

July 26, 2018

1:00pm to 2:00pm

Charles J McCaffray Hall – Senate Chambers

Participants:

Barb Daigle, (Employer Rep)- Co-Chair

Sarah Elliott, (Employer Rep) *Alternate*

Erik Jensen, (Employer Rep)

Shelley Rennick, (Employer Rep)

Twylla Hamelin, (Employer Rep)

Chelsea, (Faculty Positional)

Annie Booth, (Faculty Employee Rep 2)

Deb Schweder, (CUPE Employee Rep 1) *Alternate*

Bethany Haffner, (CUPE Employee Rep 3) *Alternate*

Helen Lapp, (CUPE Employee Rep 1)- Co-Chair

Liz Dunn, (CUPE Employee Rep 2)

Conan Ma, Chemical Safety Officer (Resource)

Lydia Troc– Health & Safety Manager, (Resource)

Mark Dale (Employer Rep)

Sean Kinsley, (Employer Rep)

Absent:

Vacant, (CUPE positional)

Shannon Wagner, (Employer Rep)

Hossein Kazemian, (Faculty Employee Rep 1)

Kerry Roberts, (Employer Rep)

Alternates:

Aaron Olsen, (Employer Rep)

Trevor Smith, (Employer Rep)

Daniel Erasmus, (Faculty Employee Rep)

Alina Constantin, (Faculty Employee Rep)

Julie Wimmers-Klick (Faculty Employee Rep)

Richard Pattinson, (CUPE Employee Rep)

Meeting Co-Chair: Helen Lapp

A. AGENDA

- a.1) Annie inquired on when the committee can expect to review the updated draft on the Respect in the Workplace Policy. Barb indicated Kerry is away for a couple of weeks but we can discuss at the next meeting.
- a.2) Bethany – Request to add under business arising a brief discussion on the Safety Audit Action Plan that was recently sent out by Sarah.
- a.3) No other changes or additions to the agenda - approved

B. APPROVAL OF MINUTES

- Approval of Minutes from June 28, 2018 meeting
 - b.1) Bethany – looking for clarification, under 'B - Approval of the Minutes' last line item before the Action Item references 30(e) of the Terms for Reference and it should show (d). Sarah confirmed that number shown on the minutes is correct as the sequence changed with the recent revision to the TOR. No change to the minutes required.
 - b.2) Under 'C Business Arising – 18-008 Safety Audit Action Plan Report it references that the JHS report was sent to the Board of Governors (BOG). Bethany queried if it was a JHS report or the Safety Audit Action Plan Report. Sarah indicated it was the Safety Audit Action Plan report that was provided to the BOG –the minutes will be corrected.
 - b.3) Under the Proposal Motion – Sentence: 'For questions, the committee will go to other institutions, other companies that have done these types of surveys so that we can do one to establish a baseline so that the committee knows where they need to focus. It will help to identify where there are gaps and concerns about safety that the committee can affect with training and orientation.' Bethany suggested that the committee be amended to read the University or the Workplace in both instances because the survey is to provide the University with information to work with not the JH&S Committee. Sarah disagreed, it is her understanding that it why the JH&S Committee is initiating the survey is to establish a baseline that the Committee can then go to the Employer and with information brought

forward by our members and make recommendations for training and orientation in the future. Sarah suggested we put question beside this section and request that Tracy listen to the meeting recording to confirm.

b.4) No other changes or amendments to the minutes –hearing none, Barb asked for a motion to accept the minutes. Motion forwarded, all in favour.

C. BUSINESS ARISING FROM THE PREVIOUS MINUTES

18-001) Alertus Notification System and Safety App – Sarah

-There has been an upgrade to the campus computer system, which has affected the Alertus system. Sarah has been working with IT and will be reaching out to Alertus direct to get the problems addressed. Matter will be tabled until issues addressed.

-Barb suggested that everyone download the Safety App if they have not yet done so and for the Employer Reps to please promote to their perspective departments in support of the App.

18-008) Safety Audit Action Plan discussion – Bethany

-Bethany had a question about the response, will the response include the background and the summary of risk and safety planning portions on the front & back of that document or is it only the action items that will be updated each year. Sarah confirmed only the action items will be updated and submitted to the BOG.

-Bethany recalled that the plan had been submitted to the Board of Governors. Bethany went back to the Minutes from May and the agenda for June and she could not find it as an item on either and she did not know if it was part of the APP report and the update was sent as part of that package? Barb could not recall how it was submitted as she has a couple of reports she is responsible to the BOG for. She does recall that the plan was discussed at length, as the chair is very committed to safety. It may have been in the closed session.

18-013) Accessible parking for persons with disabilities – Sarah & Shelley

-Shelley asked for a recap on the issue that was brought forward. Sean noted that he had brought the item forward for discussion due to the current location and limited number of stalls for disabled people. At present there are a couple in Lot A but the person has to first get to the cross walk to cross the roadway which is not always easy. In addition, if the person is entering the Admin Building, there is the issue of stairs. Shelley suggested the spots could be moved to the crosswalk as a short term solution. Sean is hoping to have this reviewed with a longer-term solution to address building access as well. Shelley verified that this is on the agenda for Campus Master Plan discussion that is going on right now and is to be completed by December. These long-term solutions are being address but in the interim, there are short-term solutions that can be done to assist. Alina mentioned that it is not always easy for people to identify routes for building access and people could be shown or perhaps special maps outlining the best routes for disabled people would be good. Sarah noted that all the designated parking stalls are marked on the Campus map.

-Shelley indicated that she and Sarah will get together and work on some solutions.

-Bethany and Helen had conducted an inspection of the library a couple of years ago and the ramp that goes up into the Agora is not easy for people to use. Perhaps some consideration to have access at the First Nations Entrance near the Gathering Place could be considered in the long-term plan. An automatic door is not presently installed and there would be snow clearing to address but it could be a good solution.

-Shelley will look into. For anyone who attends the public consultation meetings for the Campus Master Plan, be sure to bring it up. It will primarily work for new buildings or changes but it will be kept on the agenda for Facilities to address when there is time or

funding available. Any new plans or any new buildings it is built right into the Campus Plan to meet the standards and principles for access to new buildings.

-Barb added that the University would work with any faculty, staff, or student needing accommodation based on their specific needs.

-Shelley noted that the Admin elevator would be down for maintenance for about a week this coming month so anyone with accommodation requirements will need to be moved to the first floor or make other arrangements.

18-015) Review of the term 'Members' in the JH&S Committee Terms of Reference – Sarah sent the revised copy to everyone which addressed the changes to 3.0 Composition based on the discussion at the last meeting. The changes address the ex-officio members as well as alternates being referred to as members. Reworded 3.0 (d) to identify the designated alternates as ex-officio unless attending in place of the main representative.

-Annie indicated that she has concern with the way the section has been written as it denies the alternate the ability to attend the meeting and share their point of view. Annie recognizes the requirement to have the alternates in an ex-officio role for voting purposes but feels that alternates should not be denied the right to attend the meetings, as they are just as valuable of a participant as the main rep. Sarah indicated that this is not the intention and was not the premise of the vote for the change to the section. Annie feels that it creates a two-tiered Committee that places less value in the opinions of the alternates.

-Bethany noted that the original intent for these changes occurred when the Committee was having difficulties meeting quorum so it was expanded to add more voting and non-voting members. There was also more impetuous to have more alternates named to ensure quorum could be met. It was never the intent that all the alternates would speak at every meeting but rather they could be present to hear what was going on so that if the main member were not there, they would be up to speed on what was going on at the Committee level.

-Annie indicated that she is primarily concerned with the issue that alternates can be denied attendance.

-Barb stated that because of the nature of some jobs, the operational departments are such that an alternate can attend the meeting only when they are required to attend.

-Annie added that if an alternate is told they cannot attend, it limits the role of the alternates as it takes out the reason why we have alternates. The nuances of the meeting are not necessarily included in the minutes and so why would there be alternates if they were unable to attend.

-Bethany stated that the whole idea was for the Committee to have the ability to move through the business at hand efficiently. The voting member should be the one speaking on the floor and if there is time for an alternate to provide comment that is great, however because of the size of the Committee and voting members present, the alternates are really there to hear what went on at the Committee meeting not to have a voice, that is for the main representative. Bethany advised that if her voting member were present, she would be sitting along the back of the room to hear what is being said not necessarily speaking to things on the agenda.

-Shelley noted she is the voting member who has an alternate. The alternates also get all the minutes and if he has any questions, he comes to her to discuss. For example, he will have input on specific topics that can be better explained than how it is represented on the minutes. They have conversations about topics being discussed or coming forward at the next meeting so he can he can have input and if she cannot be at the next meeting then she lets him know and hopefully he can attend. This is a good example of operational department requirements if there is a flood or a fire alarm etc. he is unable to attend the meeting.

-Liz two quick points, we made the changes to 3 (d) but under 9 (f) 'An agenda will be prepared by the Recording Secretary under the direction of the Co-Chair and distributed

to eh JOHSC members at least one week prior to the scheduled meeting'. We should add in reference include distribution to the Alternates. There are a few sections to review, which will require this addition such as page 7. To further comment on 3 (d), part of the issue was around the word 'can' and how that word is interpreted. Liz suggested that the wording be amended to show 'and a designated Alternate can but is not required to attend'.

-Annie also suggested the addition of some sort of obligation on the part of the voting member to ensure their alternate is up to speed on Committee business. Similar to what Shelley does in her communication to her alternate. It will be important for alternates to be cognizant of the limitations of their role ahead of time.

-Barb noted that she had neglected to introduce Mark Dale as the alternate for both Erik and Shannon and welcomed him to the committee.

-Twylla has an alternate, Trevor who attends in her absence. She does the same as Shelley they will have a brief meeting to be sure he is up to speed prior to the Committee meeting.

-Sean is Kerry's alternate and confirmed he receives all of the minutes and Committee correspondence. If he has questions, he will meet with Kerry to discuss. Sean feels that if Kerry is at the meeting then he does not need to be. The term alternate is exactly that, Sean attends when Kerry cannot.

-Sarah apologized that she neglected to introduce Andrea's replacement, Chelsea Pelletier at the start of the meeting. Chelsea is the faculty member appointed as the Chair for the Lab Safety Meeting.

-Sarah asked everyone to take another look at the Terms of Reference so it can be voted on at the next meeting and requested everyone send their suggestions to her.

18-016) Follow-up on recommendation for a survey on all aspects of safety - Sarah

-It took Sarah a couple of days to write the formal recommendation from the Committee and as the recommendations have to be submitted to the Employer by one of the Co-Chairs, it was submitted on Monday 23rd July after it was signed by Helen once she returned from leave.

-Once the response is received, it will be emailed out to the Committee members and saved in the JHS Folder.

D. Incident Report Summaries

d.1) First Aid Report;

d.2) Safety Investigations Report;

d.3) Other Reports

-the above reports were provided in advance to the Committee for review.

-Annie noted that the number of reports appear to be up in numbers in all areas, is there a reason that this would be the case or are people perhaps now reporting where they did not in the past.

-Sarah stated this is exactly what is happening, she has discussed with Northern Sports Centre, with Security officers and the more information that we get out to our group on what it is we do, the more people are coming in to us. The volume of calls to Security for first aid and incidents have gone up because people are actually reporting. This is because of the increase in knowledge about reporting and the work the JH&S Committee members are doing by encouraging people to get it reported so it becomes part of the statistics.

-Annie feels that it should be monitored and compared to next year to determine if it is the reporting or the frequency that would need to be reviewed.

-Barb also indicated that many of the reports for first aid involve the Active Minds Group, which have much larger numbers of participants than years past.

-Shelley asked if the incidents would register on our books as medical aid for Work Safe. Sarah clarified no this would not involve Work Safe. Any of these incidents would fall under a first aid incident.

-Shelley suggested that the reports be separated out to have a sheet that represents Work Safe incidents versus all other incidents to have the stats properly represented. Shelley asked if the reports not involving Work Safe should even come to this committee.

-Barb noted that it does speak to the volume of work that is being handled.

-Shelley reiterated the importance of having the Work Safe separately identified.

-Bethany agreed with Shelley that there have been many external groups where first aid or similar incidents have occurred that should be separated out for clarity.

-Sarah will separate the Work Safe related reports from those that are not going

forward.

E. Inspection Updates

e.1) Building Inspections Updates – Lydia

-No building inspections have been completed since Lydia was away but she is sending out invites and setting dates for the remaining inspections. There are a few more gaps so if you have not signed up for one, she may be sending you a calendar invite for one.

-Sarah reminded everyone that the signup sheet is in the JHS folder on the G-drive for anyone who wants to take a look to see what is remaining. Require representatives from both the employee and employer side of the Committee to conduct the inspection.

e.2) Lab Inspection Report – Chelsea

-Chelsea noted that the Lab Safety Committee has not met since June and she does not have anything to report.

-Lydia and Conan indicated that the inspections are up to date and they have recently added the NMP lab spaces. Inspections have been done on the anatomy lab, the NMP lab, and the Biosafety Lab.

F. New Business

f.1) September fire drill schedule – Lydia

-Lydia is starting the fire drill in the fall – second week of September with the exception of the NMP building and the NSC, which will be done in August. Lydia is looking for Committee members to volunteer to assist as sweepers for the fire drills, which will involve making sure everyone, is exiting the building and conducting a final walk through to ensure no one stayed behind.

-Lydia will send out a schedule and is hoping people can volunteer for their building or more. We rely heavily on Facilities and Security and both departments are currently short on staff.

-Helen indicated that we had building fire wardens in the past and wondered why we no longer have them.

-Shelley advised there are two concerns with having fire wardens, first it is was a recommendation from the Fire Department who indicated that is their job, and the second was conflict between the floor wardens and people who did not leave the building. Substantial conflict still exists and Facilities staff encounter it when they assist with the fire drills. Supervisors and people at every level need to intimidate people to leave the building. Fire alarms occur more often than they need to which is a result of equipment such as in the case of the new wood innovation lab building, burnt food setting off smoke alarms etc. but if a fire alarm goes off – people have to leave it is not optional.

-Bethany asked if there are guidelines outlining the Supervisors responsibilities at the

muster stations. Sarah noted that when the work begins with the emergency operations, there would be direction and training provided.

-Annie added that Faculty would also need this training, as they would be responsible for their class of students. Sarah agreed and advised that training will be provided to faculty as well.

MEETING ADJOURNED AT 2:04pm

Date: _____

Approved by Chair

ACTION ITEMS

Item #	Description	Who	Action
1) 18-015	Terms of Reference	Sarah	Everyone to review the revised TOR for final review at the August meeting.
2) 18-001	Alertus Notification System	Sarah	On hold until resolved
3) 18-010	Respect in the Workplace policy –draft	Barb or Kerry	Update on the policy.
4) 18-013	Parking for disabled persons.	Shelley & Sarah	Update on temporary solutions
5) 18-016	Recommendation for survey on all aspects of safety	Barb	Update on the response from Employer
6) 18-017	Fire Drills & Volunteers	Lydia	Follow up on schedule and volunteers from the committee.