Carleton University  
Joint Health and Safety Committee  
Minutes of Meeting of January 24, 2018. Meeting #202  
Robertson 617, 9:00 am

<table>
<thead>
<tr>
<th>Membership</th>
<th>Representing</th>
<th>Name</th>
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<tr>
<td>CUPE 2424</td>
<td>Graham Galway</td>
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<tr>
<td>CUPE 2424</td>
<td>Shari Levac</td>
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<td>CUPE 2424</td>
<td>Gaston Taylor</td>
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<td>CUPE 2424</td>
<td>Kim Heuff</td>
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<td>CUPE 910</td>
<td>J.P. Sabourin</td>
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<td>Worker Members</td>
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<td>CUPE 910</td>
<td>Trevor Manning</td>
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<tr>
<td>Admin Tech</td>
<td>Andrea Fowler</td>
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<td>CUPE 3778</td>
<td>John Kavanagh</td>
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<tr>
<td>CUPE 4600-1</td>
<td>Wesley Petite (worker co-chair)</td>
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<td>CUPE 4600-2</td>
<td>Timothy Di Leo Browne</td>
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<td>James Green</td>
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<td>OPSEU 404</td>
<td>Michael Radcliffe</td>
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<td>Robin Karuna</td>
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<td>Facility Management &amp; Planning</td>
<td>Kevin Gallinger</td>
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<td>University Services</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>Bruce Marshall</td>
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<td>Gilles Monast</td>
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<td>VP Student Affairs and Enrolment</td>
<td>James Moreton</td>
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<td>Finance</td>
<td>Tony Lackey (co-chair)</td>
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<tr>
<td>Resource/Secretary</td>
<td>Environmental Health and Safety</td>
<td>Nancy Delcellier</td>
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Handouts (Distributed electronically or hard copy)  
- Agenda (e)  
- Minutes (e)  
- Inspection Schedule (e)  

Injury/Incident/Good Catch report (h)  
*Indicates that member arrived later

Items:  

1. Agenda and Minutes  
The Worker co-chair chaired the meeting  
Quorum – quorum was not attained at start of meeting, but was attained during meeting.

Action:
1.1 Call for Agenda Items
   There were no new agenda items

1.2 Approval of Agenda
   Agenda was approved

1.3 Approval of Minutes of November 29, 2017 (Meeting #201)
   Minutes were not approved, as there was no quorum at start of meeting

2. Announcements
   Guest: Katherine Chapman.
   Katherine was welcomed to the Committee, as the new Emergency Management Officer, in DUS. Having just arrived at Carleton, Katherine is starting to meet with owners of the various Business Continuity Plans, to identify strengths and establish consistency of approach across the university. Synergies to be developed to allow for growth and development opportunities. Looking forward to returning to the JHSC for updates later in the year. Katherine’s Office is located in Robertson Hall, and she can be reached at X 8535 katherine.chapman@carleton.ca.

3. Business Arising from Minutes of Previous Meetings
   16-13 Dangerous Intersections
   W. Petite
   W. Petite advised that he had received rough timelines from the AVP, FMP. N. Delcellier (closed)
   Provided an update.
   Action item: N. Delcellier to circulate update
   Discussion ensued. W. Petite advised that workers had other concerns, related to other intersections, and that the final plan had not been seen. Members reminded that the AVP had discussed plans at the special meeting, and that definite timelines not available, as the discussions with the City of Ottawa are ongoing.
   It was recommended that this issue be closed, and if required, separate and individual concerns be brought forward at future meetings. Agreed.

   17-05 Workplace Harassment Prevention Program
   N. Delcellier sent out powerpoint presentation following November meeting.
   Thanks to members of the committee who provided feedback (Andrea, Bruce and Brian).
   The program was finalized and has been posted on the website. Training will be developed with the changes, and with HR and ITS assistance, should be available on CULEarn.
   Communications highlighting the changes will be provided to the community.

   17-13 Areas not included in JHSC Building Inspections
   The specific areas identified (Tennis Bubble, Solar House, Bronson Substation and MNP Stadium) have been added to the JHSC inspection schedule. Outdoor areas to be discussed in the inspection subcommittee.

   17-14 Accessible parking on campus
   B. Billings response was read to the committee.
   K. Heuff advised no further discussion required.
Action item: N. Delcellier to circulate response

17-15 JHSC inclusion in campus building and roadway planning process

K. Heuff advised no further actions required, given previous discussions. Members were reminded that in his discussion, the AVP indicated that safety concerns were being addressed through the design (safety by design) process. In response to “How should the JHSC be involved” D. Boyce had indicated that concerns should be brought to the JHSC, documented and forwarded.

K. Heuff (closed)

T. Manning

17-16 Tunnel occupant conduct interacting with golf-carts

J. Moreton being absent, N. Delcellier read his response. The VP Students and Enrolment has been informed of the request, and communications team will prepare messaging for next semester. Further to feedback from members, N. Delcellier to send out emails to the departments with golf carts reminding them of safety rules. T. Lackey suggested this could be repeated at various times during the year.

Action item: N. Delcellier to communicate to departments

17-19 JHSC Training Strategy

N. Delcellier

Following November meeting, all members were advised of their training record status for Mandatory H&S training, as well as training that would be recommended for members, given their role on the committee, and the hazards present. Members were encouraged to complete any identified gaps. Several members had done so prior to the January meeting. Meeting of the subcommittee (B. Billings, JP Sabourin, R. Kruna, G. Taylor, W. Petite, S. Levac, Tony and N. Delcellier) scheduled for Feb 14.

4. EHS Report

4.1 Injury Summary

N. Delcellier distributed the 2017 report to date and identified certain highlights. Since last meeting, there were 21 new entries in 2017. Of importance: 1) A minor fire in Leeds residence, presumed to be in the vent traps of a dryer. There were no injuries, and all dryers across campus were reviewed to ensure cleaning practices were robust. 2) A student fell down the stairs and struck their head in residence, no cause identified. 3) A student was struck by a tunnel cart near residence 4) A small fire was reported in a dumpster at the Herzberg loading dock, seemingly from discarded cigarettes 5) A slip, and fall on December 19. 6) there were also several episodes of flooding, resulting from the deep cold then rapid temperature change. K. Gallinger can provide additional details.

In 2018 to date, there was: 1) A slip/trip/fall in the parking lot P9 2) An assault in the tunnels between a student and a research fellow 3) A motor vehicle accident involving a car and a bicycle. There was also a significant good catch, when FMP staff discovered that students in Engineering had bypassed a lockout/tagout system in one of their areas. The issue is being addressed with the Dean of the Faculty, and S. Juma.

4.2 EH&S Updates

The following were reported: 1) CU_WorkSafe to be launched January 31 across the campus, as all “behind the scenes” work has been completed. WSIB Form 7s in their current state will disappear. Phase 2 (Inspections and Audits) was previewed to several
of the JHSC members during 2 days of stakeholder testing, and their feedback provided to the vendor. A member asked if previous years inspection reports would still be available to members in this new format. Is being reviewed. A member also suggested that the time spent completing the inspection also be recorded. Feedback will be provided to the vendor. Members to review proposed inspection questions. 2) EHS involved in assisting with occupancy of the new Health Sciences Building. Neuroscience and Health Science have partially moved in.

**Action item:** N. Delcellier to send out inspection questionnaires

5 **Workplace Inspections Summary**

The draft 2018 inspection schedule was provided prior to the meeting. Members to advise of any concerns, or if unable to complete scheduled inspections.

6 **Sub-Committee Reports**

- **Inspection subcommittee**
  The subcommittee had not met since the last JHSC meeting. Meeting scheduled for February 13th.

- **Training subcommittee**
  The subcommittee had not yet met. 1st meeting scheduled for February 14th.

- **NAOSH 2018 (May 6-12)**
  Meetings not yet scheduled

7 **Standing Reports**

6.1 **EMCO**

T. Lackey indicated that since K. Chapman had met the committee, he recommends that she return to speak, twice annually and provide updates. It was suggested that this item be removed from Standing Reports, and that N. Delcellier to schedule dates.

8 **New Business**

8.1 **Special Requirements for Building Inspections**

During recent inspection of Canal, it was noted that there were areas where swipe cards were required for access. Were there other items required, such as PPE? It would be helpful to have lists of areas where members should not go, as well as contacts for areas that are not accessible, including alarmed spaces. The above would result in fewer obstacles to complete inspections. It was discussed that there are swipe cards for certain buildings, and that the JHSC members should request these when they obtain keys from FMP. Signage on doors generally provides clarity on spaces with special access requirements. Having the management member accompany will also generally provide the assistance required. It was also discussed that having a message to the building occupants in advance was helpful, and often resulted in having staff to accompany.

8.2 **Flagging great ideas**

It was noted while inspecting Canal building that novel ideas were observed (first aid kits with printer labels to document usage; interesting power bars, etc). Discussion on how to highlight the innovation? Currently, notes are made on the inspection
and in emails to the Building Authority. Other possible communications streams were discussed (EHS webpage, top5@carleton, working with DUC). It would be important to be able to reflect in CU_WorksSafe inspection software. Highlighting powerbars in E-Shop was mentioned. K. Mann to identify possible options for E-Shop. EHS Electrical Safety Sheets could also highlight these

**Action items:**
- K. Mann to advise on E-Shop
- N. Delcellier to add best practices images to Safety sheets

8.3 Bulletin Boards

It was confirmed that there are defined items that are to be posted. W. Petite advised of concerns that boards are not up to date, and this appears systemic, despite processes to address. EHS to review and address.

8.4 Building Liaison Pilot Project

Given B. Billings absence, T. Lackey provided information on the goals of the pilot project. DUS officers are assigned as liaison to specific buildings to assist in identification and awareness of security needs. Additional goal is to encourage DUS officers to become known to the building occupants to charge from strictly a response or enforcement partner. B. Billings to provide additional details at next meeting.

**Action:** B. Billings to discuss

9. New Ideas/Open Discussion

A member asked for the status on the EAD program. N. Delcellier advised that the locations have been confirmed and that units to be installed in the near future. All approved first aid training now includes the use of defibrillators as part of the curriculum. The designated first aid program will be updated to reflect the changes once everything is in place.

10. Next meeting

The next meeting will be **Wednesday, March 28, 2018 at 9:00 AM**

11. Adjournment

The meeting was adjourned at 10:45 am

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Tony Lackey  
Management Co-Chair

W. Petite  
Worker Co-Chair