

Carleton University
Joint Health and Safety Committee
Record of Meeting of September 28, 2016. Meeting #195
Robertson 608, 9:00 am

Membership	Representing	Name	Present	Regrets
Worker Members	CUPE 2424	Beth McLarty Halfkenny (co-chair)	✓	
	CUPE 2424	Peter Mosher		✓
	CUPE 2424	Lauren Boivin		✓
	CUPE 2424	Gaston Taylor	✓	
	CUPE 910	J.P. Sabourin	✓	
	CUPE 910	Trevor Manning	✓	
	Admin Tech	Andrea Fowler		✓
	CUPE 3778	John Kavanagh		
	CUPE 4600-1	Wesley Petite	✓	
	CUPE 4600-2	Timothy Di Leo Browne	✓	
	CUASA	Inna Bumagin	✓	
	CUASA	James Green	✓	
	Opseu	Michael Radcliffe	✓	
Employer Members	Human Resources	Gina Maddalena	✓	
	Facility Management & Planning	Kevin Gallinger	✓	
	University Services	Kevin Mann		✓
	Faculty of Arts & Social Sciences	Susan Jameson	✓	
	Faculty of Science	Valerie Pereboom		
	Faculty of Engineering and Design	Brian Laughton		
	University Safety	Brian Billings	✓	
	Athletics	Bruce Marshall	✓	
	Library	Gilles Monast		✓
	Finance	Tony Lackey (co-chair)		✓
Resource/Secretary	Environmental Health and Safety	David Hunt	✓	

Handouts (Distributed electronically or hard copy)	Agenda (e)	current 2016 injury report (h)
	Minutes (e)	Inspection schedule (h)
		Sections of the OHSA pertaining to inspections (23-29)

Items:

Action:

1. Agenda and Minutes

The meeting was chaired by the Worker co-chair

1.1 Call for Agenda Items

Chair

16-14 Gas Leak at Maintenance Building (K. Gallinger)

16-15 Construction Management (??)

16-16 Voip phones and power outages (G. Taylor)

16-17 Dunton Tower Electrical and Water Issues (G. Taylor)

16-18 Loeb Washrooms (G. Taylor)

- 1.2 Approval of Agenda Chair
Quorum not achieved at 9:10 a.m., members still approve agenda.

- 1.3 Approval of Minutes – March 30, 2016, Meeting #193 Chair
Quorum not achieved at 9:10 a.m., meeting minutes to be approved at next meeting.

2. Announcements Chair

Two guests were welcomed to the meeting: Art Ullett, President CUPE910, and Antonella Pucci from CUPE4600.

The Chair called for a respectful dialogue between members to be maintained throughout the meetings:

"I would like to thank committee members for their service and for working so hard to make this a safe space for all of us to present our views and engage in dialogue about issues of Health and Safety on campus. I would like to remind everyone to be respectful to your fellow committee members, recognizing that we are all volunteers either by virtue of our interest, or our job responsibilities and expertise, who have come with the intention of ensuring our colleagues, students and visitors have a healthy and safe place in which to work and study. Thank you."

3. EHS Report D. Hunt

3.1. Injury Summary

No significant injuries reported since the last meeting in June, 2016. There was appreciation for the report being sorted by type. It was noted that we are starting to see more good catches being reported and the volume of reporting is starting to be more representative of the base of the injury pyramid. It was recommended if over time we could get more substantive reporting metrics surrounding good catches that are reported. For instance, determine if there are categories of good catches that would allow the lumping together of instances that would allow for trending and a more concrete idea of the benefit of capturing this data.

3.2. EH&S Updates

- 1) Lock-out/Tag-out (LOTO) program is rolling out within FMP across all trades. The intent is that this program will have implication for departments across campus and will be the LOTO program across campus. This will create a more consistent approach, and capture/educate academic units such as Engineering, Science, contractors etc.
- 2) Fume hood and Biological Safety Cabinet inspections were completed in August by a new service provider. Some problems were noted and they will be back in October. Over 50 fume hood monitors were installed on hoods where monitors were either broken or didn't exist. The value of these real time monitors were noted last night in LSRB.
- 3) We are continuing our building Fire Evacuation drills with our fall campaign of academic and administrative buildings. We completed Residence complex at the start of September right when the new students arrived.

4. Workplace Inspections Summary

B. McLarty -
Halfkenny

Inspections are proceeding as per the 2016 schedule, however as per the recent reminder, a number of inspections are behind schedule. Members were reminded that they are responsible to advise the co-chairs if they are unable to fulfill their obligations. Members were reminded that the critical element is to ensure that at least part of the campus is inspected every month, with the entire campus inspected annually.

A discussion surrounding how to streamline the process occurred in an attempt to decrease the amount of time to see actions taken by the required parties. It was suggested that the reports go directly to the FMP Service Centre; however, it was noted that this would take the responsibility away from the owners of the space who under the OHSA have the responsibility and right to choose how to mitigate risk. Furthermore, there may be instances where the solution requires a charge to the owner of the space and as a result they need to be involved in the process.

Going forward, the process to send the reports to Nancy Delcellier will continue and during the inspections consideration should be given as to whether the item is a maintenance issue, and concern to be addressed, or an issue that needs to be addressed immediately as a 'Do It Now' (DIN) request. If it is believed that the concern is a DIN issue then a call should be made to FMPSC and Nancy Delcellier. Additional training on how to conduct effective inspections was discussed. The EHS Data management solution should alleviate many of the delays given the automated Workflows.

5. Sub-Committee Reports

NAOSH subcommittee

N. Delcellier

No report provided. N. Delcellier to provide update at next meeting.

Inspection subcommittee

T. Lackey

No report provided. T. Lackey to provide update at next meeting.

6. Business Arising from Minutes of Previous Meetings

15-10 Exam Safety

T. Lackey

T. Lackey to provide update at next meeting. It was noted that DUS prioritize situations based on the information that they have at hand. It was reported that the incident had already occurred and therefore, the immediate risk had decreased.

16-09 Dunton Tower Cleanliness

J. Green
(closed)

K. Gallinger indicated that the Dunton Tower stairwells are cleaned 2 times per week. He indicated that he had completed spot checks last week and this week and no concerns were noted. It was noted that if the occupants have a concern over the cleanliness of the stairwells to please call FMPSC. The committee confirmed the concern was resolved.

16-11 Emergency Telephone Signage

M. Radcliffe

K. Gallinger to follow up and report back to the committee on the status of this concern.

16-13 Dangerous Intersections

W. Petite/M. Radcliffe
K. Gallinger

B. Billings indicated that in the month of October they will be completing an educational

campaign directed towards motorists and cyclist on campus. The purpose of the project is to improve awareness on campus and they will be handing out leaflets about moving violations. DUS advised that with the updating of speed limits on campus, they will be shifting their education campaign to an enforcement approach at the end of October through the issuing of fines.

M. Petite raised the issue over three specific intersections where there is a safety concern: 1) the bike path next to parking lot #4, under the O-Train overpass, 2) the River building main entrance next to the Ghandi statue, and 3) the new intersection on University Avenue leading to Bronson Avenue.

To address the bike path concern, it was indicated that there is signage indicating that cyclists and skateboarders are to yield to pedestrians. It was noted DUS is unable to enforce pedestrian walkways as it is not part of the CU bylaw. K. Gallinger indicated that he would look into enhanced signage and the possibility to install a convex mirror at the overpass.

As it relates to the River building entrance, K. Gallinger recognizes that there is a concern and is working on an appropriate solution.

Finally, for the new intersection next to Bronson Avenue, it was noted that in a report the traffic engineers stated that the current configuration was the best option to address the traffic flow coming from the other side of the tracks. In the last month changes have been made to the intersection, such as: remove cross-walk signage on one side of the intersection and increase the size of the stop sign. The committee requested that they would like to see a study looking at the pattern of use of the intersection over the next year. K. Gallinger indicated that FMP will continue to look at the intersection, its functionality relative to traffic use and FMP will continue to receive user comments.

7. Standing Reports

7.1 EMCO

B. Billings

Good progress is occurring on Business Continuity Plans with the desire to be completed by the end of November. DUS is currently looking for a coordinator to fill the role going forward based on funding received. B. Billings advised that the emergency response procedures are close to being completed. B. Billings indicated that they are planning on completing a table top exercise in 2017.

7.2 Mental Health Strategy

T. Lackey

T. Lackey to report at next meeting.

8. New Ideas

B. McLarty –
Halfkenny

None were mentioned at this time.

9. New Business

9.1. Maintenance Building Gas Leak (16-14)

K. Gallinger
(closed)

During preliminary digging, a gas line feeding the Butler building and STC was nicked. It was noted that prior to digging, tracing was completed but no line showed up during the investigation. It was later determined that the tracing cable was broken and therefore there was no conductivity and could not have been seen during the preliminary investigation.

After the leak, the line was capped and taken out of service. Discussion followed regarding recent reports of gas leaks at the Ice House and the proper protocol. There are reportedly still instances where the Ottawa Fire Department is contacted, when Enbridge is the appropriate contact. Additional communication on procedure in event of possible gas leak is needed.

9.2. Construction Management (16-15)

K. Gallinger
(closed)

Concern was noted with a car being splashed in P9 with cement, construction dust being dispersed by a shop vac and general construction management to ensure the safety of employees and personal materials. A discussion ensued and there were suggestions for improved communications from FMP with the constructions companies, the Building Authority as well as enhanced consideration when determining soft vs. hard hoarding.

9.3. Custodial Management (Was this # 16-09 from June meeting; it was listed closed)
No concerns were noted at this time.

J. Green
(???)

9.4. Dunton Tower Elevators (16-08)

???

(This should have been under business arising, had been J. Green)

Employees have expressed concerns over the safety of the elevators based on the clanking noise being heard and the reported dropping or jolting experienced by riders when in use. Kevin G. indicated the clanking was due to a chain breaking that was responsible for the operation of the door and in no way affected the safety of the elevator. Kevin G. indicated that he would supply a picture of the chain in question. Kevin G. mentioned plans to replace the elevators in Dunton Tower.

There was also a request to improve individual's experience while stuck in an elevator as it was noted that dispatch provides limited information during the situation and employees were indicating they were concerned over possible panic attacks in the future. Kevin G. indicated that during normal business hours there is an elevator mechanic on campus and will be dispatched right away to fix the problem and get people out. If the incident occurs after hours, a 1 hour response time is guaranteed by the third party service provider.

9.5. Violence & Harassment in the Workplace Policies (n/a)

W. Petite

(This should have been part of the EHS report, not new business)

This agenda item will be carried to next meeting and Nancy D. can update members on the comments she has received.

9.6. Mental Health Assessments for Part-Time and Casual Staff (n/a)

W. Petite/
T. Lackey

This agenda item will be carried to next meeting.

(This should have been part of the Mental Health standing report update, as it had been discussed previously)

9.7. Dunton Tower Emergency Notification Process (16-17)

G. Taylor

During the power outage it was noted that the Contract Instructors did not receive the CU mass notification message from DUC about the power outage and to evacuate. Some of the concerns that arose are the following: concern over the effectiveness of the communication process, no clear message on what occupants were to do (multiple messages from different sources within the building, unclear what 'closed' means), and how is the DUS contact list generated or maintained. There was significant discussion about whether

they could actually “close” the building as in secure it – if it is closed, should people not be directed not to enter/work? Did this result in people working in spaces they should not have been in? – were told it was not “unsafe”. Felt there should be a clear message of what to do. Kevin and Brian to bring concerns to the DT Power Outage debrief session.

9.8. Loeb Washroom Update (16-18)

Kevin G. indicated that washrooms are to be opened by the end of September.

G. Taylor
(closed)

9.9. Use of VOIP phones During Power Outages (16-16)

Concern over the use of VOIP phones, as they do not work without power, and older red “emergency phones” which run on land lines are being phased out. Suggestion was to continue to communicate with CU community to program 520-4444 into their cell phones. Brian B. indicated that if there is imminent danger then the ENS will send text messages to personal phones.

G. Taylor
(closed)

10. Next meeting

The next meeting will be **Wednesday, November 30th** at 9:00 AM

11. Adjournment

The meeting was adjourned at 11:15 am

No signatures required