Carleton University  
Joint Health and Safety Committee  
Record of Meeting of April 11, 2018. Meeting #203  
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></td>
<td>CUPE 2424</td>
<td>Graham Galway</td>
<td>✓</td>
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<td></td>
<td>CUPE 2424</td>
<td>Shari Levac</td>
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<td>Worker</td>
<td>CUPE 2424</td>
<td>Gaston Taylor</td>
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<td>Members</td>
<td>CUPE 910</td>
<td>Kim Heuff</td>
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<td></td>
<td>CUPE 910</td>
<td>J.P. Sabourin</td>
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<td></td>
<td>Admin Tech</td>
<td>Trevor Manning</td>
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<td></td>
<td>CUPE 3778</td>
<td>Andrea Fowler</td>
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<td></td>
<td>CUPE 4600-1</td>
<td>John Kavanagh</td>
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<td>CUPE 4600-2</td>
<td>Wesley Petite (worker co-chair)</td>
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<td>CUASA</td>
<td>Timothy Di Leo Browne</td>
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<td>CUASA</td>
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<td>OPSEU 404</td>
<td>James Green</td>
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<td>PSAC 77000</td>
<td>Michael Radcliffe</td>
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<td>Human Resources</td>
<td>Robin Karuna</td>
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<td>Employer</td>
<td>Facility Management &amp; Planning</td>
<td>Kevin Gallinger</td>
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<td>Members</td>
<td>University Services</td>
<td>Kevin Mann</td>
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<td></td>
<td>Faculty of Arts &amp; Social Sciences</td>
<td>Susan Jameson</td>
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<td>Faculty of Science</td>
<td>Gail Atwill</td>
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<td>Faculty of Engineering and Design</td>
<td>Salim Juma</td>
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<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>VP Student Affairs and Enrolment</td>
<td>James Moreton</td>
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<td>Finance</td>
<td>Tony Lackey (co-chair)</td>
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<tr>
<td>Resource/</td>
<td>Environmental Health and Safety</td>
<td>Nancy Delcelllier</td>
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<td>Secretary</td>
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| Handouts (Distributed electronically or hard copy) | Action: |
| Agenda (e) |            |
| Minutes (e) | *Indicates that member arrived later |
| Inspection Schedule (e) | |

**Items:**

1. **Agenda and Minutes**
   The Management co-chair chaired the meeting
   Quorum – quorum was not attained, therefore will be recorded as “Record of Meeting”.
1.1 Call for Agenda Items
The worker co-chair provided the following by email:
8-1 Reports to the JHSC on cases of Sexual Violence on Campus (G. Taylor, 18-5)
8-2 Developing an approach to prevent strain on mental well-being for part-time staff
(W. Petite, 18-6)

1.2 Approval of Agenda
The Agenda could not be approved, as there was no quorum

1.3 Approval of Minutes of January 24, 2018 (Meeting #202)
Minutes were not approved, as there was no quorum

2. Announcements
All members were welcomed back following the strike, and we look forward all to working
 together to keep us all safe at work.

3. Business Arising from Minutes of Previous Meetings
17-13 Tunnel occupant conduct interacting with golf-carts
T. Manning
J. Moreton confirmed that a communication will be sent to students for Fall Orientation,
Any members with suggested wording to send to James. A recommendation to consider
adding messaging to carts was not pursued, (by the time could read, would be too close).
Emails to be sent to the departments with golf carts reminding them of safety rules.
T. Lackey suggested this could be repeated at various times during the year. Suggestion to
create short awareness videos for posting on CUOL or other sites. J. Moreton, T. Lackey,
R. Karuna, Kevin M, and G. Galway to pursue.
Action item: N. Delcellier to communicate to departments
Action item: working group to pursue video development

18-2 Flagging great ideas
R. Karuna
It was noted while inspecting Canal building that novel ideas were observed (interesting (closed)
power bars, etc). Previous meeting discussed powerbars. No images had been taken so
could not be added to current EHS safety sheets. Members reminded to record images.
K. Mann updated that E-Shop unable to be configured for specific products, as system
is based on vendor catalogues. Members to provide examples, and an EHS webpage can
be developed to assist managers responding to JHSC inspections.

18-4 Building Liaison Pilot Project
W. Petite
B. Billings provided background on pilot (January to April). Purpose was enhanced
communications on crime prevention strategies and creation of linkages within the
community (building authorities, occupants and DUS front line officers). Proactive,
rather than traditional reactive strategy, fostering stronger relationships. Findings to
be shared when compiled.
Action: B. Billings to share findings

4. EHS Report
N. Delcellier

4.1 Injury Summary
No formal injury report was provided, although some incidents of note were discussed.
EHS efforts had been focused on creating reports with new CU Worksafe software that
would remove identifiers for individuals. Work in progress.
4.2 EH&S Updates
The following were reported: 1) CU_Worksaf was successfully launched January 31st. Sample screen shots were shared. Current activities focused on testing new interface for inspections. 2) Working on the EHS annual report, will be presented next meeting, as it goes to the SMC next week, then the BOG following. 3) Setting up for WHMIS 2015 conversion, which involves relabelling all 30,000 chemicals on campus to meet the new Regulations. We also have to ensure that everyone is retrained before Dec 2018 with new HWMSIS. 4) Workplace V&H prevention training currently being updated. Communications on changes to program were sent campus wide on February 27th. 5) A letter from the VP Finance and Admin was sent out to all supervisors to ensure they are aware of the importance of JHSC inspections, and the need to ensure members have sufficient time to perform assigned duties as a member of the committee.

5 Workplace Inspections Summary T. Lackey
Unfortunately, inspections have fallen somewhat behind, compounded by absence of critical staff during strike. Members to review schedule and assist with completing those that are outstanding. Members to advise of any concerns, or if unable to complete scheduled inspections.

6 Sub-Committee Reports N. Delcellier

Inspection Subcommittee
The subcommittee met February 13th. (Gaston, Graham, Tony and Brian, Nancy). Outdoor Locations (4 quadrants) were added, and would constitute part of NAOSH week events.

Training Subcommittee
The subcommittee met February 14th. Concluded that the scope of the JHSC committee mandate is not well understood, (ongoing requests for training) as indicated in the survey from 2017. EHS already has lots of training available; members should be completing that, before additional training introduced. All JHSC members must have completed H&S training required by the Occ H&S Act. Identified core training, and the subcommittee agreed that we should redo the core every two years as JHSC members. Worker co-chair expressed concern that members should not be required to complete training, with repetition every two years, as they are union representatives, and therefore unions should be consulted.

Action item: N. Delcellier to reach out to union presidents

NAOSH 2018 (May 6-12) N. Delcellier
Organization meetings were held internally within EHS given short timelines to organize events. Outreach to DUS and Healthy Workplace as in previous years, however due to time restraints were not able to participate and therefore scope to be smaller this year.

7 Standing Reports none

8 New Business G. Taylor

8.1 Reports to the JHSC on cases of Sexual Violence on Campus (18-5)
As per the new CUPE2424 collective agreement, the JHSC shall be advised of all complaints of sexual violence. The new clause was discussed with the committee.
T. Lackey, N. Delcellier, had met with HR following the signing of the new collective agreement to start discussions on how this could be accomplished, given the requirements for privacy and survivor centric decision making, as well as the requirements of the Occ H&S Act, and now the collective agreement. While the worker co-chair requested that reporting include building/location information, the very low numbers could potentially identify the individuals involved. Once agreement has been reached, the mechanism, and any reports, will be shared with the committee.

8.2 Developing an approach to prevent strain on mental well-being for part-time staff

W. Petite (18-6) Previously deemed a labour management issue, and closed, W. Petite re-introduced the concern, as he reaffirms that this remains a health and safety issue, and reflects concerns of CUPE4600. A number of aspects were discussed: Guarding Minds survey; Mental Health Strategy; services and supports available, role of the committee, etc. As there was no quorum, a recommendation could not be advanced and voted upon. Wesley indicated that he plans to bring a motion to the upcoming committee that will acknowledge the need for more focus on preventative approaches to the strain on mental well-being but will fit within the scope of the JHSC as an advisory committee. The CUPE 4600 (Unit 2) representative explained, from the point of view of Contract Instructors, that there are specific concerns of mental well-being that arise from their specific working conditions. N. Delcellier and T. Lackey committed to discuss the issue further with OQI.

Action item: T. Lackey and N. Delcellier to discuss with OQI

9. New Ideas/Open Discussion

None

10. Next meeting

The next meeting will be Wednesday, June 27, 2018 at 9:00 AM

11. Adjournment

The meeting was adjourned at 11:10 am

Tony Lackey
Management Co-chair

W. Petite
(former) Worker Co-Chair