Carleton University
Joint Health and Safety Committee
Record of Meeting of March 29, 2017. Meeting #198
Robertson 608, 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>CUPE 2424</td>
<td>Graham Galway</td>
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<td>CUPE 2424</td>
<td>Lauren Boivin</td>
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<td>CUPE 2424</td>
<td>Gaston Taylor</td>
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<td>CUPE 2424</td>
<td>Kim Heuff</td>
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<td>CUPE 910</td>
<td>J.P. Sabourin</td>
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<td>Worker Members</td>
<td>Trevor Manning</td>
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<tr>
<td>Admin Tech</td>
<td>Andrea Fowler</td>
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<td>CUPE 3778</td>
<td>John Kavanagh</td>
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<td>CUPE 4600-1</td>
<td>Wesley Petite (worker co-chair)</td>
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<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>Michael Radcliffe</td>
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<th>Employer Members</th>
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<tr>
<td>Human Resources</td>
<td>Gina Maddalena</td>
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<td>Facility Management &amp; Planning</td>
<td>Kevin Gallinger</td>
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<td>University Services</td>
<td>Kevin Mann</td>
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<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>Susan Murat</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>Finance</td>
<td>Tony Lackey (co-chair)</td>
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<th>Resource/Secretary</th>
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<tr>
<td>Environmental Health and Safety</td>
<td>Nancy Delcellier</td>
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Handouts
(Agenda (e) Updated Workplace Harassment Program (e)
Minutes (e) Appendices for program (e)
Inspection Schedule (h) Comparison of old vs updated Program (h)
Injury/Incident/Good Catch report (h) Proctoring 101 (h)
Sample incident report – proctors (h)

Items:

1. **Agenda and Minutes**
   - The Management co-chair chaired the meeting
   - There were insufficient worker members; as a result quorum was not obtained. Minutes will be identified as “Record of Meeting” rather than minutes
   - The order of the Agenda was modified to allow Jamie Carmichael to present on proctor safety

Action:
Presentation by Jamie Carmichael (Proctoring 101)
Ms Carmichael provided handouts and a presentation with several key messages:
1) Described the main SES roles (Scheduling/administration of formal exams; operation of exam centres for students with disabilities) 2) Described the proctor training process, including training to SES staff, training for faculty members, training for proctors) 3) Described the SES website and resources 4) provided specific scenarios (mental health concern as well as academic fraud), that are an integral part of the proctor training.
Discussion ensued with Ms Carmichael related to: a) the specific incident that originated the JHSC original concern. 2) Is a similar method of training in place for CUOL exams? T. Lackey to reach out and confirm. 3) Are proctors working alone? No, there are always others nearby, as well as the SES support framework, and DUS is available if required.
4) Risk assessment processes. T. Lackey to review with SES.

1.1 Call for Agenda Items
17-06- Building Closures as work refusals (W. Petite)
17-07 Full time position as building inspector (W. Petite)
17-08 Clarification on take aways from agenda items (W. Petite)
17-09 Inclusion of Health and Safety information on Intranet (W. Petite)
17-10 Adding line items to Carleton A to Z (W. Petite)
17-11 Review of JHSC Terms of Reference (N. Delcellier)

1.2 Approval of Agenda
Agenda was approved by consensus with the items above.

1.3 Approval of Minutes – January 25, Meeting #197
Deferred until next meeting. Members to advise of errors.

2. Announcements
Chair
Jamie Carmichael, Manager, Scheduling and Exam Services, (SES) was invited to speak to concerns raised over proctor safety during exams (see item 15-10). (See above)

3. EHS Report
N. Delcellier
3.1 Injury Summary
N. Delcellier distributed the 2017 report to date and identified certain highlights. Some very recent reports were not reflected (car versus bus, slip/trip/fall) as the DUS manager was away. Also, while it would not be listed in the report (medical condition) there was a cardiac arrest and an individual was resuscitated with the Ice House AED. Also of note, new categories reflect WSIB categories and will be reflected in Medgate. Of significance: Critical injury to a contractor when an Arc Flash occurred. The individual suffered burns to their face, hands and arm. MOL still investigating. Number of injuries to students, including small cuts in Science and Industrial Design, a grad student (poor circulation) during a field trip, an undergraduate student with minor burn. Ergonomic injuries to four individuals. 8 slip/trip/falls, only 4 associated with weather. Total of 22 injury reports, with two lost days to date.
Good catches were significant! Build of snow around gas valves at day care, water dripping near an electrical panel, falling ice from overhead, exposed manhole cover, failure at LOTO, working at heights infractions, and a student ordering an unstable chemical!
In response to the Good Catch reports concerning slippery surfaces, it was noted that there are probably many more reported, but not captured here. Would there be a better mechanism, such as the FMP Service Center to track this data.
3.2. EH&S Updates
   a) EHS data management system continues to be developed. Many thanks to those who have volunteered to test (25 stakeholders) Phase 1 (accident, incident and good catches). Testing is the 29th, 30th. We expect to have up by mid May. Phase 2, Inspections and audits, starts right after.
   b) A new idea! JHSC meetings are numbered...#200 will be at our September meeting. Would like the committee’s support to make a recommendation to the VP, Finance and Admin that we celebrate this milestone. Thoughts include inviting all past members to a luncheon after the September meeting, with the President and VP in attendance.
      Action item: the co-chairs to draft request to VP Finance and Admin
   c) Increased MOL presence on campus. CUSA received orders related to policies, training, inspections, and JHSC committee. We have likewise reached out to GSA and RRA to support them. Visits in relation to construction activities, a few orders, not against Carleton. C&W also were visited by the MOL after a worker complaint. There were no orders, everything was in order. With the critical injury to a C&W worker, MOL was again on site. Carleton was given a request to produce documentation (LOT0 procedures), but that is not an order.
   d) Training: “How to conduct effective inspections” March 31 and April 4. Lunch provided.
   e) Working on a campus wide H&S training strategy.

4. Workplace Inspections Summary
   Members were reminded that we were one quarter into the year, and already we seem to be falling somewhat behind. Worker members were reminded to contact their management partners, and the management reps were likewise reminded to contact their worker partners to schedule. Some members reported having completed, but not yet submitted the reports. Members expressed concern that they had been added to the Inspection Schedule prior to receiving training. Resources are available through the new member toolkit: https://carleton.ca/ehs/wp-content/uploads/JHSC-toolkit-April-2017.pdf. The training will also assist (see above, training scheduled for March 31 and April. Mentoring is also an effective tool for new members to complete their inspections.
   A member suggested bringing in third party H&S training, and would like to explore options, however, they were reminded that there can be a significant cost to this activity.

5. Sub-Committee Reports
   NAOISH Subcommittee
   The schedule of events was distributed to members. As with previous years, the week will serve to raise awareness in H&S Safety, Emergency Preparedness and Mental Health. Volunteers were requested for all activities, but particularly at the Info Fair to raise awareness about the role of the JHSC as demonstration of the “Right To Participate”. The worker co-chair recognized the value of the cyberbullying panel, but reminded the committee that Carleton has many other faculty experts who could assist.

   Inspection Subcommittee
   N. Delcellier requested the discussion be in camera session. The committee agreed. A fulsome discussion occurred. More to follow at next meetings. The subcommittee (Kim, Wesley, Gaston, Tony and Nancy) to meet prior to next meeting.

6. Business Arising from Minutes of Previous Meetings
   15-10 Exam Safety
   T. Lackey (closed)
J. Carmichael presented on training provided to Proctors, answering safety elements. Committee thanked her for informative session. T. Lackey will confirm CUOL approach.

16-11 Emergency Telephone Signage
No change since last meeting, although warm weather will permit application of labels in near future.

16-13 Dangerous Intersections
Discussion continued on concerns with certain intersections. W. Petite expressed appreciation for the installation of a concave mirror on the pathway under the O-Train the following were discussed: Library Road and gate – will be open for approx. next 18 months, given construction; snow removal and snow banks, in particular at University Avenue and Bronson – K. Gallinger to bring to attention of contractors for next season; River Road and loading dock; Athletics new intersection; Construction signage at Parking lot#2 blocking view - K. Gallinger to address. (was corrected following meeting); challenges with buses near Gandhi statue; lack of loading dock at River and impact on traffic; concern near Minto bus stop.
T. Lackey reminded the committee that they can make a recommendation to have FMP look at safety on the roadways in general. Specific proposal to make lanes wider at the curve by Gandhi and River.

17-02 Contract Services
Deferred to next meeting

17-03 Orientation and Process Concern about construction in Loeb 8th floor
W. Petite indicated that members had concerns that contractors working might be generating dust that could contain asbestos; and expressed concerns over lack of communications/information. K. Gallinger responded that the Loeb renewal project had a strong communication plan. This started with a town hall meeting at the beginning, with Q&A. Ongoing updates to the Building Authority and stakeholders. Messaging in Carleton’s Top 5, as well as updates on FMP website. T. Lackey reminded members that the FMP Service Center should be contacted for all infrastructure safety concerns, as well as general construction information. Patterson also currently being renovated. Members were also reminded that with the $14M infrastructure renewal, construction adjacent to occupied spaces will continue. JP Sabourin indicated that other universities have information posted at the job site. EHS to pursue this further to this recommendation. To be provided to Director Construction. T. Lackey to discuss as well.

7. Standing Reports
7.1 EMCO
T. Lackey updated that funding has been obtained to continue project to hire a permanent coordinator under DUS. All departments have business continuity plans. Training on the emergency response plan is under development and will be introduced at a later date.

8.2 Mental Health Strategy
T. Lackey updated on recent HWP committee where results from focus groups to discuss Carleton’s mental health initiatives. W. Petite indicated he would like to join the HWP Committee. Advised to contact the chair, Ed Kane.
8. New Ideas
   None were mentioned at this time.

9. New Business
   9.1. Workplace Harassment Prevention Program (17-05)
   N. Delcellier presented on proposed changes to the program. Presentation
   included introduction to the history (Bill 168, then more recently Bill 132) which
   resulted in changes to the Act. Changes include new definition of workplace
   harassment (includes sexual harassment), requirement for procedure if employer
   is alleged harasser, reporting procedure to be described, advisories to the individual
   reporting harassment, as well as alleged harasser, requirement for appropriate
   investigation, new MOL powers, annual review with JHSC consultation. Coordination
   with university Sexual Violence Policy is also required. A major change is that informal
   resolution will now be required to be summarized and reported to HR (in light of
   requirement for employer to ensure all complaints addressed). Addendums were
   also modified for clarify and simplicity.
   Members requested to provide feedback within 2 weeks to allow work to begin on
   update of workplace violence prevention program, and subsequently, to training.

   all other newly introduced business items deferred to next meeting
   17-06- Building Closures as work refusals (W. Petite)
   17-07 Full time position as building inspector (W. Petite)
   17-08 Clarification on take aways from agenda items (W. Petite)
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   17-10 Adding line items to Carleton A to Z (W. Petite)
   17-11 Review of JHSC Terms of Reference (N. Delcellier)

10. Next meeting
    The next meeting will be Wednesday, June 28, 2017 at 9:00 AM

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

Tony Lackey
Management Co-chair

W. Petite
Worker Co-Chair