# Carleton University Joint Health and Safety Committee

**Minutes of Meeting of September 27, 2017. Meeting #200**

Robertson 617, 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>Worker Members</td>
<td>CUPE 2424</td>
<td>Graham Galway</td>
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<tr>
<td>Worker Members</td>
<td>CUPE 2424</td>
<td>Shari Levac</td>
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<td>Worker Members</td>
<td>CUPE 2424</td>
<td>Gaston Taylor</td>
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<td>Kim Heuff</td>
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<tr>
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<td>CUPE 910</td>
<td>J.P. Sabourin*</td>
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<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 Kavanagh</td>
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<tr>
<td>Worker Members</td>
<td>CUPE 4600-1</td>
<td>Wesley Petite (worker co-chair)</td>
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<tr>
<td>Worker Members</td>
<td>CUPE 4600-2</td>
<td>Timothy Di Leo Browne</td>
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<td>CUASA</td>
<td>Inna Bumagin</td>
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<td>CUASA</td>
<td>James Green</td>
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<td>OPSEU 404</td>
<td>Michael Radcliffe</td>
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<td>Employer Members</td>
<td>Human Resources</td>
<td>Robin Karuna</td>
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<td>Facility Management &amp; Planning</td>
<td>Kevin Gallinger</td>
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<td>Kevin Mann</td>
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<td>Faculty of Arts &amp; Social Sciences</td>
<td>Susan Jameson</td>
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<tr>
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<td>Gail Atwill</td>
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<tr>
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<td>Salim Juma*</td>
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<td>Employer Members</td>
<td>University Safety</td>
<td>Brian Billings</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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</table>

**Handouts**

(Distributed electronically or hard copy)

- Agenda (e)
- Minutes (e)
- Inspection Schedule (e)
- Injury/Incident/Good Catch report (h)
- Terms of Reference (h)

*Indicates that member arrived later

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**Items:**

**Action:**

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

1.1 **Call for Agenda Items**

   a) Areas not included in JHSC Building Inspections (17-13, M. Radcliffe)
   b) Tunnel locker maintenance (17-14, T. Manning)
   c) Accessible parking on campus (17-15, K. Heuff)
   d) JHSC inclusion in campus building and roadway planning process (17-16, K. Heuff)
   e) Tunnel occupant conduct interacting with golf-carts (17-17, W. Petite)

Chair
1.2 Approval of Agenda  
Agenda was approved with the 5 additional items  
Chair

1.3 Approval of Minutes – June 28, Meeting #199  
Minutes approved with the following amendments:  
17.11 – Kim Heuff was missing from subcommittee list  
M. Radcliffe requested that the minutes reflect OPSEU 404 and not OPSEU  
Chair

2. Announcements  
Gina Maddalena has left Carleton, so a new management member for HR is required.  
Robin Karuna attending today, permanent member to be confirmed  
Shari Levac is welcomed as the new CUPE 2424 member  
We continue to await a member from PSAC  
Chair

3. Business Arising from Minutes of Previous Meetings  
16-13 Dangerous Intersections  
The worker co-chair read the letter that was sent to the VP Finance and Administration, M. Radcliffe  
and indicated he did not agree with the wording, specifically the wording about the lack of complaints arising from other parties, as it appears to downplay the concerns of the JHSC worker reps. He also indicated that the responses provided by email did not constitute a formal response, and that the response should have been shared with the committee and not just the co-chairs. N. Delcellier reported that further to discussions with D. Boyce September 18, she had confirmed with the Director (Capital Renewal and Construction) September 26 that bids for the review had been received, with a report due the end of November.  
Action item: Ensure that in future, formal recommendations be prepared as a letter, which would require a letter response in return.  
Action item: Director EHS to share correspondence regarding recommendation with the committee.  
Discussion ensured that worker members should encourage their members to report near misses or concerns to DUS, or to EHS using the Good Catch forms, to ensure data is captured. DUS will be starting a process this fall on moving violations. Starting with awareness, it will include ticketing and monetary penalties.  
W. Petite/

17-02 Contract Services  
Introduced in January 2017, the specific concerns have yet to be identified by the co-chair. (closed)  
Issue is closed.  
W. Petite

17-05 Workplace Harassment Prevention Program  
Workplace Harassment program finalized. Meeting of the working group in October to review Violence Prevention program, JHSC to then be consulted. Training review to follow  
Action item: JHSC consultation on proposed changes to program  
N Delcellier

17-07 Full time position as building inspector  
Deferred, as K. Heuff did not attend subcommittee meeting  
W. Petite

17-08 Clarification on take-aways from agenda items  
The Chair reminded worker and management reps to review takeaways from items discussed and also requested minutes to more readily record the take-aways.  
W. Petite (closed)

17-09 Inclusion of Health and Safety information on Intranet, and  
17-10 Adding line items to Carleton A to Z  
R. Karuna advised that a request to review metatagging has been made to ITS.  
W. Petite
Action item: Obtain follow up info from ITS.

17-11 Review of JHSC Terms of Reference
Members were provided with the draft update, as prepared by the subcommittee. Discussion ensued on various points. There was general consensus on changes, however, for clarity, members requested to see corrected version. The following motion was proposed and passed:

Motion: We move that an approval in principle be provided, given the discussion, and that an electronic vote be held upon receipt of the document.
- If the e-vote passes, the terms of reference are accepted
- If the e-vote does not pass, the Terms will be reviewed at the November meeting.

17-12 Heated Bus Shelter
There was a question as to whether the JHSC should be consulted for changes to campus activities to ensure H&S has been integrated. Discussion occurred on the project process, campus master plan, Board of Governor’s role, EHS role, project review where all FMP managers are involved as are Risk Management and DUS. Members were reminded that the AVP Facilities, Management and Planning to attend the November meeting.
B. Billings informed the committee that health and safety is not the only priority among the factors considered in the planning process.
K. Gallinger advised of some upcoming projects, including OC Transpo O-train shutdown in 2020. Members agreed that the Bus Shelter topic was closed, however discussion to continue under new item on planning process (17-16).
Action item: Members to provide topics and questions in advance to ensure topics can be addressed by AVP FMP.

200th JHSC meeting celebration (From March EHS report)
Members were reminded of the celebratory lunch at noon.

4. EHS Report

4.1. Injury Summary
N. Delcellier distributed the 2017 report to date and identified certain highlights. 95 new line items since previous meeting. Most are Good Catches and MSD assessments. Total of 67 reports involving injury to date, with approx. 1/3 requiring medical assessment. The number of LTD remains low, however have not been confirmed with HR. Largest numbers in slip trip fall. Seeing an upward trend in incidents and good catches involving contractors and construction type activities. Somewhat expected given the approx. 20 M $ worth of renewal and construction activities. Nevertheless, we are looking to reduce.
A concern was raised as the DUS reports that are used to generate these reports sometimes include names. Reports were collected at the end of the meeting given privacy concerns.
It was noted that members would like to receive confirmation of corrective actions completed further to critical injuries. It was noted that a review of cycling signage had not been shared with the committee and concerns were also voiced about a lack of awareness of how the WSIB arc flash incident had been addressed after the MoL visit on March 22.
Action item: EHS to review to manually remove names.
Action item: EHS to review actions and provide update at next meeting.

4.2. EH&S Updates
   a) Data management system, now branded as CU_Worksafe, continues as major initiative. Starting work on inspections and audits. JHSC involvement will occur in near future.
   b) Reviewed for chlorine levels at the pool. All levels well below any exposure levels.
   c) Working with animal care staff to evaluate for dander exposure.
   d) Completed review of all the local exhausts (snorkels and similar) and found some areas where
the engineering solutions could be enhanced. Annual fumehood verification about to start
  e) Asbestos containing Materials inventory review almost complete.
  f) Working on strategies for health sciences building, given shared facilities model.

5. **Workplace Inspections Summary**
   
   Discussed inspection schedule and progress to date. 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.

6. **Sub-Committee Reports**
   
   Inspection subcommittee
   Deferred until next meeting

   N. Delcellier

7. **Standing Reports**
   
   7.1 **EMCO**
   Deferred until next meeting

   T. Lackey

8. **New Business**
   
   8.1. Areas not included in JHSC Building Inspections (17-13)
   Deferred until next meeting

   8.2. Tunnel locker maintenance (17-14)
   Deferred until next meeting

   8.3. Accessible parking on campus (17-15)
   Deferred until next meeting

   8.4. JHSC inclusion in campus building and roadway planning process (17-16)
   Deferred until next meeting

   8.5. Tunnel occupant conduct interacting with golf-carts (17-17)
   Deferred until next meeting

9. **Request: Extending meeting duration (M. Radcliffe)**
   
   Of late, and increasingly, meetings have adjourned prior to covering all agenda items, given the discussions occurring over certain items, as well as the introduction at the start of the meeting of new items.
   **Action item:** N. Delcellier to survey the members following the meeting.

10. **Next meeting**
    
    The next meeting will be **Wednesday, November 29, 2017** at 9:00 AM

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

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Tony Lackey  
Management Co-chair

W. Petite  
Worker Co-Chair