be used for inspections, but the template is much more user friendly. The intent is for members to start using in early 2019.

## 4. Business Arising from Minutes of Previous Meetings

### 17-13 Tunnel occupant conduct interacting with golf-carts

J. Moreton

J. Moreton confirmed that a communication was sent to students for Fall Orientation. Messaging was also provided during campus tours. An article in Reddit from a student, reminded students to Stay to the Right. The idea of developing a value was not pursued at this time, however if the need resurfaced, the idea could be re-examined. Members raised the idea of signage/markings on the tunnel walls or floor. Perhaps when repainting stop lines, that adding messaging about "Keep to the Right" could be considered. FMP to discuss.

### 18.6 Cannabis on Campus

T. Lackey

T. Lackey advised that the new government made changes to the proposed cannabis legislation, which would allow for smoking of cannabis in public places. Senior Leadership are examining implications and options for policies. Discussion ensued on ideas such as having a non smoking campus, fines for smoking when not permitted, the issue of impairment leading to sexual violence (would fall under the current investigative guidelines). T. Lackey confirmed that as owners of

the campus property, Carleton is within their right to enact policy which may be more restrictive than the Act. Information from Ottawa Public Health was distributed.

#### **4. EHS Report**

N. Delcellier

##### **4.1 Injury/Incident Summary**

Members were provided with a summary report/graphs created from Cu\_WorkSafe. A total of 236 entries (Good catch/incident/injury) were reported since start of the year. A number of incidents of note were highlighted and discussed. The committee provided feedback on the report format, recommending that the Good Catch entries be removed from the summary graph and presented separately, as the larger numbers may mask other trends. Details of a number of incidents of note were provided successful (use of naloxone by DUS on an OC Transpo bus; a worker on a swing stage suffered an anxiety attack and was successfully removed to safety by the supervisor; a worker from C&W suffered a fracture when fell from a cleaning machine in July; social media threat of violence to campus, benzene spill). All incidents addressed and corrective actions implemented. Cu\_Worksafe facilitates the act of closing corrective measures.

##### **4.2 EH&S Updates**

The following were reported: 1) Efforts continue on Cu\_Worksafe to ensure implementation of inspection and audit phase early 2019. 2) WHMIS 2015 implementation remains outstanding as universities working with MOL to introduce regulatory change, given financial impacts. 3) Filming of WV&H to start this week, members will be invited to renew once infrastructure has been implemented. 4) five health and safety related policies will go to Senior Management in October. Feedback provided on Violence policy will be considered. 5) While there were no impacts from the tornado on Carleton operations, members were asked for feedback to enhance emergency procedures. 6) Benzene spill. Were there any questions?

#### **5 Workplace Inspections Summary**

T. Lackey

Since the last meeting, a number of inspections were completed by our new members. Thank you to Ana, Sam and Carmen! Members were asked to contact Nancy to assist in identifying who would complete unassigned areas. An updated schedule will be forwarded shortly.

#### **6 Sub-Committee Reports**

##### Inspection subcommittee

N. Delcellier

No further meetings

##### Training subcommittee

N. Delcellier

No further meetings .

##### NAOSH

N. Delcellier

Preparations to begin later in the year

#### **7 Standing Reports**

none

#### **8 New Business**

##### 8.1 Robertson Hall Safety office target hardening (18-7)

M. Radcliffe

M. Radcliffe advised of a study further to a violence incident outside of the CSS Office in Robertson. A number of recommendations for improvement were identified, with many of these completed (enhanced lighting levels through LED lighting upgrades), however some items remain outstanding. B. Billings to follow up with FMP to complete.

### 8.2 Workplace V&H Policies (18-8)

M. Radcliffe inquired as to why there was a difference between the Workplace Violence and Workplace Harassment Prevention policies. The difference is due to the requirement under the Act to provide a written summary of the results of harassment investigation. No such requirement exists for violence. Feedback will be considered.

M. Radcliffe  
(closed)

### 8.3 Certified Member duties (18-9)

Further to completing Part 1 JHSC certification training, M. Radcliffe inquired about how Carleton addresses certified member duties. These are defined in the Terms of Reference. Currently, only Kim Heuff is a certified worker member. Once John Kavanagh and Mike Radcliffe have completed their training, they will be added to list of members to contact for can be contacted for accident investigations, MOL visits and investigations, work refusals and industrial hygiene testing.

M. Radcliffe  
(closed)

### 8.4 CTTC False alarms (18-10)

M Radcliffe expressed concerns that there had seemingly been a large number of false alarms in CTTC. N. Delcellier provided the following. There were 6 false alarms since August 2017. In CTTC the detectors are aspiration type, drawing air form the elevator shaft. These detect particulates in the air that can be dust, or even water vapor due to high humidity. The sensitivity was adjusted.

M. Radcliffe  
(closed)

### 8.5 Construction fencing (18-11)

M. Radcliffe expressed concern that on at least two occasions, construction fencing fell over during strong wind events, striking pedestrians in one case. In addition, there is a need to ensure that signage mounted on construction fencing does not create visibility hazards. N. Delcellier to discuss with Construction Services.

M. Radcliffe

### 8.6 Sexual Violence Policy (18-12)

A. Santos had questions related to specific details of the policy, including what is reported, to whom, as well as overall understanding of the policy and how it relates to Health and Safety on Campus. B. Billings also indicated that the Sexual Violence Risk Survey will be sent out next month. T. Lackey to invite Ms Bailey Reid, Coordinator of Sexual Assault Services to an upcoming JHSC meeting.

A. Santos

## **9. New Ideas/Open Discussion**

None

## **10. Next meeting**

The next meeting will be **Wednesday, January 30, 2019**, at 9:00 AM, Room 617 Robertson

## **11. Adjournment**

The meeting was adjourned at 10:40 am



Tony Lackey  
Management Co-chair

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Shari Levac  
Worker co-chair