Carleton University
Joint Health and Safety Committee
Minutes of Meeting of June 28, 2017. Meeting #199
Robertson 608, 9:00 am

<table>
<thead>
<tr>
<th>Membership</th>
<th>Representing</th>
<th>Name</th>
<th>Present</th>
<th>Regrets</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUPE 2424</td>
<td>Graham Galway</td>
<td>☑️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CUPE 2424</td>
<td>vacant</td>
<td>☑️</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>CUPE 2424</td>
<td>Gaston Taylor</td>
<td>☑️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CUPE 2424</td>
<td>Kim Heuff</td>
<td>☑️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CUPE 910</td>
<td>J.P. Sabourin</td>
<td>☑️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CUPE 910</td>
<td>Trevor Manning</td>
<td>☑️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admin Tech</td>
<td>Andrea Fowler</td>
<td>☑️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CUPE 3778</td>
<td>John Kavanagh</td>
<td>☑️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CUPE 4600-1</td>
<td>Wesley Petite (worker co-chair)</td>
<td>☑️</td>
<td></td>
<td>☑️</td>
</tr>
<tr>
<td>CUPE 4600-2</td>
<td>Timothy Di Leo Browne</td>
<td>☑️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CUASA</td>
<td>Inna Bumagin</td>
<td>☑️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CUASA</td>
<td>James Green</td>
<td>☑️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Opseu</td>
<td>Michael Radcliffe</td>
<td>☑️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Resources</td>
<td>Gina Maddalena</td>
<td>☑️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facility Management &amp; Planning</td>
<td>Kevin Gallinger</td>
<td>☑️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Services</td>
<td>Kevin Mann</td>
<td>☑️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty of Arts &amp; Social Sciences</td>
<td>Susan Jameson</td>
<td>☑️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty of Science</td>
<td>Gail Atwill</td>
<td>☑️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty of Engineering and Design</td>
<td>Salim Juma</td>
<td>☑️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Safety</td>
<td>Brian Billings</td>
<td>☑️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Athletics</td>
<td>Bruce Marshall</td>
<td>☑️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library</td>
<td>Gilles Monast</td>
<td>☑️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finance</td>
<td>Tony Lackey (co-chair)</td>
<td>☑️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resource/Secretary</td>
<td>Environmental Health and Safety</td>
<td>Nancy Delcellier</td>
<td>☑️</td>
<td></td>
</tr>
</tbody>
</table>

Handouts
Agenda (e)
Injury/Incident/Good Catch report (h)
Minutes (e)
Inspection Schedule (h)

Items:

1. Agenda and Minutes
   The Management co-chair chaired the meeting
   The agenda format was modified to assist with addressing emerging issues

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 – January 25, Meeting #197
   Minutes approved

Action:
Chair
1.4 Approval of Record of Meeting – March 29, Meeting #198
Minutes approved

2. Announcements

Lauren Boivin has resigned from the committee but will continue to work on Mental Health initiatives through membership on the Healthy Workplace Committee. A new CUPE2424 member has been requested from the CUPE2424 President. Salim Juma was welcomed to the committee, replacing Susan Murat as the representative of the Dean of Engineering and Design.

3. Business Arising from Minutes of Previous Meetings

16-13 Dangerous Intersections

Discussion continued on certain intersections that the workers identified as unsafe. By email, the worker co-chair identified issues as follows: Parking on Campus Ave in front of Richcraft Hall, visibility due to fencing at entrance to Parking lot P2 and visibility, faded cross walks in front of Parking lot P7 and bike safety. N. Delcellier provided images of these areas to facilitate discussion. Faded Crosswalks were resolved through the annual repainting program, including the use of new Traffic markings (inverted triangles for crosswalks). A flashing crosswalk will be installed at P7. B. Billings indicated that DUS will run an education/awareness campaign in the fall, including handing out traffic infractions to encourage better driving habits. He also confirmed there have been no reports of accidents or injuries at the intersection. Concerns remain at the Richcraft intersection (red stop sign against red directional signage, conflicting space for deliveries, cars and buses, speed, blind curve due to train bridge). Given the time the item continues on the agenda, T. Lackey asked if there was a motion. The Committee made the following motion:

"We recommend that the intersection of Campus Road and University Drive be examined with a view to enhance safety by reviewing the curb, signage (including stop ahead signage, road markings and/or similar actions) and that a report with actions be provided to the committee"

T. Lackey advised that the Co Chairs will draft a letter to the Vice President; Finance and Administration with the recommendation.

17-02 Contract Services

Introduced in January 2017, the specific concerns have yet to be identified by the co-chair. T. Lackey reconfirmed that the MOL does not consider cleanliness to be an H&S hazard. Deferred until the return of the co-chair.

17-03 Orientation and Process Concern about construction in Loeb 8th floor

Clarification that the concern was communication. A review of the communications for Loeb were discussed. The communication plan included town hall meetings, emails from the Deans, articles in the Top 5, targeted messaging from FMP to the Building Authorities for occupants, notices on FMP and Faculty webpages.

17-06 Building Closures as work refusals

By email, the worker co-chair clarified that the intent of the two items was to review any (closed) existing policies that set out a process for identifying an unsafe work environment, for example in cases of temperature extremes, water or elevator failures or similar incidents.

N. Delcellier confirmed that there are 3 policies that apply (Hazard Reporting, Closing Due to Indoor Temperature Extremes, Building Authorities) and she discussed the processes involved. The policies identify responsibilities for reporting, procedures
to follow, risk assessment processes, and clarify when buildings may be closed, including the role of the Building Authorities, FMP, and EHS.

17-05 Workplace Harassment Prevention Program
Members were thanked for their feedback following last meeting’s presentation. The majority of comments will be incorporated into new program. Work is still ongoing on Violence Prevention program, and then training.

17-07 Full time position as building inspector
Deferred until next meeting, awaiting recommendations of the subcommittee

17-08 Clarification on take-aways from agenda items
Deferred until next meeting, as the specific concern is undefined

17-09 Inclusion of Health and Safety information on Intranet, and
17-10 Adding line items to Carleton A to Z
As per discussion with the co-chair, the intent of the above is to identify additional means for workers to find information on health and safety. N. Delcellier advised that there remain challenges with the Intranet, as part time staff do not all have access to the new system. In regards to the Intranet, DUC, ITS and HR are engaged to resolve the issue. Another factor is that EHS serves faculty, staff and students. Students do not have access to the Intranet. For this reason, EHS and Risk Management will focus efforts on the Internet. The request to add to Carleton A to Z (to include Health and Safety, Joint Health and Safety and similar) has been made to HR and DUC. G. Maddalena to follow up.

17-11 Review of JHSC Terms of Reference
A subcommittee has been formed to review the Terms of Reference of the Committee and make recommendation to the Committee for any changes. (W. Petite, T. Lackey, G. Taylor, G. Galway and G. Maddalena).

200th JHSC meeting (From March EHS report)
The co-chairs approached the VP Finance and Admin with the recommendation to celebrate this milestone with current and past members. Funding has been committed. The CU Health and Safety Award will also be renewed. Archives have been approached for interesting H&S material. More to come.

4. EHS Report
4.1. Injury Summary
N. Delcellier distributed the 2017 report to date and identified certain highlights.
A small chemical spill occurred in NWRC, in June. A worker suffered a critical injury (arm fracture) when they fell down steps at Robertson. There were no concerns noted with the stairs. A research associate was injured during fieldwork in Iqualuit. An asbestos breach caused by a contracted worker was discovered in Nesbitt. All necessary followup was carried out. As the new EHS data management system is populated, future reports will pull data from the system directly.

4.2. EH&S Updates
a) EHS data management system went live May 15th. We continue to develop the support tools and expect to be switching the accident/incident/good catch reporting webpages before September. We started development for Phase 2, inspections and audits Monday. As with the previous phase, we will be seeking JHSC members to participate in the testing.
b) Further to new legislation on noise levels, EHS have invested in noise measuring equipment and have begun a survey various areas on campus to confirm that baselines are below the thresholds. Areas include mechanical spaces, equipment rooms, and similar.
c) May 4, saw a successful Minerva conference. Many thanks to Kim for attending.
d) NAOSH week was very successful. A short presentation was provided. Thank you to members for their participation.
e) Working on a campus wide H&S training strategy. Still finding some challenges to move forward, but working with HR and ITS.

5. **Workplace Inspections Summary**
   As discussed previously, certain inspections remain outstanding. Worker members were reminded to contact their management partners, and the management reps were likewise reminded to contact their worker partners to schedule. A few members of the JHSC and several members from the FED and Science safety committees attended the training offered (March 31 and April 4).

6. **Sub-Committee Reports**
   Inspection subcommittee
   The subcommittee met once. A Second meeting is scheduled (Kim, Wesley, Gaston, Tony and Nancy) prior to next meeting.

7. **Standing Reports**
   7.1 **EMCO**
   B. Billings updated that funding has been obtained to continue project to hire a permanent coordinator under DUS. Position to be posted in August. The plan is in transition from a single project to an ongoing program. The emergency plan will be communicated to the community later this year.

8. **New Business**
   8.1. **Heated Bus Shelter (17-12)**
   K. Heuff expressed concerns that there appeared to have been no consultation regarding the project, and therefore were appropriate actions taken to safeguard the community. A discussion of the Campus Master Plan ensued, as well as the nature of ongoing discussions with the City and OC Transpo. As there was interest in members finding out more of the plan, the AVP FMP will be invited to the next JHSC meeting.

10. **Next meeting**
    The next meeting will be **Wednesday, September 27, 2017 at 9:00 AM**

11. **Adjournment**
    The meeting was adjourned at 10:40am

---

Tony Lackey  
Management Co-chair

W. Petite  
Worker Co-Chair