Carleton University  
Joint Health and Safety Committee  
Minutes of March 30, 2016. Meeting #193  
Robertson 608, 9:00 am

<table>
<thead>
<tr>
<th>Membership</th>
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<th>Name</th>
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<th>Regrets</th>
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<tr>
<td>Worker Members</td>
<td>CUPE 2424</td>
<td>Beth McLarty Halfkenny (co-chair)</td>
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<td></td>
<td>CUPE 2424</td>
<td>Peter Mosher</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>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>Admin Tech</td>
<td>Andrea Fowler</td>
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<td>CUPE 3778</td>
<td>John Kavanaugh</td>
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<td>CUPE 4600-1</td>
<td>Wesley Petite</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>Michael Radcliffe</td>
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<td>Facility Management and Planning</td>
<td>Kevin Gellinger</td>
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<td>University Services</td>
<td>Kevin Mann</td>
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<td>Faculty of Arts and Social Sciences</td>
<td>Susan Jameson</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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<tr>
<td>Resource/Secretary</td>
<td>Environmental Health and Safety</td>
<td>Nancy Delcellier</td>
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<thead>
<tr>
<th>Handouts</th>
<th>(Distributed electronically or hard copy)</th>
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<tbody>
<tr>
<td>Agenda (e)</td>
<td>2015 injury report – full year (h)</td>
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<tr>
<td>Minutes (e)</td>
<td>2016 injury report (h)</td>
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**Items:**

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

1.1 **Call for Agenda Items**  
Chair  
16-03 EHS Bulletin Boards (W. Petite)  
16-04 ENS Failure and Library Lockdown (M. Radcliffe)  
16-05 Further to Asbestos Incident in Robertson (P. Mosher)  
16-06 Maintenance areas in residence used for storage (P. Mosher for G. Taylor)

1.2 **Approval of Agenda**  
Chair  
Agenda was approved with the new items
1.3 Approval of Minutes – January 27, 2016, Meeting #192
New Business item (15-10) was not closed
W. Petite requested that wording in item (15-10) reflect that that there were two DUS Officers on shift.
Minutes were approved with the above amendments

2. Announcements
Valerie Pereboom was introduced as the new Management Representative for Science
The Management Representative for Human Resources has yet to be named

3. EHS Report
3.1. Injury Summary
As the year end 2015 report had not been available in January, it was distributed and discussed. There were a total of 208 incidents that were captured in the report, 99 of which were injuries, representing 102 lost time days. Slip and fall injuries represented ¾ of the total days, however, these resulted from only two injury events, both of which were critical injuries. One was on campus, the other off campus, and neither were weather dependant. The MSD injuries were back injuries, to two individuals, and one was from a pre-existing condition. Reported MSD incidents are defined as times when EHS was contacted to perform an ergonomic assessment, because the worker was already seeing a health care professional. With the prevention piece applied early, there were no lost time days.
For 2016 to date, there have been 44 reports to date, with 13 involving injury. 6 of these were slip/trip falls. Of these, two resulted in critical injuries on consecutive days. These corresponded to freezing rain, followed by rain on top of ice. Neither injury involved staff, and therefore no lost time days resulted.
Concerns were raised, and discussion ensued regarding closing of pathways if deemed unsafe by a third party service provider. It was confirmed that the service provider is required to advise FMP of any concerns that appropriate measures can be implemented.
A further discussion ensued over access to barricades and similar items on weekends, further to a reported sinkhole. It was agreed that DUS would apply immediate measures (such as pylons), advise FMP, who would call in FMP staff to implement a solution.

3.2. EH&S Updates
1) The proposed EHS integrated data management system was approved by the ISSC and is expected to start development shortly. JHSC member participation will be requested as the process unfolds
2) A new Fire Prevention and EHS Officer has joined the EHS Team. Tim Golding can be reached for Fire and Life Safety related questions.
3) As part of the university internal audit program, EHS, and particularly the university EHSMS, is being reviewed to ensure activities follow best practices. Recommendations from the report will be shared when available.

4. Workplace Inspections Summary
Inspections are proceeding according to the 2016 schedule. A few adjustments were made (Wesley and Andrea to exchange) and communicated to the chairs. Thank you for advising of changes. Clarification was provided that if a building slated for inspection in December of a calendar year is actually inspected in January of the following year, that it would not be re-inspected in December of the same year. 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.
5. Sub-Committee Reports

NAOOSH subcommittee

Members were updated on the activities of the subcommittee, including the draft schedule of events to raise awareness on Health and Safety, Emergency Preparedness and Mental Health Awareness for the week-long initiative. While everyone was encouraged to participate in all events, in particular, JHSC members were requested for the Tuesday Outdoor Safety Walk and the Wednesday Info Fair. Full schedule available at: http://carleton.ca/ehs/north-american-occupational-safety-and-health-naoosh-mental-health-awareness-and-emergency-preparedness-week-2015/

Inspection subcommittee

Members are Beth, Gaston, Gilles, Tony and Nancy. The purpose of the subcommittee was to discuss strategies to increase the number of individuals who can perform effective H&S inspections. Not only does this ensure that inspections are completed in a timely manner in accordance with the Act, it would decrease some of the time commitments of JHSC members, while increasing H&S awareness within the community. Gaston had advised that CUPE2424 has taken steps to revitalize their CUPE2424 H&S Subcommittee, and felt that having members involved in the inspection process would enhance these efforts, and alleviate JHSC member burdens. This might be a good pilot project. T. Lackey to discuss with HR to ensure this would not create issues given the various unions.

6. Business Arising from Minutes of Previous Meetings

14-10 Plaster in Steacie and Herzberg Stairwells

As previously discussed, work to remediate the Steacie concern will be completed as part of the Steacie Retrofit, starting early summer. Herzberg would proceed as part of upcoming retrofits to Herzberg. T. Lackey added that legal non-conforming stair railings in Steacie will be replaced as part of the project. Similar railings are also being replaced in Southam Hall.

15-10 Exam Safety

T. Lackey re-confirmed that procedures in place at Exam Scheduling were satisfactory. Examination regulations are posted on the website. In the specific case of concern, it appears that the proctor may not have followed procedure in how the student was advised of the academic violation, therefore escalating emotions. Further, the individual contacting DUS did not self-identify as a safety issue, rather, identified as a “safe Walk” request, which carry a lower response priority. Nevertheless, T. Lackey to confirm training provided to Proctors, and whether this could be enhanced with a form or document to hand to students with options further to advisory of academic violation.

16-02 Major Flood in Southam

T. Lackey provided an update on the January flood. Final restoration costs are likely to exceed 400K, excluding the costs of repair to the water main itself. The cause of the break remains unconfirmed (was not a cold day, was a clean break). Discussion ensued on how the notification process could be improved. It was agreed that while primary safety messaging (keeping individuals from accessing the area, evacuating the building) was effective, a mechanism was not in place to provide updates to the individuals who had evacuated. Options such as a bullhorn for immediate updates could be examined. There remains an expectation of immediate answers, so this could assist. This reinforces that emergency management on campus continues to be a critical requirement.
16-01 Biochemistry Lab Safety

In January, W. Petite advised that a CUPE4600 member had expressed concern that an apparent advisory to departmental contract staff not to work overtime was putting staff and students at risk in a Biochemistry laboratory. No further details were provided. To review and clarify, a subcommittee (Beth, Peter, Wesley, Tim, Tony, Brian L) was established. While the subcommittee met, details were not provided which would allow the concern to be evaluated. During the March JHSC meeting, the course code was provided, as well as some additional details outlining the specifics of the concerns (lab accident in 1999, concern over spill response, chemical storage, and trained personnel). These concerns have not been identified during previous JHSC inspections. N. Delcellier to contact the Chair to clarify course outlines, activities conducted, and facilities to ensure are adequate for the space and that TAs and other staff have the competency to perform the work required.

7. Standing Reports

7.1 EMCO

T. Lackey

Good progress is occurring on Business Continuity Plans, as Faculties of Science and Engineering and Design are now engaged. Current focus also on IT Security. Currently into year 3 of the project. B. Billings advised that emergency procedures are expected to be released in August. Delays have resulted from lack of resourcing for this initiative, although it appears that funding will allow to progress.

7.2 Mental Health Strategy

N. Delcellier

Recent efforts have focused on ensuring that various levels of training are available, including awareness for all, skills for managers, and a certificate program is also being piloted. Communications continue to be issued on these. The upcoming NAOSH event will also reinforce opportunities. W. Petite requested that further to previous discussions on this issue, that an assessment of the mental health status of part-time employee work patterns and work environments be conducted. It was discussed that such a request is not within the mandate of the JHSC, and might be more appropriately addressed through Labour Management discussions.

8. New Ideas

B. McLarty - Halfkenny

Members were reminded that this section is to be a forum to encourage communication and exchange on various aspects of health and safety. Deferred

9. New Business

9.1 EHS Bulletin Boards (16-03)

W. Petite advised that H&S bulletin boards were not up to date regarding JHSC Membership. While updates to the bulletin boards are regularly updated, some could have been missed. N. Delcellier advised that this will be addressed.

9.2 Balloon Incident (16-04)

M. Radcliffe (closed)

Recently, there was an incident of reported shots fired on campus with reports of screaming. This was determined to have been a sorority event where 65 balloons were popped by the participants, and overheard by occupants of an adjacent classroom who called 911. The library was advised to lock down by 911. Attempts to launch the Carleton ENS system did not succeed. M. Radcliffe expressed concerns over the above, and wished to determine how to prevent a similar occurrence. The vendor
was contacted to address the failure, and issues have been resolved. In regards to lockdown, the committee was advised that discussions are ongoing within the College and University sector that the classic lockdown that works in high school settings is not effective in college or university environments. A number of excellent models and resources are available (FBI, Algonquin College, University of Alberta) and will be referenced for Carleton’s emergency response. EMCO is adding the incident to the “Lessons Learned” portion of their documentation.

9.3 Further to Asbestos Incident in Robertson (16-05) P. Mosher
P. Mosher provided recommendations on behalf of the CUPE2424 H&S Committee which were then discussed and responded to during the meeting

1) That the Employer has a complete designated substance assessment / inventory completed on all buildings and that the information is provided in a hard copy format for each building and at each building in a known and accessible location to all occupants.

2) That an on-line inventory for each building containing asbestos be kept and updated as necessary and that the University community has full access to this information.

3) That the entire university community is provided asbestos awareness training that would allow them to properly identify suspected asbestos containing material and the potential of exposure and the reporting process when a suspected contamination has occurred.

4) When the potential of exposure has occurred in an area the Employer will immediately notify all those that may have been affected.

1) Designated Substance Review is regulated, and a standard component of all construction projects, and these are carried out on Carleton’s behalf by 3rd party. In addition, the Chemical Inventory Management System permitted Carleton to update older records of Designated Substances within laboratory environments, to supplement the DRS of record.

2) The Carleton Asbestos Management Program http://carleton.ca/ehs/programs/operational-health-safety/asbestos/ includes ongoing surveys and inventory of all asbestos containing materials on campus. Summary reports of asbestos in each building are posted on the webpage. Workers, such as FMP staff who may disturb asbestos have hard copies of the detailed inventories.

3) Asbestos awareness training has been available to the campus community since 2011, and mandatory for workers such as FMP staff who may disturb asbestos. An online asbestos awareness training is under development. It was agreed that at the next JHSC meeting, all members will be provided asbestos awareness training.

4) Notifications are provided in instances where occupational exposures are suspected to have occurred.

9.4 Maintenance areas in residence used for storage (16-06) P. Mosher
P. Mosher reported, given that G. Taylor was not present, that hockey bags are being found by FMP staff in electrical and other service areas, which pose a tripping hazard, but that also indicate that access to restricted areas is being provided to individuals who may not have the appropriate PPE or training. K. Gallinger to review key access to these areas, and will also discuss if items
such as hockey bags could be safely stored for students in other locations.

10. Next meeting
    The next meeting will be Wednesday, June 29th at 9:00 and extend an extra hour
    to allow for training on asbestos awareness

11. Adjournment
    The meeting was adjourned at 11:15 am

Tony Lackey
Management Co-Chair

Beth McLarty Kilpatrick
Worker Co-Chair