Carleton University  
Joint Health and Safety Committee  
Minutes of Meeting of November 29, 2017. Meeting #201  
Robertson 617, 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>Shari Levac</td>
<td></td>
<td>✓</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>vacant</td>
<td></td>
<td>n/a</td>
<td>✓</td>
</tr>
<tr>
<td>CUASA</td>
<td>James Green</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPSEU 404</td>
<td>Michael Radcliffe</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>PSAC 77000</td>
<td>vacant</td>
<td></td>
<td>n/a</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employer Members</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources</td>
<td>Robin Karuna</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>VP Student Affairs and Enrolment</td>
<td>James Moreton</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>
</tbody>
</table>

| Resource/Secretary | Environmental Health and Safety | Nancy Delcellier   | ✓       |         |

<table>
<thead>
<tr>
<th>Handouts (Distributed electronically or hard copy)</th>
<th>Agenda (e)</th>
<th>Injury/Incident/Good Catch report (h)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Minutes (e)</td>
<td>Workplace Violence Prevention Program (e)</td>
</tr>
<tr>
<td></td>
<td>Inspection Schedule (e)</td>
<td>*Indicates that member arrived later</td>
</tr>
</tbody>
</table>

**Items:**

**Action:**

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

Quorum – As there are more management members than worker members, any motions or similar, requiring a vote, will require three management members to abstain from voting.

1.1 **Call for Agenda Items**  
There were no new agenda items
1.2 Approval of Agenda
Chair
Agenda was approved

1.3 Approval of Minutes of September 27, 2017 (Meeting #200)
A worker member advised that the wording “dangerous intersections” was not accurate
and would like the title changed to reflect that these were “concerns” over safety at
intersections and not that the intersections had been determined to be dangerous.
The Management co-chair confirmed that this wording had been used in previous minutes,
and therefore could not be changed, although the minutes would reflect.
Minutes were approved as written.

2. Announcements
Chair
Darryl Boyce unable to attend, a special session will be held December 4th, 3:30pm
Inna Burmagin is on Sabbatical, CUASA is looking for a new member
PSAC continue to look for a representative
Robin Karuna has been named to represent the AVP Human Resources
James Moreton has been named to represent the VP Students and Enrolment as per
the updated Terms of Reference

3. Business Arising from Minutes of Previous Meetings
W. Petite/M. RAdcliffe

16-13 Dangerous Intersections
The AVP, FMP, provided a written response to the Worker co-chair on the JHSC
recommendation. He confirmed a traffic consulting firm was retained to conduct a study.
The study is expected at the end of November, and will be evaluated for recommendations.
The worker co-chair requested more specific details about the timeline of the plan to
address this concern. A management member advised that as a meeting was scheduled
with the AVP FMP, on Monday the 4th of December, escalating further requests for details
seemed unnecessary.
Action item: N. Delcellier to forward letter to Committee

17-05 Workplace Harassment Prevention Program
N Delcellier
Members had previously been forwarded with recommended changes to program.
N. Delcellier discussed changes as with previous programs. Members to provide feedback
by December 13th.
Action item: N. Delcellier to send out powerpoint presentation

17-07 Full time position as building inspector
W. Petite
Was discussed at sub-committee meeting, and while there was no strong agreement for, (closed)
it was agreed that the sub-committee would review if required.

17-09 Inclusion of Health and Safety information on Intranet,
W. Petite
17-10 Adding line items to Carleton A to Z
W. Petite (closed)
R. Karuna advised that ITS would ensure H&S metatagging was enhanced

17-11 Review of JHSC Terms of Reference
N. Delcellier (closed)
Online e-vote was conducted further to the September meeting (all but one were in
agreement). Terms of Reference accepted.

17-13 Areas not included in JHSC Building Inspections
M. Radcliffe
M. Radcliffe had provided email to assist in discussion. Specifically, the question was
how buildings such as the Tennis Bubble, the Solar House, the Bronson Substation and
the MNP Stadium are inspected. Other members added outdoor parking lots and other
outdoor areas for consideration.

B. Marshall advised that the Tennis Bubble and the MNP stadium are inspected, however not as part of the JHSC. K. Gallinger confirmed that the Bronson sub-station was also inspected as part of normal work, but not documented. Members agreed that all of the listed buildings should be added to the JHSC inspection list for 2018.

In regards to the outdoor spaces, including parking lots, a discussion ensued, with the recommendation that the inspection subcommittee review and consider. The NAOSH safety walks would also be reviewed with goal to formalize.

17-14 Tunnel locker maintenance
T. Manning expressed concerns that lockers were not being addressed for repair. B. Billings confirmed that recently damaged/vandalized lockers at Tory and Athletics were repaired or removed. An annual allocation of $30,000 is dedicated to locker rejuvenation efforts. Members are reminded to advise the FMP Service desk for any damaged lockers, so they can be addressed.

17-15 Accessible parking on campus
K. Heuff not present to discuss details. Discussion still ensued. With Sprott construction to begin, will there be reallocation of accessible parking spaces? Members were advised that Building Code and City Permits require specific allocations. Carleton exceeds the legal number of spaces. DUS also permits “mobile parking” for individuals who have self identified, such individuals are given priority. K. Heuff was not present, and therefore item to remain open. It was mentioned that as buildings take the place of existing parking lots, parking spaces will be located on the perimeter of campus.

Action item: Employer Reps to provide details on which By-Laws set out the legal Number of accessible parking spaces

17-16 JHSC inclusion in campus building and roadway planning process
K. Heuff not present to discuss details. Discussion still ensued. T. Lackey advised that it is not the role of the JHSC, to participate in the Planning process. There are existing mechanisms to ensure planning is stringent, and that H&S is considered. EHS is part of the review for all construction, as is the Director of DUS and Director, Risk and Insurance. In addition, workers from the trades within FMP provide input. K. Heuff was not present, and therefore item to remain open.

17-17 Tunnel occupant conduct interacting with golf-carts
T. Manning expressed concerns that with the increased number of students in the tunnels, accidents may occur. T. Lackey advised that student numbers have risen from 16,000 to more than 28,000, but he is unaware of incidents. B. Billings advised of one recent complaint. J. Moretton advised he will work with student communication team to develop messaging for students. JP also suggested messaging for/on carts. W. Petite suggested a sticker be placed on the front of the golf carts instructing people to keep right, as this would ensure the information the information provided to concerned students.

Action item: N. Delcellier and J. Moretton to work on messaging

17-18 Extending meeting duration
Following last meeting, an online vote was held to determine if meetings should be extended to three hours. The vote was almost equal for and against, equally divided between worker and management members for each option. Both Co-chairs had voted against extending. Agreement that strategies to be employed to keep discussion focused,
which would negate the need for longer meetings.

4. **EHS Report**

4.1 **Injury Summary**
N. Delcellier distributed the 2017 report to date and identified certain highlights. It is expected that there will be over 400 entries, including Good Catches and MSD assessments. This increase in data will allow more effective trending of issues. Of significance were: 1) a good catch by FMP. A high voltage cable within a cable pit had been damaged due to a poorly designed hatch cover which pierced the insulating cover. Other cable pits were reviewed, a procedure developed, and signage implemented. 2) A chemical splash and subsequent use of emergency shower identified a maintenance opportunity 3) Motor vehicle accident with minor injury 4) Blood exposure to a staff member. 5) As per recent emails, there was also a critical injury where an individual fell outside the library. Originally reported as a fall, medical assessment indicated a fracture, which meant this became a critical injury. A review of temperature at the time indicated a rapid temperature drop, and that salting began across campus when the temperature dipped. 6. Taylor commended FMP and DUS for their response to the major power outage affecting residence.

At the September meeting, members asked to confirm actions taken for two critical injuries. In regards to the cycling accident, it was confirmed that the Director of Space Management and Planning had contacted Carleton’s signage consultant who reviewed signage. All found to be in compliance, and they did not recommend adding or lowering caution signs. In regards to the Arc Flash injury by a third party, MOL Orders were posted (March 2017), the MOL reviewed the third party contractor Arc Flash, as well as Carleton’s Arc Flash programs. The Carleton program was found in full compliance. The third party received orders for failure to ensure proper PPE was worn, although the PPE was available, and workers had been trained in proper use. All orders complied with.

4.2 **EH&S Updates**
The following were reported: 1) the 200th meeting of the JSHC was a success. There were 91 attendees, including 2 VPs and the President. The MOL also attended. The revived H&S award was jointly awarded to Alex Proctor and Beth McLarty Halfkenny. The VP, Finance and Admin committed to ensuring we repeat an annual recognition of the excellent work of the JHSC. 2) The VP Finance and Admin agreed to fund purchase and maintenance of defibrillators across campus. They have been ordered, and will be installed by end of year. (University Center, Residence Welcome Center, Library Help Desk, Southam Hall, Maintenance, Richcraft Hall, Minto Case and Steacie) 3) Ladder Safety Awareness training is now available on CuLearn. Members are encouraged to complete, and provide feedback. 4) Arc Flash training was provided to FMP and associated groups 5) the Cu_WorkSafe system will be reviewed in early January by the Stakeholder group. Members are encouraged to attend 6) all 2017 fire evacuation drills were completed. Compliance with standardized evacuations times. 7) Volunteers for NAOSH 2018 were requested. Tony, Robin, Bruce and Shari volunteered.

5 **Workplace Inspections Summary**
Prior to the meeting, an updated schedule and progress to date was provided. Certain inspections remain outstanding although members committed to completing most of them. Worker members were reminded to contact their management partners, and the management reps were likewise reminded to contact their worker partners to schedule. A draft inspection schedule will be provided prior to the January meeting.
6 Sub-Committee Reports

Terms of Reference subcommittee
As above, the terms of reference were accepted as final. The next review to occur at the end of 2020. Members of the subcommittee were thanked for their efforts.

Inspection subcommittee
A number of recommendations were advanced. These included: 1) having the first week of every month as “Inspection Week”. Not only would this facilitate scheduling, but messaging to the community could be created to increase awareness and compliance 2) Increased role of the Co-Chairs in ensuring inspections are completed on time 3) A letter from the VP, Finance and Admin to the supervisors of all members, possibly, twice per year to assist in having time for inspections recognized as a leadership priority 4) the concept of having volunteers from the FED and Science safety committees to assist with JHSC inspections was reviewed, but not retained at this time 5) the incoming automated “Cu_Worksafe” inspections should assist. The subcommittee to continue to stand. As discussed above, the subcommittee will review outdoor spaces in the New Year.

7 Standing Reports

7.1 EMCO
B. Billings advised that the earlier “project” is now a funded program. An Emergency Management Officer, Ms Katherine Chapman, has been hired. She will be invited to the January meeting.

8 New Business

8.1 JHSC Training Strategy
As per amendments to the Act, JHSC Certification training is now extremely prescribed as to duration of the training course, training topics covered, with only certain authorized training providers, and with an expiry date of 3 years. The employer is required to have one worker member, and one worker certified. While the JHSC currently exceeds this regulatory requirement, the recent JHSC survey indicated several members would like to see increased training opportunities, to ensure they are able to adequately fulfill their role on the JHSC. As such N. Delcellier recommended to form a subcommittee to examine options and propose a strategy. B. Billings, JP Sabourin, R. Karuna, G. Taylor, W. Petite, S. Levac, Tony and N. Delcellier to form sub-committee.

9. Next meeting
The next meeting will be Wednesday, January 24, 2018 at 9:00 AM

10. Adjournment
The meeting was adjourned at 10:58 am

Tony Lackey  
Management Co-chair

W. Petite  
Worker Co-Chair