

**CAMPUS SAFETY OPERATIONS**

University of Toronto Scarborough

**Joint Health and Safety Committee**

# Minutes

**Date:** Monday March 18, 2024

**Time:** 2:00 p.m. – 3:30 p.m.

**Location:** Zoom Online Meeting and Arts and Administration Building (AA 160)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 |  | Durga Acharya | W | USW | 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 | Jon Hayes | W | Carpenters & Allied Workers Local 27 | Facilities Management |
|  | v | Tony Howe | W | USW | Student Housing and Residence Life |
|  | v | Cindy Insley | W | USW | Retail and Conference Services |
|  | 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 |  | Cheryl Lepard | W | USW | Centre for Teaching and Learning |
| 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 (v) | Campus Safety Operations |
| v |  | Ann-Marie Smith | W | USW | Department of Social Sciences |
| v |  | Phil Smith | W | USW | Food & Beverage Services |
| 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

---Justin Holloway, Health and Safety Officer, CUPE 3902

---Chris Ibell, Assistant Director of Campus Safety and Ryan Rupnaraine, Constable – Campus Safety

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Agenda Item | Discussion | Follow-up/Action |
| 1.0  1.1 | Call to Order  Land  Acknowledgements Land Acknowledgements were read by Colleen Reid | | |
| 1.2 | Round Table Introductions  Colleen Reid | JHSC Members introduced themselves and the department/union they represent. New members Durga and Cheryl were welcomed as new USW members. Cindy Insley was announced as a new USW member that will attend the next meeting. Ethan Lo was welcomed as the new JHSC Manager from EHS central, and Justin Holloway, Health and Safety Officer was welcomed as a guest from CUPE 3902. |  |
| 1.3 | Approval of Minutes of Previous Meeting  Clara Riel | The approval of the December 5, 2023 meeting minutes was approved unanimously by committee members.  Accepted by Phil Smith and 2nd by Anne-Marie Smith |  |
| 2.0 | Business Arising from the Minutes |  |  |
| 2.1 | Signage & Access Routes to Valley  Holly Yuen | During the last meeting, discussions were had in regards to the old valley trail due to deteriorating and unsafe conditions. Since the last meeting, EHS has worked with Facilities Management (Mark Neilson) and signage was put up at both the beginning and end of the trail, informing people that the path is unsafe and not maintained. Chai Chen asked how the message will be relayed to the students.  Rabia asked if Campus Safety could patrol the area for a short term to make people aware that it is not safe. Tanya replied that Campus Safety will not actively patrol because it is not a safe path, but if regular patrols see someone going in that direction, that they will be informed or re-directed to the Ma Moosh Ka Win Trail (Formerly the Valley Land Trail) which is maintained. | Holly informed the committee that she will work with communications to have the message widely communicated, in addition to the existing signs that are visible to everyone. |
| 2.2 | Incident Review- Confidential  Clara Riel &  Holly Yuen | Clara and Holly spoke about the incident which occurred regarding the unfortunate non-work related fatality of a worker. While no further action was required, per the MOL, initiative was taken to help promote worker confidence and add additional safety measures. These priorities emerged from worker feedback. During the meeting, a 3-prong approach was elaborated on, which included beautification of the work space, testing of lone worker devices and improved wayfinding. Holly provided details of two different devices including the functions of each device. Further questions and answers continued in regards to wayfinding and how areas were improved so they could be located by emergency services on maps/gps and how this can also benefit students and the UTSC population. |  |
| 2.3 | Pedestrian Intersection Concern  Holly Yuen | At the last meeting, discussions were had about the intersection of Military Trail and Ellesmere and having the City of Toronto be more pro-active and possibly doing a safety blitz in the area. Holly informed the committee that she was in touch with the City of Toronto and that they had it in their plans to do a large-scale review, and make over of this intersection in 2026. Holly has informed Facilities Management so that they are aware, and that they can work together with the city of Toronto. |  |
| 2.4 | Workplace Violence  Holly Yuen | The department Centre for Teaching and Learning is complete and Women and Gender Studies have completed all surveys, and the walkthrough with Campus Safety. A final meeting with EHS, Women and Gender Studies department heads and Campus Safety designates was held to discuss the recommendations. |  |
| 3.0 | Standing Items |  |  |
| 3.1 | Quarterly Inspection of First Aid & Spill Kit Stations  Kerri Kistnasami | The First Aid Quarterly email was sent out on March 4, 2024. All supplies that have been requested were replenished.  Quarterly emails for spill kit supplies were sent out on March 4, 2024. There were no requests for replenishment this quarter. | First Aid Locations:  <https://www.utsc.utoronto.ca/ehs/first-aid-aeds>  All requested supplies will be sent out by K. Kistnasami. |
| 3.2 | Accident Reports- Confidential  Summary of accident/incident reports for the quarter of December 1, 2023 – February 29, 2024.    Holly Yuen | There were **26 total incidents** reported (11 undergrad students, 1 contractor/visitor and 14 employees).  Incident highlights consisted of 8 slip / trip / fall incidents (4 indoors, 4 outdoors). 2 of the outdoor incidents appeared to be winter weather-related, and a third incident involved an employee’s leg falling through a deck beside research trailers at the back of Science Wing.  One of the indoor incidents was a critical injury where an employee sprained their ankle while descending stairs in Highland Hall and later lost consciousness while trying to exit the building. The EHS investigation found that the stairs and atrium floor were in good condition and free of obstructions. There were no slip, trip or other hazards observed in the area.  There were 3 fainting incidents involving students: 2 in labs and 1 in the Library. When investigated it was noted that the incidents were due to not eating and being stressed. There were no environmental factors. For 1 of the lab fainting incidents, the student experienced symptoms after eating a granola bar provided by the department.  Justin Halloway asked about the frequent faintings’ in class and highlighted that many of these incidents’ have been occurring across the 3 campuses. Justin asked what measures are being taken to address this issue and whether scheduling could be a factor. Justin also asked about the Ministry of Labour and their involvement in the follow-up. Holly explained the process of the investigations that occur when non-workers such as students faint on campus, where investigation would be conducted in each case to determine if there are any reasonable worker-related factors (i.e. environmental, activity). All of the fainting’s recently have been due to personal reasons such as not eating or sleeping, or medical issues. Naureen Nizam also reviewed course scheduling practices. Education campaigns are also discussed. EHS has updated the tri-campus instructor slides shown at the beginning of labs for students to be aware of principles of self-care. Elsa Kiosses also discussed a few helpful tips about providing allergen free granola bars or crackers.  Besides the 2 lab fainting incidents, there were 5 other lab incidents: 1 rat bite to a student, 3 students being struck or cut by lab equipment, and 1 employee cutting themselves on a used broken pipette tip improperly placed in a drawer.  There was 1 employee incident due to safety concerns regarding asbestos from a construction project (work conducted by a subcontractor). | The floorboards of the deck were deemed unsafe by EHS and the area has been cordoned off until FMD can complete repairs. Reports pertaining to slips and falls in other areas were sent to FMD to prioritize key areas and continually improve preventative maintenance practices.  EHS issued a reminder to lab departments to stock allergy-friendly replenishment for lab course practical sessions in wet labs.  EHS worked with the JHSC, department supervisors and the project manager to address concerns |
| 3.3 | Walk in Health and Safety Concerns  December 1, 2023– February, 2024  Holly Yuen | There were 15 safety concerns this quarter. Highlights consisted of:  -Several noise issues from construction projects  -Issue with SW storage location of bins used to dispose of fluorescent light tubes and bulbs. (EHS worked with FMD to find a more suitable location.)  -Defective oxygen wall sensor in an EV chemical storage room  -Discoloured water coming out of tap in kitchenette in SW office space | All incidents were reviewed, and action follow ups were recommended where applicable. |
| 3.4 | Health and Safety Testing & Reports  December 1, 2023– February, 2024  Cynthia Cole | 1. At the request of the department occupying the space, EHS conducted a temperature, relative humidity, carbon dioxide and carbon monoxide assessment on October 24th 2023 for the office spaces in Juniper 1 and 2 townhouses for Carbon dioxide, carbon monoxide, temperature and relative humidity. Carbon monoxide was within the guidelines and relative humidity levels were generally within the guidelines except the common space of Juniper 1 which saw RH slightly higher at 67% at 9:10am. RH returned to within the acceptable range as time progressed during the day. Temperature readings were lower than the required limit in both townhouses at around 9am and warmed up to within the acceptable range throughout the day. It has been recommended to Facilities Management to increase the temperature to a higher set point. As the day progressed, there was an increase in carbon dioxide in both townhouses in various offices and common areas. The increase in CO2 was observed in all areas (highest reading was around 3pm in an office at 1783ppm). While the results were found to exceed the Health Canada guidelines (1000ppm, 24- hr average), they were within the Occupational Exposure Limit (5000ppm, 8-hr average).  2. At the request of a faculty member EHS conducted a carbon dioxide assessment in Highland Hall room B106 due to concerns of carbon dioxide levels. The measurements occurred on Jan 30th, 31, Feb 1,2,5 with the presence of the JHSC worker co-chair. The initial set of measurements taken by EHS (highest reading was 1236 ppm) exceeds the Health Canada guidelines (1000 ppm, 24-hr average), but was within the Occupational Exposure Limit (5000ppm, 8-hr average).  3. Indoor air quality for a critical injury HL atrium and exterior doors. On February 5, EHS and JHSC worker co-chair inspected the general area where the incident occurred and reviewed information, pictures and videos relating to the area and incident. The stairs and atrium floor were in good condition and free of obstructions. There were no slip or trip hazards observed in the area. All indoor air quality parameters were found to be within guideline values.  4. Ambient air sampling for asbestos took place on February 16th 2024 for BV 230K abatement. The abatement project is now complete. All results passed within UTSC parameters  5. EHS received a concern from a worker regarding sound concerns from the new growth chambers that were installed in SY 014. It was discussed with EHS that the compressors of the new chambers were louder than the older units EHS conducted a noise assessment of SY 014 Feb 23 in the presence of the JHSC worker co-chair. The highest reading was standing between 2 compressors at of 82.2 dBA. No noise levels in the surveyed areas exceeded 85 dBA. Assuming a worst-case continuous exposure of 82.2 dBA (the maximum reading) over an 8-hour work day, this would correspond to a dose of 52.3%, which is well below the allowable limit of 85 dBA (equivalent to an 8-hour dose of 100%). | To improve air quality, the following measures were taken:  • High Efficiency Particulate Air Filtration units (Austin Air Healthmate HM400) were made available at each level of the townhouses near the end of October 2023.  • Facilities Management installed a ductless energy recovery ventilator in each townhouse near the end of January 2024 to help with the ventilation in these spaces.  Facilities Management manually adjusted the set point of the ventilation system, replaced the air filter and made mechanical adjustments, which lowered carbon dioxide (CO2) levels in HL B106 to acceptable levels under the Health Canada indoor air quality guidelines.  As a staff member who spends around 2 hours every day (5 days a week) in SY 014, the worker is provided with hearing protection from his supervisor and he can choose to wear them according to his preference. |
| 3.5 | Campus Projects  Cynthia Cole | * This item was deferred due to time constraints |  |
| 4.0 | New Business |  |  |
| 4.1 | Protests on Campus  Chris Ibell Assistant Director of Campus Safety, & Ryan Rupnaraine, Constable | Chris Ibell, and Ryan Rupnaraine were guest speakers at the committee meeting as a lot of the UTSC community have been aware of recent protests on campus, and some have had questions. Chris & Ryan informed the committee that demonstrations have been quite peaceful and that they work with Toronto Police and have them on standby when they are aware of protests. There has been a bit of disruption to workers with chanting but it has mainly been peaceful. Campus Safety also look to Social Media and the Communications department to gage how many people might be attending and where they will be gathering. For anyone that has felt unsafe, Campus Safety have offered to escort people to their cars, or places around campus. |  |
| 4.2 | Reminders about Construction/  Pedestrian Traffic  Carvill/Tanya | This item was deferred due to time constraints |  |
| 4.3 | New Building Designs Carvill Lo | This item was deferred due to time constraints |  |
| 4.4 | Workplace Inspections  Kerri Kistnasami | Kerri and Clara held two separate meetings recently to try and connect with all of the JHSC worker members. In this meeting, in this meeting, the importance of attendance was emphasized and best times for workers to submit inspections were reviewed making sure that we have a worker member completing an inspection area every month as per the legislation. Reminders of details to be included in inspections were discussed, and everyone was encouraged to add pictures to their inspections to make it easier to identify areas, and to place workplace inspections. |  |
| 5.0 | Monthly Workplace Inspection |  |  |
| 5.1 | Completed Inspections and Findings    Chai Chen Psychology Department Areas & DPES- Department of Physical & Environmental Sciences  Rabia Nasir- ESCB -Environmental Science & Chemistry Building | Chai Chen reviewed the key items assigned to the Psychology area that was completed in December of 2023. Highlighted were issues related to a possible ceiling leaks, tripping hazard in two offices, and burnt light bulbs that need to be changed.  Chai Chen informed everyone that his inspection for DPES was almost finished, and that he would give an update on his report at the next meeting.  Rabia Nasir reviewed the key items for the inspection of the ESCB that was completed in January 2024.  Highlighted was rooms that have poor ventilation, some chemical bottes in a lab that were unlabeled but have now been labeled, and an exterior door that was previously fixed and is broken again. | (Full inspection details can be found on the JHSC SharePoint)  Rabia will be meeting with EHS to review the items with the pictures that were taken, and Kerri will follow up with Facilities Management and place the necessary work orders. |
| 6.0 | Other Business |  |  |
| 7.0 | Next Meeting | **Scheduled tentatively for June 18, 2024 9:30 am-11:00 am via Zoom (Online Meeting) & in person Arts & Admin Bldg (AA 160)** |  |
| 7.1 | Closure of Agenda | |  |

­­­­­­­­

**SIGNATURES:**

**Colleen Reid 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

Unions – USW, CUPE 3902, and UTFA