### Carleton University
**Joint Health and Safety Committee**

**Minutes of Meeting of January 30, 2019. Meeting #207**

**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>CUPE 2424</td>
<td>Graham Galway</td>
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<tr>
<td>CUPE 2424</td>
<td>Linda Cruz</td>
<td></td>
<td></td>
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<tr>
<td>CUPE 2424</td>
<td>Samantha Shortt</td>
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<tr>
<td>CUPE 2424</td>
<td>Kim Heuff</td>
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<tr>
<td>CUPE 910</td>
<td>J.P. Sabourin</td>
<td></td>
<td>✓</td>
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<tr>
<td>CUPE 910</td>
<td>Brad Crawford</td>
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<tr>
<td>Admin Tech</td>
<td>Andrea Fowler</td>
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<tr>
<td>CUPE 3778</td>
<td>John Kavanagh</td>
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<td>CUPE 4600-1</td>
<td>Ana Santos</td>
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<td>CUASA</td>
<td>Carmen Leblanc</td>
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<td>OPSEU 404</td>
<td>Michael Radcliffe</td>
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<td>PSAC 77000</td>
<td>Rahaf Ajaj</td>
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<td><strong>Employer Members</strong></td>
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<td>Human Resources</td>
<td>Robin Karuna</td>
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<tr>
<td>Facility Management &amp; Planning</td>
<td>Dan Redmond</td>
<td></td>
<td>✓</td>
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<td>University Services</td>
<td>Kevin Mann</td>
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<tr>
<td>Faculty of Arts &amp; Social Sciences</td>
<td>Susan Jameson</td>
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<tr>
<td>Faculty of Science</td>
<td>Gail Atwill</td>
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<tr>
<td>Facility of Engineering and Design</td>
<td>Salim Juma *</td>
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<td>Campus Safety Services</td>
<td>Brian Billings</td>
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<td>Athletics</td>
<td>Bruce Marshall</td>
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<tr>
<td>Library</td>
<td>Gilles Monast</td>
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<tr>
<td>VP Student Affairs and Enrolment</td>
<td>James Moreton</td>
<td></td>
<td>✓</td>
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<tr>
<td>Finance</td>
<td>Tony Lackey (co-chair)</td>
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<tr>
<td><strong>Resource/Secretary</strong></td>
<td>Environmental Health and Safety</td>
<td>Nancy Delcellier</td>
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</table>

**Handouts (Distributed electronically or hard copy):**
- Agenda (e)
- Minutes (e)
- Inspection Schedule (e)
- Incident/injury/good catch report (h)
- Inspection schedule; mechanical

**Items:**

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

1. **Agenda and Minutes**

   1.1 **Call for Agenda Items**

   Chair

   19-01 Steacie Fire (Kim Heuff)
   19-02 False ENS Message (Kim Heuff)
1.2 Approval of Agenda
The Agenda was approved with the additional items

Chair

1.3 Approval of Minutes of November 28, 2018 (Meeting #206)
One item (18-18, Noise from Radios) was not concluded, and should remain open.
The Minutes were approved with this amendment.

2. Announcements
Three new members have joined the committee since the last meeting. Linda Cruz will fill the vacant position left by Shari Levac for CUPE2424; Rahaf Ajaj will replace Chav Chhiv, representing PSAC7700, and Dan Redmond will be replacing Kevin Gallinger representing the AVP FMP. The new members were welcomed to the committee.
Two guests in attendance, Steve Bernique, Assistant Director CSS, and Johnson Edionwe, Risk Analyst.

Chair

3. Business Arising from Minutes of Previous Meetings

18-22 Campus Access
Defer to the next meeting

K. Heuff

18-7 Robertson Hall Safety office target hardening
M. Radcliffe advised that despite having held discussions with CSS leadership, there remain significant differences of opinion on the issue of the service counter renovations. Members remain concerned for their personal safety given a perceived threat of violence. A Risk Threat Assessment did not support the threat. A subcommittee will be formed to review.
Members: Kim Heuff, Michael Radcliffe, Gilles Monast, Tony Lackey, Brian Billings and Nancy Delcellier

M. Radcliffe

18-21 Workplace Violence
M. Radcliffe indicated that the member involved in the incident was provided feedback, however the member did not agree with the response (sanctions against the student). The officer was offered the opportunity to meet with the student, but declined. Criminal charges were not pursued, as OPS indicated there were challenges with the arrest. CSS has met with the officers, offered coaching, and how to prevent in future. A concern remained that CSS are not provided with follow up from any sanctions through the Student Rights and Responsibility Policy. T. Lackey and B. Billings to review, and commit to providing information that is allowed to be shared. Ana Santos also requested that opportunities for coaching be offered to students, if possible.

M. Radcliffe (closed)

18-15 Harassment resulting from Parking tickets
Defer to next meeting, as M. Radcliffe unable to speak to Student Safety Patrol involved.

M. Radcliffe

18-16 Training delays
B. Billings confirmed that the timing of the new officer hire was outside of the Ottawa Police and Algonquin College training cycle. Under the MOU with OFS, training can only be provided by recognized and certified instructors approved by the City. Has been resolved.

M. Radcliffe (closed)

18-20 Athletics Staff Uniforms
T. Lackey had discussed with B. Marshall, however, with Bruce having sent regrets, will be deferred to next meeting.

M. Radcliffe

18-18 Radios and Noise
M. Radcliffe indicated that while CTM (radio supplier/service provider) is to repair, the repairs have yet to occur. To remain open until resolved.

M. Radcliffe
6. **EHS Report**

6.1 Injury/Incident Summary

Members were provided with a summary report/graphs created from Cu_WorkSafe for the past three months. A number of incidents of note were highlighted and discussed. These included: 1) A critical injury Nov 30, whereby a student missed the last exit from an OC Transpo bus, fell, and fractured her ankle. 2) A critical injury January 17, was reported January 28. A staff member was running from Richcraft Hall to Herzberg, tripped on paving stones and fell on knees and elbow. Fractured elbow. 3) There were 3 fires (Steacie, a dryer fire in Prescott, and a car fire in a parking lot) an incident of lockout/tagout was reported, when a cable tie was cut and found in the garbage. Unknown who contravened. 5) a piece of equipment (water distiller) designed for 20 amps was connected to a 15 amp circuit, causing the receptacle to melt and short. To be reviewed and communicated to faculties. communicated to faculty as part of onboarding training. 6) one significant good catch was staff identifying a live electrical wire in an abandoned area. All incidents were addressed and corrective actions implemented.

6.2 EH&S Updates

The following were reported: 1) Further to the tunnel cart issue raised at the JHSC and an Idea@Carleton, a working group was convened to discuss tunnel safety and wayfinding. 2) A faculty member expressed concern over white dust and contacted the MOL. A visit occurred on December 18, and a follow up visit January 15th produced one Order to address benzene on campus, as the faculty had indicated there was improper disposal of benzene. There was no benzene, however additional information on benzene will be incorporated into existing Laboratory Safety training. 3) WHMIS regulations were amended January 21st, allowing the use of a WHMIS 2015 compliant workplace label. EHS will manage the labelling of over 35,000 chemicals over the summer and will redo the online training to reflect the regulatory change, and new labelling. 5) Two new warning devices will be piloted in Housing to decrease the potential of false alarms related to microwave use and cooking. 6) Steacie Fire (see details under new business).

7. **Workplace Inspections Summary**

By the end of 2018, all inspections, with the exception of Res Commons and Richcraft Hall were completed. Many thanks to the committee members for stepping up for a last push. For 2019, two inspection schedules were developed. The standard one, as well as a second schedule for mechanical spaces. This serves to formalize the inspection process for these spaces. Mechanical spaces will be inspected by CUPE3778 and CUPE910. T. Lackey, D. Redmond and N. Delcellier will accompany for the initial few inspections to ensure management aware of trends. A few changes to the schedule were proposed, including splitting Dunton Tower into 3, instead of two, and splitting Loeb into 4, instead of two. Members to be reallocated accordingly. Note: T. Lackey advised that a recent CURIE report identified broken tiles near sprinkler heads as a significant deficiency. Members to add this item to their standard inspection review.

8. **Sub-Committee Reports**

**Inspection subcommittee**

No further meetings

**Training subcommittee**

No further meetings .

**NAOSH**

A working group met to start planning process. Members reminded of dates (May 5-11, 2019). Preparations to begin later in the New Year.

9. **Standing Reports**

Chair
11. **New Business**

**11.1 Steacie Fire (19-01)**

A fire was reported at approx. 7:20 pm in Steacie, which resulted in a significant HAZMAT response to campus, given the known presence of over 25,000 chemicals in the building. EHS, Risk Management, and several faculty members contacted to assist in assessing hazards. Extensive smoke was reported on the 2nd, 3rd and 4th floors. Smoke was also observed within Richcraft Hall, Herzberg and Health Sciences, resulting in a subsequent evacuation of those buildings as a precaution. ENS message sent out in support of the evacuation. Ottawa Fire response was slow and methodical, given the presence of chemicals. There were no chemicals involved in the fire, although there were several containers broken during the response. By 10:30 pm, the fire was out, and efforts shifted to recovery activities. There was significant damage from water (sprinklers and broken pipes) and therefore a significant hazard was electrical, given water. Significant smoke damage as well. Recovery and remediation continued over the weekend and Monday, as the building remained closed to all but active recovery. Members were provided images of the damage. While damage was significant, there were no injuries associated directly with the fire, although two CSS responders sustained minor slip/trip/fall injuries, from ice, resulting from the water and extreme cold. As of the meeting date, the cause of the fire remained under investigation.

**11.2 False ENS Message (19-02)**

The Mitel mass notification system was used during the Steacie fire to support evacuations. The system did not perform as required, which was shared with the vendor. Mitel identified a solution, which had to be applied to each scenario message, individually. It was during this upgrade January 28th to a message (active shooter) that an incorrect keystroke was applied, which initiated the full message deployment. The activation process locked out the system administrators, making it impossible to send an immediate “false alarm” message. Instead, DUC immediately sent out messages internally and externally advising it was error. A number of lessons learned have emerged, and continue to emerge. A strategic switch will see a Push Notification approach on the Carleton Mobile App, as well as development of additional awareness training for staff and students. Historically, students have come from schools where “lockdown” is the approach to such an event. In a university setting this is generally not possible. In addition, findings from recent mass shooting events indicate that a “get out” approach might provide a safer alternative. A new Emergency Coordinator is being hired, and one of their first assignments will be to review and develop a strategy to communicate and train the university community on what to do in an emergency. Stay tuned!

**12. Next meeting**

The next meeting will be **Wednesday, March 27, 2019**, at 9:00 AM, Room 617 Robertson

**13. Adjournment**

The meeting was adjourned at 11:20 am

Tony Lackey  
Management Co-chair

Kim Heuff  
Worker Co-chair