

**CAMPUS SAFETY**

University of Toronto Scarborough

**Joint Health and Safety Committee**

# Minutes

**Date:** Tuesday September 12, 2023

**Time:** 9:30 a.m. – 11:00 a.m.

**Location:** Zoom Online Meeting and Instructional Centre (IC 318)

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| **Present**  **(v)** | **Absent**  **(v)** | **Name** | **Member**  **Category**  **(\*)** | **Certified**  **Member**  **(v)** | **Work Location**  **(Dept., Bldg., Room)** |
| v |  | Colleen Reid | M | Non-Union (v) | Associate Director (AccessAbility Services)  (Management Co-Chair) |
|  | v | Clara Riel | W | USW | Student Housing and Residence Life /Facilities  (Worker Co-Chair) |
|  | v | Kerri Kistnasami | W | USW (v) | Campus Safety Operations (EHS)  (Secretary) |
|  | v | Chris Armstrong | W | USW | Department of Biological Sciences |
| v |  | Chai Chen | W | USW (v) | Department of Physical & Environmental Sciences |
| v |  | Josh Cleminson | W | USW | Arts Culture Media (Studio Art) |
| v |  | Dennis Cole | M | Non-Union | Facilities Management |
| v |  | Ron Crozier | W | USW (v) | Physical Education & Athletics |
| v |  | Jacqueline Deane | W | USW | Department of Management |
| v |  | Bernadette Fenton | M | Non-Union | Human Resources |
|  | v | Pete Genouzos | W | CUPE 3261 | Facilities Management- Maintenance |
|  | v | Navi Gil | W | USW | Department of Management |
| v |  | Jon Hayes | W | Carpenters & Allied Workers Local 27 | Facilities Management |
| v |  | Tony Howe | W | USW | Student Housing and Residence Life |
|  | v | Elizabeth Huynh | M | Non-Union | Central EHS, JH&S Committee Manager |
|  | v | Akash Jain | W | Unifor, Local 2003 | Facilities Management (Engineering) |
| v |  | Elsa Kiosses | W | USW (v) | Health and Wellness Centre |
|  | v | Doug Lauzon | M | Non-Union | Facilities Management |
| v |  | Carvill Lo | M | Non-Union | Campus Safety Operations (Parking, Fire & Security) |
| v |  | Valerie McCann | W | USW | Biological Sciences |
|  | v | Joanne McKay | M | External/Guest | N'Sheemaehn Child Care Centre |
| v |  | Gail Naraine | W | USW | Department of English |
|  | v | Rabia Nasir | W | USW | Department of Chemistry (DPES) |
| v |  | Naureen Nizam | M | Non-Union | Registrar’s Office |
| v |  | Tanya Poppleton | M | Non-Union | Campus Safety Operations |
|  | v | Ann-Marie Smith | W | USW | Department of Social Sciences |
| v |  | Phil Smith | W | USW | Food & Beverage Services |
| v |  | Tselot Tessema | W | CUPE 3902 Unit 1 | Office of Registrar |
| v |  | Mary Ann Vernon | W | USW (v) | Library |
| v |  | Holly Yuen | EHS Consultant | Non-Union | Campus Safety Operations (EHS) |

(\*) **W** – Worker/Non-management (if unionized, record name of union) **M** – Management **E** – Ex-officio

\* Guests --- Cynthia Cole, Environmental Health and Safety – UTSC

---San Chao, F.&S. Bldgs & Grounds – IBEW Local 353- St. George Campus

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| Item | Agenda Item | Discussion | Follow-up/Action |
| 1.0  1.1 | Call to Order Worker co-chair Clara Riel was not able to attend the meeting. Chai Chen filled in her position.  Land  Acknowledgements Land Acknowledgements were read by C. Reid | | |
| 1.2 | Round Table Introductions  Chai Chen | JHSC Members introduced themselves and the department/union they represent. \* 3 new members joined the committee  Joshua Cleminson (Josh)- USW -Studio Art (ACM Department)  Navi Gill- USW-Department of Management  Tselot Tessema- CUPE 3902 Unit 1 rep – Office of Registrar  \*Navi Gill was not in attendance at this meeting |  |
| 1.3 | Approval of Minutes of Previous Meeting  Colleen Reid | The approval of the June 13, 2023 meeting minutes was approved unanimously by committee members. |  |
| 2.0 | Business Arising from the Minutes |  |  |
| 2.1 | Lighting Audit Update  Holly Yuen on behalf of Doug Lauzon | EHS met with FMD and there were discussions about having the lights in the valley changed to LED to meet lighting level standards. There were a few factors to consider such as the valley has restrictions with a few external regulations (TRCA) due to wildlife etc. There has been an improvement in communication with an accessible spreadsheet that is now shared between FMD, Residence, DCM, EHS and Campus Safety.  Tanya informed the committee that a meeting was held between DCM and FMD to see if areas needed additional lighting on campus, and possible ways to shorten the duration that lights are burnt out. |  |
| 2.2 | Accident Incident Online Forms  Cynthia Cole | At the last JHSC meeting, worker member Rabia commented that the online accident/ incident form did not have fields that clearly reference near miss incidents. Rabia suggested that all areas within the form be changed to “accident/incident” and where the form references injured person that it should say “injured/affected person”. This item was discussed with the St. George EHS central department, and it was agreed to update the fields. The changes have already been made and posted on the website. | <https://ehs.utoronto.ca/report-an-incident/#eForms> |
| 2.3 | Naloxone Update  Holly Yuen | Naloxone kits has been rolled out University wide. Campus Safety has taken the appropriate training on assistance with administering naloxone. There are two kits which are located in each of the Campus Safety vehicles, which will be ready to be deployed when required and are temperature controlled. The naloxone item can now be closed on the agenda.  Chai Chen asked if Campus Safety will be the only ones maintaining the kits and whether Health and Wellness will carry the kits as well. Holly confirmed that Health and Wellness do also have kits because they are trained medical professionals. The University is exploring the idea of having EMRG student group keep a naloxone kit on hand once they are trained.  Dennis asked if the new Residence building should have their own kits. Holly replied that anyone maintaining a kit needs training, and having them kept in Campus Safety vehicles makes it easy to be deployed when needed. | <https://ehs.utoronto.ca/our-services/occupational-hygiene-safety/naloxone/> |
| 3.0 | Standing Items |  |
| 3.1 | Quarterly Inspection of First Aid & Spill Kit Stations  Cynthia Cole on behalf of Kerri Kistnasami | Cynthia reported that the quarterly emails for both First Aid and Spill Kits were sent out. Kerri has been replenishing orders as received. |  |
| 3.2 | Accident Reports- Confidential  Holly Yuen | Summary of accident/incident reports for the quarter of June 1, 2023 – August 31, 2023.  There were 35 total incidents reported (8 Undergrad students, 3 Grad students, 3 contractor/visitors and 21 employees)  •Incident highlights consisted of those relating to research labs (oil bath), allergic reaction in field research, and a critical incident that was discussed due to a fall inside of the EV building. As a follow up to the critical incident, caretaking will test out cleaning floor treatment methods. There were a few outdoor falls in which Clara initiated a walkthrough with EHS and FMD Grounds to be proactive on getting some uneven areas fixed before they result in more falls. |  |
| 3.3 | Walk in Health and Safety Concerns  June 1 – August 31, 2023  Holly Yuen | There were 10 safety concerns this quarter. Most of the concerns were related to odours. Most odour concerns were found to be project specific from the roofing project on the Science Wing. EHS followed up with the Project Manager to reduce the smells. There was also a laboratory lock box safety concern hanging on electrical panel. Box has since been relocated. A ceiling tile fell in the IITS office. No injuries were reported. FMD/DCM had the contractor come back to fix them. It was discovered that the new ceiling tiles require multiple tiles to be removed in order to fix any 1 tile issue. DCM will look at this concern for safety and maintenance going forward and will work with FMD on determining replacements.  EHS received reports of contractors entering Containment Level 2 labs with coffee. There is a strict no food or drink policy for these CL2 labs. Chai Chen asked if these contractors received a warning letter. Holly stated that they were given a verbal and email notification by the Project Manager.  Valerie informed the committee that there is a UofT employee that keeps entering her lab (3rd time) to use the eyewash station. Holly will follow up to get more information after the meeting. |  |
| 3.4 | Health and Safety Testing & Reports  Cynthia Cole | EHS conducted temperature and relative humidity sampling in an office Highland Hall on July 19th, at the request of a JHSC inspection. JHSC co-chair Clara was present for the assessment. The results indicated that the temperature was slightly cooler than the recommended comfort range of 23 to 26 °C in the summer season.No large temperature variances were observed in the spot measurements. The average relative humidity levels were within the recommended range. EHS contacted Facilities Management about adjusting the temperature to a higher set point.  At the request of Facilities Management, EHS conducted water sampling on July 25th from a hose pipe water line that would be available for the recently installed Volleyball Court in the Valley. The water sample was taken in the presence of the JHSC co-chair Clara. A dedicated water fountain was ordered but has not arrived as yet. To avoid the current hose pipe being mistaken as a drinking fountain, a sign has been posted by FMD noting that the water is not for drinking. As the athletic season ends in a few weeks, it was decided that EHS will retest in the Spring when the water is turned on and the fountain will be installed. Josh asked if there is other water for drinking in the area. Cynthia confirmed that drinkable water is available at both the Coach house and Tennis Courts.  EHS conducted a sampling for temperature, relative humidity and carbon dioxide parameters for IC 300A, on September 6th, at the request of a JHSC inspection. The JHSC co-chair Clara was present for this assessment.  CO2 and temperature readings were within the recommended guidelines.  Relative humidity was slightly higher at 70.2% on average then the recommended limit of 65%. EHS placed a work order with FMD to identify a solution for the room. |  |
| 3.5 | Campus Projects  Cynthia Cole | New projects   * Roof maintenance work is slated to start above the SW-111 chemical storage room and for the alcove outside Starbucks SW 1st floor. * Geodesic Dome project contractor is mobilizing within two weeks September   SW glazing replacement level 6 starting in October to be completed by the end of the year   * SY level 2 plant growth chambers being added * MW furniture upgrades and storage complete October   **Ongoing construction is as followed**   * SW roof project 2 areas still to finish (in progress with no tentative date to finish because they are evaluating how to proceed due to its proximity to research labs) * Temp parking lot will be completed October 7th * The ARC QUAD project is open to the public. Electrical approval has been achieved. Minor deficiencies remain, however the space is in full use * IITS/Library Renovation – Phase 1 complete and Occupied, Phase 2 under construction, 40-50 % complete * SW139/140 renovation is ongoing – 95% complete * SW321/322/323 renovation – complete projects to close * Renovations to Biological Sciences Teaching Labs Phases 4 and 5 – ongoing * Aquatics\_SW121/ 110/109C Construction in progress * SW527 SW516 SW518 BioSci Labs Reno – in construction about 15% abatement is completed * SW305 – Corridor Millwork – about 2 weeks left * Miller Lash Accessible Ramp – almost complete, handrails were delayed and will be installed within 2 weeks * RCS- Tim Horton’s in construction   Josh asked if construction work can be coordinated with classroom times. He explained his course in SW 1st floor was disrupted by concrete drilling. Cynthia explained that Project Managers are supposed to notify the areas that would be affected by the work and that loud work is supposed to stop before 9am. Holly added that they should be notifying and abiding by the class schedule and that EHS will follow up with the Project Managers. Dennis mentioned that there is a class schedule on the Intranet that can be used by the Project Manager to check the class schedules. |  |
| 4.0 | Monthly Workplace Inspection |  |  |
| 4.1 | Completed Inspections and Findings  Mary Ann Vernon- ARC Exterior and Interior Areas    Jacqueline Deane -Instructional Centre (1,0) North East Parking Lots (G, H, F)  Elsa Kiosses – Bladen 2nd and 3rd Floor, SL 2nd floor and SL Exterior and path    Gail Naraine -Humanities Wing 1,2,3,4, and IC 2,3,4 and Exterior HW  Ann-Marie Smith - Highland Hall 2,3,4, 5 floors | \*Mary Ann reviewed key items of the inspection report. There was a follow up from a previous leak that was fixed and the humidity has been addressed. No ongoing issues.  \*Jaqui reviewed key items from the inspection. Pot holes are being addressed as Kerri has already submitted work orders. There is no walkway between the parking spot and the building (no curb cut). Holly informed everyone that FMD has a plan in place and just waiting for a few details to be sorted. Carvill added that her and Mark Neilson (Grounds) did a walkthrough inventory, and some pot holes will be requiring an external contractor to be hired.  Elsa reviewed key items which included external shifting of concrete around Student Centre. BV third floor thermostat cover fell off and there are lights out that needs to be addressed. Baseboards peeling on 2nd floor, and a fire extinguisher not mounted. Dennis noted that the 2nd floor workorder was received and the team is currently working on this.  Highlighted in Gail’s report was many lights out in HW including hallways, broken ceiling tiles, and an emergency exit that is blocked by chairs. IC 318 had water damage. EHS spoke about Hygiene testing and that humidity and temperature issue is being addressed. IC hoarding in Faculty office causing safety concerns were also noted.  Ann-Marie was not present at this meeting, and the inspection review will be deferred to the next meeting. | It was noted that work orders were placed and follow up will take place in the next few weeks for all of the inspections that were submitted for this quarter.    (Full inspection details can be found on the JHSC SharePoint) |
| 5.0 | New Business |  |  |
| 5.1 | Eyewash/Shower Annual Inspection by FMD  Dennis Cole | Dennis Cole reported that the inspections are almost completed. There has been a delay due to his team getting ready for the new residence to open. | Results will be shared at the next meeting. |
| 5.2 | Workplace Violence Survey  Holly Yuen | A final meeting with EHS, DARO and Campus Safety designates was held to discuss the recommendations from the survey last week. Centre for Teaching and Learning (CTL) is the next department that will be participating in the workplace violence surveys. |  |
| 5.3 | Classroom Safety  Tanya Poppleton | Tanya informed the committee that there was a classroom survey conducted this summer to provide external calling for Professors or Instructors in the classroom. The information now provides who to call (911 and Campus Safety) and where the classroom is located (room and building, address). The classroom locations have now been removed from the web timetable and can be accessed by students through ACORN. Campus Safety is working with IITS to discuss options for calling services if you do not have a cell phone. |  |
| 5.4 | Safety Training on Campus -Clara Riel | -This item was deferred for the next meeting |  |
| 5.5 | Exterior Campus Walkthrough  Holly Yuen on behalf of Clara Riel | Clara initiatied a walkthrough with Mark Neilson from FMD Grounds and EHS due to some concerns that were raised in regards to many uneven surfaces on campus resulting in trips and falls. The walkthrough occurred to make note of areas to address potential trip hazards on campus. Those areas have been noted, and workorders have been placed. |  |
| 5.6 | UTSC Concussion Working Group  Colleen Reid | Colleen informed the committee that the UTSC Concussion Working Group reconvened, with representation from Athletics & Recreation, Health and Wellness, AccessAbility Services, Campus Safety and Environmental Health and Safety. Awareness and training sessions have resumed, with a focus on early identification of concussion and on campus referral routes when a concussion may have been sustained. EHS also has information on their website and for incident reporting as well. Holly added that there the tri-campus Accident/ Incident form has been updated to include information about concussion. | uoft.me/utscconcussion |
| 6.0 | Other Business  Best Wishes to Mary Ann Vernon | During this portion of the meeting, it was announced that Mary Ann Vernon would be retiring in December. This was Mary Ann’s last meeting with the committee. Mary Ann has been a member of the committee for over 15 years, and served as worker co-chair for 2 terms. Colleen, Holly, and Tanya expressed their sincere thanks and gratitude for all of the hard work and contributions that Mary Ann has made while being on the committee. Mary Ann was presented with a gift as a token of the committee’s appreciation, and all were encouraged to stay for cake to celebrate after the meeting. |  |
| 7.0 | Next Meeting | **JH&S Meeting scheduled tentatively for December 5, 2023 9:30 am-11:00 am via Zoom (Online Meeting) & Highland Hall (HL 255)** |  |
| 7.1 | Closure of Agenda | |  |

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**SIGNATURES:**

**Colleen Reid Chai Chen for Clara Riel**

**(Management Co-Chair) (Worker Co-Chair)**

cc: Safety Bulletin Board in each building at UofT Scarborough

Office of Environmental Health and Safety, 215 Huron Street, 7th Floor

EHS Scarborough Website

cc: Unions – USW, CUPE 3902, and UTFA