Carleton University
Joint Health and Safety Committee
Minutes of November 30, 2016. Meeting #196
Robertson 608, 9:00 am

<table>
<thead>
<tr>
<th>Membership</th>
<th>Representing</th>
<th>Name</th>
<th>Present</th>
<th>Regrets</th>
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<tr>
<td>Worker Members</td>
<td>CUPE 2424</td>
<td>Peter Mosher</td>
<td>✓</td>
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<td></td>
<td>CUPE 2424</td>
<td>Lauren Boivin</td>
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<td></td>
<td>CUPE 2424</td>
<td>Gaston Taylor</td>
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<td></td>
<td>CUPE 2424</td>
<td>Kim Heuff</td>
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<td></td>
<td>CUPE 910</td>
<td>J.P. Sabourin</td>
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<td></td>
<td>CUPE 910</td>
<td>Trevor Manning</td>
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<td></td>
<td>Admin Tech</td>
<td>Andrea Fowler</td>
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<td></td>
<td>CUPE 3778</td>
<td>John Kavanagh</td>
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<td></td>
<td>CUPE 4600-1</td>
<td>Wesley Petite (worker co-chair)</td>
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<td></td>
<td>CUPE 4600-2</td>
<td>Timothy Di Leo Browne</td>
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<td>CUASA</td>
<td>Inna Bumagin</td>
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<td>James Green</td>
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<td>Op seu</td>
<td>Michael Radcliffe</td>
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<td>Employer Members</td>
<td>Human Resources</td>
<td>Gina Maddalena</td>
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<td>Facility Management &amp; Planning</td>
<td>Kevin Gallinger</td>
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<td>University Services</td>
<td>Kevin Mann</td>
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<td>Faculty of Arts &amp; Social Sciences</td>
<td>Susan Jameson</td>
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<td>Faculty of Science</td>
<td>Gail Atwill</td>
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<td>Athletics</td>
<td>Bruce Marshall</td>
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<td>Library</td>
<td>Gilles Monast</td>
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<td>Finance</td>
<td>Tony Lackey (co-chair)</td>
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Resource/Secretary | Environmental Health and Safety | Nancy Delcellier | ✓ |

Handouts
(Distributed electronically or hard copy)

Items:

1. Agenda and Minutes
   The meeting was chaired by the Management co-chair

1.1 Call for Agenda Items
   Chair
   16-19 Bulletin Boards (W. Petite)
   Add Custodial Management to Business Arising
   G. Taylor raised tunnel carts as a new item but would discuss offline instead
1.2 Approval of Agenda
   Agenda approved with the items above.

1.3 Approval of Minutes – June 29th, 2016, Meeting #194
   Under item #7.2, document that the motion was passed
   Minutes approved with the amendment listed above.

1.4 Approval of Minutes – September 28th, 2016, Meeting #195
   It was noted that, as there was no quorum attained, there could be no official
   meeting minutes. It was agreed that the draft minutes would be retitled to
   “Record of Meeting”. P. Mosher identified that he had not been present,
   attendance to reflect. The record of meeting was accepted with the above
   amendments.

2. Announcements
   Beth McLarty Halfkenny has resigned from the Committee.
   Kim Heuff (CUPE2424) and Susan Murat (Dean of FED) were welcomed back to the
   Committee, with Kim replacing Beth McLarty Halfkenny, and Susan replacing Brian
   Laughton. Gail Atwill was welcomed to the committee as representative for the Faculty
   of Science and Gina Maddelana was welcomed as representative for Human Resources

3. Election of Worker co-chair
   With the resignation of the worker co-chair, there was a need to elect a new co-chair.
   Management left the room to allow for the vote. Wesley Petite was elected by the worker
   members, and congratulated by the committee.
   Wesley reiterated the previous co-chairs statements on the importance of working together
   collaboratively as a standard that all members of the committee should strive to fulfill.

4. EHS Report
   4.1 Injury Summary
      Given the cyberattack on Carleton computers, no injury reports could be produced
      for distribution. N. Delcellier was unaware of any major injuries or incidents since the
      last report. Members agreed that they would review injuries, incidents and good
      catches at the January meeting when the annual summary is presented and discussed.

   4.2. EH&S Updates
      1) EHS data management system continues to be developed. Phase 1 (accident,
         incident and good catches) is expected to be deployed in March 2017.
         A planned demo could not be provided given the computer challenges.
         Members will be invited to participate in testing from January 16th to 20th.
      2) The Workplace Violence and Harassment Policies were approved by SMC
         at their recent meeting.
         Input on the Workplace Violence and Harassment Policies was invited and to
         which 2 worker reps sent a response. The corresponding programs are under
         review, and the JHSC will be consulted once a regulatory alignment analysis
         has been completed.

5. Workplace Inspections Summary
   Inspections are proceeding as per the 2016 schedule, however as per several recent reminders,
a large 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. An updated list of outstanding inspections will be provided electronically. New members Susan, Gail, Gina and Kim volunteered to assist with reducing the outstanding inspections. W. Petite will also assist with reminders to worker members of the need complete assigned inspections.

6. Sub-Committee Reports

NAOSH subcommittee

N. Delcellier

New volunteers were solicited to reflect the new faces at the Committee. Gina, Tony, Kim and Michael volunteered. A meeting to be set up for early in the New Year

Inspection subcommittee

T. Lackey

The subcommittee was formed originally at the request of G. Taylor to identify opportunities for CUPE2424 members to become more involved with health and safety initiatives. A discussion with HR confirmed there would be no conflicts to have CUPE2424 members participate, as long as the JHSC committee approved. Unfortunately, there was little interest from CUPE2424. W. Petite indicated that members of CUPE4600 could be interested given the added incentive of being compensated for additional hours as part time workers. T. Lackey indicated that given the need for additional compensation and current collective bargaining negotiations with CUPE4600, it would be inappropriate to discuss at this juncture. Rather, it was agreed that a renewed subcommittee might wish to explore other options and report to the JHSC. Gaston, Tony, Wesley and Nancy will discuss in January.

7. Business Arising from Minutes of Previous Meetings

15-10 Exam Safety

T. Lackey

T. Lackey met with J. Carmichael to review the issue with her. Proctors are provided a significant amount of information. As part of ongoing improvement activities, they are piloting an online portal for Proctors that will house all required information, including health and safety and how to address academic infractions. J. Carmichael will be approached to attend an upcoming JHSC meeting. In addition, the worker co-chair is invited to meet with J. Carmichael for further details. A member questioned whether online training was the most appropriate venue for H&S information. T. Lackey confirmed that with approx. 80,000 exams that need to be proctored, online methods are the most appropriate. Once the portal goes live, JHSC members could be provided access to review H&S information.

16-11 Emergency Telephone Signage

M. Radcliffe

K. Gallinger and M. Radcliffe working with the Director of space planning to identify locations where the yellow emergency poles are not signed/labelled. This has been a long running concern according to some members. B. Marshall raised a question regarding who manages the indoor emergency telephones, including signage, locations, etc. T. Lackey to respond at next meeting. A member requested that this issue be addressed before further emergency telephones are purchased.

16-13 Dangerous Intersections

W. Petite/M. Radcliffe

K. Gallinger
To address a previously raised bike path concern at the O-Train underpass, signage and a convex mirror will be added. K. Gallinger to follow up and confirm completion. As it relates to the River building entrance, K. Gallinger recognizes that there is a concern particularly in light of the Health Sciences construction. It was suggested that the alternative loading area at the Steacie Building loading bay is too busy to provide a loading bay for River Building /Richcraft Hall as well. W. Petite added that loading docks should be incorporated into design. K. Gallinger confirmed that leadership is aware. For the new intersection next to Bronson Avenue, it was noted that the new lane demarcations and signage have improved safety and traffic flow.

A member questioned why cycling access was not incorporated into the design, given Sustainability and Healthy Workplace focus. K. Gallinger will clarify for the next meeting.

16-08 Dunton Tower Elevators

Employees have expressed concerns over the safety of the elevators based on the clanking noise being heard. At the September meeting, K. Gallinger 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. A picture of the chain was sent to members following the September meeting. K. Gallinger also advised that prequalification for the elevator replacements has been received and the $1.2M replacement will start next summer. The committee will be updated as to schedule. This issue is deemed resolved.

16-17 Dunton Tower Emergency Notification Process

Further to discussion at the previous meeting, A. Fowler summarized that people do not understand the purpose of the Carleton ENS system, and that perhaps a communications strategy on the topic might be in order. T. Lackey confirmed that the ENS is for immediate life safety concerns. The Carleton website is the mechanism for communications. G. Taylor had concerns over access to the building and safety issues during the power outage. It was confirmed that the Building Authority has authority to close a building. Emergency power was available, elevators were operating, and the situation was not deemed to create unsafe working situations. A concern was raised that while "all occupants" were reportedly advised, some CUPE4600 Contract instructors were not. CCS generates the distribution list, based on locations of computer. In addition, every department is contacted, with the expectation that they contact their staff and students using their distribution channels. K. Gallinger had provided this information for the DT Power Outage debrief session. T. Lackey will seek to invite DUC or similar to the next meeting to discuss the approach, as well any findings from the debrief.

16-09 Custodial Management

W. Petite requested information concerning details of the custodial contract and how it is established, including scheduling. The Director of Maintenance Services establishes the contract parameters and management including Key Performance Indicators (KPIs). Details are available on the FMP Website. Feedback can be provided by email, calling the FMP Service Center, or through the website. W. Petite inquired if a record of these complaints was kept. K. Gallinger stated that they were. W. Petite requested this record to identify the number and location of cleanliness complaints. K. Gallinger stated he would prefer not to distribute this list and that the complaints are only occasional. K. Mann mentioned that perhaps a review of the KPIs and review of management processes would be sufficient. T. Lackey stated that the role of the committee is to ensure the employer is addressing hazards and decreasing risks to employees. He also reminded
members of a previous MOL response to an anonymous worker complaint regarding cleanliness. In this response, T. Lackey explained, the MOL stated that cleanliness was not a health and safety issue but recommended that communication within the committee be examined. A request was made to have the MOL response shared. N. Delcellier to provide at the next meeting. G. Taylor noted that it would be timely to remind workers to report hazards.

A question was raised regarding how safety hazards are addressed. K. Gallinger responded that any safety concerns directed to custodial staff are addressed through their supervisors, as per the IRS, and then forwarded to the FMP Service Center for action. W. Petite advised we should continue the discussion at the next meeting.

8. Standing Reports

8.1 EMCO

The last of the Business Continuity Plans is being finalized, which will form the basis for the overarching Business Continuity plan for the university. T. Lackey

8.2 Mental Health Strategy

T. Lackey advised that the mandate of the Healthy Workplace Committee (HWC) is for full time employees, although every opportunity is provided to introduce programs that are open to all members of the Carleton Community. The HWC indicated that the proper forum for discussing targeted Mental Health programming for Part time staff would be collective bargaining negotiations, T Lackey indicated his agreement with this sentiment. W. Petite reiterated that if not a HWC issue then should be within the JHSC mandate. T Lackey advised the committee that TAs and other student staff are eligible for student programs. T Lackey stated that they believe most CIs have existing services through their primary employer. In other cases, HR can be contacted for assistance. W. Petite reiterated that it was not a matter of benefits or services but the identification of possible mental health risks that should be identified through such an assessment. W. Petite also stated that part-time educational staff do a certain type of work, which is not necessarily analogous to full-time working conditions. T Lackey reiterated that this discussion is more appropriately addressed through the collective bargaining process. During this discussion, M. Radcliffe mentioned a case of a suicide discovery that was not reported to EHS. N. Delcellier acted to get more information immediately after the meeting.

9. New Ideas

None were mentioned at this time. T. Lackey

10. New Business

10.1 H&S Bulletin Boards (16-19)

Several bulletin boards were noted in need of updating. N. Delcellier to ensure updates are made as required. W. Petite mentioned that perhaps a discussion on the purpose of the Bulletin Boards and what information is required by legislation would be helpful in identifying how the current approach to updating the boards could be improved. N. Delcellier mentioned that there are currently less student workers available to EHS than in past years.

10. Next meeting

The next meeting will be Wednesday, January 25, 2017 at 9:00 AM
11. Adjournment
The meeting was adjourned at 11:00am

[Signatures]

Tony Lackey
Management Co-chair

W. Petite
Worker Co-Chair