Carleton University
Joint Health and Safety Committee
Minutes of Meeting of November 28, 2018. Meeting #206
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></td>
<td>Graham Galway</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>CUPE 2424</td>
<td></td>
<td>vacant</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>CUPE 2424</td>
<td></td>
<td>Samantha Shortt</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>CUPE 2424</td>
<td></td>
<td>Kim Heuff</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>CUPE 910</td>
<td></td>
<td>J.P. Sabourin</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Worker Members</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CUPE 910</td>
<td></td>
<td>Brad Crawford</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>CUPE 3778</td>
<td></td>
<td>John Kavanagh</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>CUPE 4600-1</td>
<td></td>
<td>Ana Santos</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>CUPE 4600-2</td>
<td></td>
<td>vacant</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>CUASA</td>
<td></td>
<td>Carmen Leblanc</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>CUASA</td>
<td></td>
<td>vacant</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>OPSEU 404</td>
<td></td>
<td>Michael Radcliffe</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>PSAC 77000</td>
<td></td>
<td>Chav Chhiv</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Employer Members</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Resources</td>
<td></td>
<td>Robin Karuna</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Facility Management &amp; Planning</td>
<td></td>
<td>Kevin Gallinger</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>University Services</td>
<td></td>
<td>Kevin Mann</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Faculty of Arts &amp; Social Sciences</td>
<td></td>
<td>Susan Jameson</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Faculty of Science</td>
<td></td>
<td>Gail Atwill</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Faculty of Engineering and Design</td>
<td></td>
<td>Salim Juma</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Campus Safety Services</td>
<td></td>
<td>Brian Billings</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Athletics</td>
<td></td>
<td>Bruce Marshall</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Library</td>
<td></td>
<td>Gilles Monast</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>VP Student Affairs and Enrolment</td>
<td></td>
<td>James Moreton</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Finance</td>
<td></td>
<td>Tony Lackey (co-chair)</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Resource/Secretary</td>
<td></td>
<td>Environmental Health and Safety</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secretory</td>
<td>Nancy Delcellier</td>
<td></td>
<td>✔</td>
<td></td>
</tr>
</tbody>
</table>

Handouts
(Distributed electronically or hard copy)
- Agenda (e)
- Minutes (e)
- Inspection Schedule (e)
*Indicates that member arrived later
- Incident/injury/good catch report (h)
- Draft Workplace Violence Prevention policy (e)
- Draft Workplace Violence Prevention policy (e)
- Draft EHS Policy (e)

Items:
The Management co-chair chaired the meeting.
Quorum – quorum was attained

1. Agenda and Minutes
1.1 Call for Agenda Items
18-13 Octoberfest and Impaired Driving (M. Radcliffe)
18-14 CPIC access Loss (M. Radcliffe)
18-15 Harassment resulting from Parking tickets (M. Radcliffe)
18-16 Training delays (M. Radcliffe)
18-17 Patrol Vehicle Lights (M. Radcliffe)
18-18 Radios (M. Radcliffe)
18-19 Major Incident Debriefs (M. Radcliffe)
18-20 Athletics Staff Uniforms (M. Radcliffe)
18-21 Workplace Violence (M. Radcliffe)
18-22 Campus Access during Construction (K. Heuff)

1.2 Approval of Agenda
   The Agenda was approved with the additional items

1.3 Approval of Minutes of October 3, 2018 (Meeting #205)
   2.3 (S) Correction to replace “introduction of bias” to “the Act requires that workers must
       complete workplace inspections”.
   10 – Date of next meeting should have read November 28, 2018
   4.2 – Remove last sentence “were there any questions”
   8.2 – clarification required. Item closed
   The Minutes were approved with these additions.

2. Announcements
   Shari Levac is no longer a member and therefore will require the election of a new co-chair
   Brad Crawford was welcomed to the committee as the renew CUPE910 representative

3. Special Guest
   Bailey Reid, Sexual Assault Support Coordinator was invited to discuss the Sexual Violence
   Policy and Protocol. She provided a presentation (which would be sent to members following
   the meeting). Topics presented included reporting, disclosures, what to do if a disclosure is made,
   and where to find additional information. https://carleton.ca/sexual-violence-support/.
   Questions following the presentation included the length of time to go through a formal process;
   perceived barriers in the current policy; steps to address these barriers/gaps; discussion of the
   consultative process currently underway; gendering. Members were invited to consult the
   website and participate in consultations. An upcoming training session as part of the student support
   certificate will be held December 7th.

4. Worker Co-Chair Elections
   The departure of the previous worker co-chair was unexpected, and therefore had not provided
   opportunity for the workers to elect a new Worker Co-chair. Management members exited to
   permit discussion. Kim Heuff was elected as Worker Co-Chair. Congratulations!

5. Business Arising from Minutes of Previous Meetings
   17-13 Tunnel occupant conduct interacting with golf-carts
       K. Mann provided a sample floor marking that could be applied to serve as a visual cue to
       remind pedestrians to keep to the right. Feedback was provided (wording and removal of
       directional arrows). A pilot project to evaluate would be anticipated in the New Year.

   18-6 Cannabis on Campus
       While there were no outstanding issues from the last meeting, the topic was left open to
       review following the legalization date of October 17th. Four policies were approved by senior
       management to address the various elements (Alcohol and Cannabis Use Policy, Smoking on
       Campus Policy, Students Rights and Responsibilities Policy, and the EHS Policy). A number of
       questions followed and were discussed: Guidelines on Fitness for Work; CSS Jurisdiction following
legalization; whether there were increased risks to students given policy (there were not); discussion on possible campus wide no smoking approach; Ontario University responses.

18-7 Robertson Hall Safety office target hardening
M. Radcliffe advised that a number of recommendations remain unaddressed, or are not fully implemented. Identified were missing barricades – should be in by the end of next week; CCTV cameras switched to digital in operation – work order has been issued; Service counter renovations – should be completed over Christmas; Request for a door for documents – to be verified.

18-11 Construction fencing
M. Radcliffe (closed)

The concerns were directed to FMP Construction Services for a response. The Safety Section in the Design Guidelines was updated to ensure that all fencing and hoarding is installed in accordance with current industry requirements. Site Specific Health and Safety Plans are required to ensure that all contractors identify and mitigate against all known hazards. Discussion confirmed that contractors are likewise required to meet the requirements of the Occupational Health and Safety Act, and the Construction Regulations and are held accountable, as are all employers. A member raised a concern that when a construction hazard was reported verbally to FMP after hours, that the response was not as expected. Members were advised that should they continue to have concerns over how a hazard is being mitigated, they can contact EHS/and or a senior manager within FMP, or contact CSS in an emergency.

18-12 Sexual Violence Policy
A. Santos indicated the presentation by Bailey Reid provided lots of information. She has been working with Bailey to identify a mechanism whereby the union leadership could also provide input into the reporting structure for sexual violence concerns.

6. EHS Report
N. Delcellier

6.1 Injury/Incident Summary
Members were provided with a summary report/graphs created from Cu_WorkSafe for the past three months. A number of incidents of note were highlighted and discussed. These included several lab related incidents (puncture and bite from working with animals; lab fire where an oil bath splashed oil which caught fire in a fume hood; finding dried picric acid; touching eye with gloves in a chemistry lab; chemical burn to a finger through a glove; student received a drop of HF to their face). The HF incident resulted in development of a safety sheet, procedure review, training review and enhanced minimum PPE. All incidents were addressed and corrective actions implemented.

6.2 EH&S Updates
The following were reported: mainly business as usual. 1) Efforts continue on Cu_Worksafe to ensure implementation of Inspection and Audit phase early 2019. 2) Review of engineering controls in health sciences.

7. Workplace Inspections Summary
T. Lackey
Since the last meeting, a number of inspections were completed. Some of the inspections were reassigned with vacant positions on the worker side, and everyone was thanked for stepping up! Members were encouraged to reach out to their team mates to firm up inspection dates. It is hoped that all inspections will be completed before year end. Reminders will continue to be sent, now on a weekly basis. Members looking forward to have the new online inspection system using tablets in the near future.
8. Sub-Committee Reports
   Inspection subcommittee
   No further meetings

   Training subcommittee
   No further meetings.

   NAOSH
   Preparations to begin later in the new year

9. Standing Reports
   none

10. New Ideas
   A member of OPSEU404 would be interested in attending an upcoming JHSC meeting. This was discussed, and everyone agreed that this "open house" would offer opportunities to enhance awareness of health and safety. Communications to be developed and implemented in 2019.

11. New Business
   Several new items were brought forward at the beginning of the meeting. Members were reminded that issues should have been addressed to supervisors before being brought to the committee, and should be added to the agenda with a few days' notice to ensure issues can be addressed during the meeting. In some cases, Labour Management discussions might be more appropriate venues to initially discuss.

   11.1 Workplace Violence (18-21)
   M. Radcliffe expressed concerns following an incident where an officer was struck by a car when an individual fled during an arrest procedure. It was felt that a risk assessment should have occurred, and been shared. B. Billings advised that there was a full review and feedback was provided to officers involved. B. Billings happy to review incident further with M. Radcliffe and EHS/RM if questions remain.

   11.2 Octoberfest and Impaired Driving (18-13)
   M. Radcliffe expressed concerns over the event, as it results in individuals driving their vehicles while impaired. T. Lackey advised that this event will no longer occur. This event had not been reviewed previously, as the organizers had not notified Risk and Insurance as required by procedure.

   11.3 CPIC Access Loss (18-14)
   M. Radcliffe expressed concern that CSS no longer have CPIC access. B. Billings confirmed that this does not affect the safety on campus, nor is it unique to Carleton, and is due to audit of all Ontario Police forces by RCMP – Carleton University is not the only agency affected by this change. Carleton University is in the process of applying for direct CPIC access through RCMP but this will take some time and involves a thorough review of confidentiality and privacy conditions. CPIC information is still available through calls/requests to Ottawa Police.

   11.4 Harassment resulting from Parking tickets (18-15)
   M. Radcliffe expressed concern that a student safety patrol staff member was harassed by a student who was able to identify the SSP through the parking ticket appeal process. It was felt that a review of the process should be implemented. B. Billings to review.

   11.5 Training delays (18-16)
   M. Radcliffe expressed concern that a new officer had not yet been provided training, nor
was the officer provided with handcuffs or a baton, for over 5 months. B. Billings advised that training is provided by OPS trainers, and therefore was subject to their availability, as this was out of the regular cycle. Discussion with OPS, OC Transpo, and Algonquin College ongoing to identify training opportunities.

11.6  Patrol Vehicle Lights (18-17)
M. Radcliffe indicted this concern had been identified in 2016 and remains unresolved. B. Billings advised that Shift Manager Kyle Gallinger is currently working with a new supplier to address this issue and repairs are expected imminently.

11.7  Radios and Noise (18-18)
M. Radcliffe expressed concerns that officers were exposed to excessive noise levels, as some radios emitted loud bursts upon occasion. B. Billings advised that CTM (radio supplier/service provider) is looking to repair. A recent engineering study was undertaken during CTM’s site visit and results are expected soon. CSS is committed to addressing the issue. A suggestion that noise levels be assessed was not identified as offering value, as any possible finding would recommend that the radios be repaired, which is currently occurring.

11.8  Major Incident Debriefs (18-19)
M. Radcliffe was concerned that there had not been a debrief following the benzene spill. A debrief occurred with EHS, Risk Management and CSS as part of regular emergency response procedures.

11.9  Athletics Staff Uniforms (18-20)
M. Radcliffe expressed concerns that possible escalation occurred recently when an athletics staff member responded to another staff member concern, and was not readily identified as being a person in authority as he was not uniformed. Discussion occurred that perhaps training might also be a solution. Discussion to occur with B. Marshall, as he was unaware of the concern.

11.10  Campus Access during Construction (18-22)
Deferred to next meeting as meeting time exceeded, and quorum was lost.

12. Next meeting
The next meeting will be Wednesday, January 30, 2019, at 9:00 AM, Room 617 Robertson

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

Tony Lackey
Management Co-chair

Kim Heuff
Worker co-chair