Items:

1. Agenda and Minutes
   The Worker co-chair chaired the meeting

   1.1 Call for Agenda Items
       17-01- Snow removal (W. Petite)
       17-02 Contract services (W. Petite)
       17-03 Asbestos concerns in Loeb (W. Petite)
       17-04 Protocol for building closure (W. Petite)
1.2 Approval of Agenda

Agenda approved with the items above.

Chair

1.3 Approval of Minutes – November 30th, 2016, Meeting #196

Under item #6.2 (Inspection Subcommittee) wording changed from “unfortunately, there was little interest from CUPE2424” to “discussions within CUPE2424 are ongoing”

Under item 16-13 (dangerous intersections) a member wished changes, but member not present to clarify the issue

Under 8.2 (mental health strategy) it was requested by the Chair to add that 4 casual opseu members are not covered by mental health programming

Minutes approved with the amendments listed above.

Chair

2. Announcements

Graham Galway was welcomed to the committee as the new CUPE2424 member.

Maria McClintock will be a guest to speak to university communications, as follow-up from item 16-17 Emergency notifications.

Chair

3. EHS Report

N. Delcellier

3.1. Injury Summary

N. Delcellier distributed the 2016 report and identified certain highlights. There were A total of 264 reports received during 2016. Of significance is that for the first time, Good Catch reports, combined with the Incidents and Incidents MSD are starting to show a more accurate illustration of hazards and risks on campus, and are opportunities for harm reduction through prevention activities. In the case of the Incident MSD, these are instances where staff members (including faculty) are experiencing pain, and in many cases are seeking medical treatments. There is an opportunity for intervention through ergonomics assessment and provision of recommendations for improvements, such that WSIB is not required, and more importantly, individuals are not away from work. 71 of these reports involve injury, with 24 of them requiring at least Health Care. According to HR, there were 48 Lost Time days, across the categories of Slip and Fall, MSD, Cut, and Impact. This was a decrease from 101 LTD the previous year. As expected, the average #Lost time days/injury was highest for MSD injury at 2.6. The impact data was skewed based on a single accident which required 20 days of lost time. Good catches more than doubled, indicating increased awareness. Three of the “best” Good Catch reports were related to electrical safety issues, one of which was reported by a student who identified an immediate electrical hazard in the bus shelter at Minto Case, where thousands of students wait for the bus

3.2. EHS& S Updates

1) EHS data management system continues to be developed. Phase 1 (accident, incident and good catches) is expected to be deployed by April 2017. Originally scheduled for January 16th to 20th, we have divided the testing into two phases, the HS/HR and ITS group will be the testing in the first phase. Members of the JHSC will be invited to test in the second phase, once all the deficiencies have been addressed. Kevin M, Susan M, Graham and Lauren expressed interest.

2) The Workplace Violence and Harassment Programs are under review. Carleton will be hosting a Cyberbullying panel on February 14th. The panel will look at cyberbullying from both a student and staff lens.
3) EHS has been assisting with the LSRB move. We are looking at both safety and compliance elements and are interacting with multiple agencies to ensure a smooth transition.

4) New MOL clarification of critical injury was released last week. (distributed). This realigned employer's obligations following the large influx of reports to MOL that had been occurring, as well as instances where reports were not provided.

4. Workplace Inspections Summary
   W. Petite
   Draft schedule for 2017 distributed. Members asked to review and advise of any concerns. Some 2016 Inspections were not completed in 2016, so were added to the beginning of 2017. Members asked if training could be provided once again to assist members with inspections, as this offered value and refreshed older members. Preferred format is over lunch with pizza provided. G. Taylor reminded members that the EHS Employee Orientation Manual (https://carleton.ca/ehs/wp-content/uploads/Employee-Health-and-Safety-Manual_FINAL_06-08-13.pdf) was a great resource for members.

5. Sub-Committee Reports
   N. Delcellier
   NAOISH subcommittee
   As with previous years, the week will serve to raise awareness in H&Safety, Emergency Preparedness and Mental Health. Two meeting of the subcommittee have occurred to date. A full week of events is anticipated and will be confirmed shortly.

   Inspection subcommittee
   W. Petite
   The renewed subcommittee met last week to discuss options to enhance effective inspections of the entire workplace. With 46 buildings and approx. 6 million square feet of workplace, inspecting the entire campus continues to be a challenge. One option is to have specific individuals, already belonging to the Science, FED or FMP safety committees, be added to the JHSC inspection schedule. One advantage is that these individuals have knowledge of the operations of the areas, and therefore add skilled knowledge for inspections. All individuals would be trained, as with JHSC members. A member of the worker caucus expressed concerns that this would not be as per the Occupational Health and Safety Act. N. Delcellier to seek clarification from the MOL.

6. Business Arising from Minutes of Previous Meetings
   N. Delcellier
   15:10 Exam Safety
   for T. Lackey
   T. Lackey met with J. Carmichael to invite her to an upcoming meeting. She was unable to attend in January, but will attempt to attend in March.

   16:11 Emergency Telephone Signage
   M. Radcliffe
   K. Gallinger
   K. Gallinger and M. Radcliffe have been working with the Director of space planning to identify locations where the yellow emergency poles are not signed/labelled. The labels cannot be applied until the temperature is above 10 degrees C. This will be completed as soon as weather permits.

   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 confirmed mirror arrived, to be installed. In response to the question on cycling access, K. Gallinger confirmed that this is a consideration of any future road design. An email from a committee member requested that any road changes being considered be brought to the JHSC. Discussion ensued and agreed that this was not the purview of the JHSC. M. Radcliffe identified a safety concern with the gate on library road. K. Gallinger to review and provide update.

16-17  Dunton Tower Emergency Notification Process  
Further to discussion at the previous meeting, it was agreed that the ENS system was misunderstood, and that members would benefit from having DUC or similar, attend to assist with understanding. (see later in minutes)

16-09 Custodial Management  
As requested by the chair at the previous meeting, discussion continued. Of concern was how complaints are managed, and the volume of complaints related to custodial services. K. Gallinger advised there had been 37 complaints received including items such as "no chalk in classrooms" and "you missed my office". These are monitored on an ongoing basis. A member advised that the topic was not a health and safety issue and expressed concern at the focus of the discussion. A member spoke to a specific instance of broken glass not removed from tunnels in a timely manner. Members were reminded that the FMP Service Center should be contacted for H&S concerns. DUS can also be contacted for H&S issues after hours, as they will engage the appropriate groups to remediate. When asked if a ticket system, similar to ITS help desk, might assist in tracking time to closure, K. Gallinger advised this is under development. Also as discussed at the previous meeting, a field report visit from the MOL in 2014 in response to an anonymous complaint regarding cleanliness was distributed and discussed. It confirmed that there was no H&S hazard, and therefore no compliance issues. Members who had attended the 2014 meeting with the MOL confirmed there were no concerns raised, however recommended that communications be enhanced to avoid similar concerns.

16-19  H&S Bulletin Boards  
At the previous meeting, several bulletin boards were noted in need of updating. (closed) N. Delcellier confirmed that with the policies having been approved at SMC, and new members confirmed for all positions, all boards were updated

7. Standing Reports

7.1  EMCO  
Both B. Billings and T. Lackey sent regrets. Update at next meeting.

8.2  Mental Health Strategy  
W. Petite indicated that if the JHSC is serious about addressing hazards, conversations regarding assessing mental health risks to part time and casual staff needs to continue. It was also confirmed that these discussions are currently occurring as part of collective bargaining.

8. New Ideas  
None were mentioned at this time.
9. New Business

9.1. Snow removal (17-01)

G. Taylor expressed concerns that snow removal needed to be improved to alleviate a number of hazardous situations, including a blocked handicap spot in P2 at Architecture affecting an individual who had previously sustained a slip/trip/fall injury. The member was not aware if the concern had been reported to the FMP Service Center. K. Gallinger advised that with the new contract for snow removal, there is a comprehensive SOP that prioritizes snow removal. In regards to handicapped parking spots, FMP works with DUS based on parking permits, to prioritize these areas. When the member expressed concerns that service appeared decreased over prior years. Members added that snowfall this year has been a challenge across the City, and we need to manage the process. Members were reminded that, as per the IRS (Internal Responsibility System), when there are hazards identified, it is everyone’s responsibility to bring to the attention of an individual who can correct the hazard. This can be your Supervisor, but can also be the FMP Service Center directly. The important element is to take action to address. The FMP Service Center, DUS and the Good Catch reporting are all mechanisms that can be used for reporting H&S hazards.

10. Special Guest – Maria McClintock

Maria was welcomed back to the Committee to discuss communications on campus, to build upon a previous presentation in 2014. There are many modes for communication on campus. 1) One of these, the Faculty/staff distribution list, is overseen by DUC. It is updated daily using information from Banner. If an individual is paid by Carleton, they are on the Comms list! In the case of CIs and TAs, if not actively teaching (ie, for the term), the individual would no longer be part of the list, but would be returned to the list for subsequent terms. 2) Students are reached by different means, as per the Student Communications Policy. 3) Faculty and staff notes are also used as a means to reach these members. 4) Discussion of the new Intranet, as a supplemental tool. When members were polled, less than 50% had logged into the new system. Members were encouraged to log in, so they obtain Carleton specific information.

In regards to the Dunton Tower event, Maria had been working with the Building Authority and FMP on the note to employees. The Dean has a distribution list to reach all the departments within the building. The departments then use their distribution lists to reach their staff and students. When students are impacted, student tools are likewise employed. When asked by a member if there was a crisis communication plan, M. McClintock confirmed there is. An example would be when the train derailment occurred in Barrhaven, and Carleton students were killed. This would not be used for a single building. This forms part of the University Emergency Plan. In cases of major emergencies, the Emergency Operations Team will make decisions, with one element being communications. The ENS system is used very infrequently. It was used when there was a gas leak on campus, as the need was to advise and evacuate a large number of individuals. Individuals must sign up for the ENS through their Carleton Central login. A quick poll indicated that all members are signed up.

11. New Business (continued)

11.1 Protocol for Building Closure (17-04)

W. Petite inquired as to the process to close a building, specifically in regards to the recent water main break at the corner of Raven’s. K. Gallinger advised that in situations such as power loss, or water main break, FMP will evaluate the issue and identify impacts, including possible duration until repairs can be completed. Maria
McClintock is part of the team and will assist in drafting communications for the Building Authority. N. Delcellier advised that Building Authorities have the authority to close a building (Building Authority Policy). In the case of the water main break, EHS was consulted to assess risks to staff and students. Risk assessments of both Nesbitt and CTTC were conducted, as each have different needs, based on their operations.

11.2 Contract Services (17-02) – Deferred to next meeting

11.3 Asbestos Concerns in Loeb (17-03) – Deferred to next meeting

NOTE: The Worker Co-chair clarified that the Agenda Item - "Asbestos Concerns in Loeb 8th floor" - should properly be phrased as "Orientation and Process Concern about construction in Loeb 8th floor". There were no asbestos hazards that would have remained unaddressed.

10. Next meeting
The next meeting will be Wednesday, March 29, 2017 at 9:00 AM

11. Adjournment
The meeting was adjourned at 11:00am

Tony Lackey
Management Co-chair

W. Petite
Worker Co-Chair