

**CAMPUS SAFETY**

University of Toronto Scarborough

**Joint Health and Safety Committee**

# Minutes

**Date:** Tuesday June 13, 2023

**Time:** 9:30 a.m. – 11:00 a.m.

**Location:** Zoom Online Meeting and ESCB Catalyst Centre- EV 151/152

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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)  (Co-Chair) |
| v |  | Chai Chen | W | USW (v) | Department of Physical & Environmental Sciences  (Co-Chair) |
| v |  | Kerri Kistnasami | W | USW (v) | Campus Safety Operations (EHS)  (Secretary) |
|  | v | Chris Armstrong | W | USW | Department of Biological Sciences |
| 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 | 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 |  | Clara Riel | W | USW | Student Housing and Residence Life /Facilities |
| 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 | 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  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. Guest San Chao was introduced to the committee from IBEW Local 353. Liang Zhao was also introduced to the committee as a new member of the UTSC EHS team. Liang did not stay for the meeting but was introduced so that committee members would be familiar with the new EHS staff member. |  |
| 1.3 | Approval of Minutes of Previous Meeting  Colleen Reid | The approval of the December 8th, 2022 meeting minutes was deferred to this meeting, as there were not enough worker members present on March 7, 2023 to reach quorum.  During this meeting, both December 8th, 2022 and March 7th 2023 meeting minutes were approved. (D. Cole and T. Howe)  C. Reid spoke to the committee about recent challenges with attendance. All committee members were encouraged to attend the quarterly meetings so that quorum can be met. The schedule is sent out almost a year in advance giving people ample time to put meetings in their calendars or to inform K. Kistnasami of any conflicts ahead of time. | K. Kistnasami will continue to send out meeting reminders, and the committee will RSVP in a timely manner in order to make quorum or reschedule if necessary. |
| 2.0 | Business Arising from the Minutes |  |  |
| 2.1 | Campus Projects Update  Cynthia Cole | **Ongoing Construction:**   * The ARC QUAD project is open to the public. Electrical approval has been achieved. Canopies are going back up on June 16. Irrigation inspection still to be completed. * IITS/Library Renovation – Phase 1 complete and occupied, Phase 2 under construction (approx. 20% complete). * SW139/140 renovation is ongoing – nearing completion * SW321/322/323 renovation – completed minor deficiencies * Renovations to Biological Sciences Teaching Labs Phases 4 and 5 – ongoing * SW536/SW537/543 Biological Sciences Lab and Office Renovation –complete and occupied * IC Management COOP - Interview Rooms – complete, only a few furniture deficiencies remain. * Aquatics\_SW121/ 110/109C- construction in progress * SW305 – Corridor Millwork – started construction * Miller Lash Accessible Ramp – in construction (40% complete).   **New Projects**   * SW roof project (was on hold from the fall and is now in progress) * Student Centre roof replacement (in progress) * FMD resurfacing the SW quad in mid-June and will be completed before orientation and camp starts later this summer * SW527 SW516 SW518 BioSci Labs Reno – has been awarded, but construction yet to start |  |
| 2.2 | Onboarding HR Template re: Covid 19  Bernadette Fenton | During the last meeting, a question was asked about the onboarding email template that managers receive when they hire new employees. The forms still has information relating to Covid-19/vaccinations and a question was raised about the relevancy.  B. Fenton informed the committee that there is now new language on the forms that indicate that there is a pause in UCheck and Covid-19 policies, but they can be re-introduced with little notice if required. |  |
| 2.3 | Lighting Audit Update  Holly Yuen | In October 2022, light measurements were taken across campus by EHS, and aerial drone photos were taken by the assistance of Chai Chen. The audit found that there was quite a bit of lights out that need replacing; and areas where lighting needs to be added. Priority areas noted were:   1. Area between SL, AA and child care parking lot entrance (high traffic route) 2. New AC patio (gathering area with grounds at different levels, adjacent to high traffic route) 3. North and south residence pathways (residents may travel alone or in small numbers at night) 4. Valley parking lot (night event parking) and Miller Lash House staff parking spots (night event staff parking)   The areas were noted as higher traffic, needs and below the lighting limits. (10 lux used as standard) It was noted that Campus Safety also completes weekly checks and sends it to FMD.  Timelines and possible temporary lighting in these areas were discussed amongst committee members. An update will be provided in the next JHSC meeting. | EHS is currently working with FMD to streamline a process for workorders to be completed in a timely manner.  D. Lauzon will look into both short and long term soloutions to lighting, and will report back at the next meeting. |
| 2.4 | Naloxone  Holly Yuen | Effective June 1, 2023, there are new requirements under Ontario’s Occupational Health and Safety Act (OHSA) regarding naloxone kits in the workplace. Please see link.  University has been working with various departments to establish a program, which includes risk assessment and training. It was decided that Campus Safety would be the ones who would carry naloxone kits once they receive more specialized training to administer and maintain the medication.  E. Kiosses informed the committee that Health and Wellness also have kits that can be accessed during their business hours as their employees were trained by Discovery Pharmacy. | <https://ehs.utoronto.ca/our-services/occupational-hygiene-safety/naloxone/> |
| 3.0 | New Items/Discussions |  |  |
| 3.1 | Quarterly Inspection of First Aid & Spill Kit Stations  Kerri Kistnasami | The First Aid Quarterly email was sent out on May 26th. All supplies that have been requested were replenished. The First Aid Course for designates was held last on March 16, 2023.  Quarterly emails for spill kit supplies were sent out on June 6. Labs will check their kits by June 16th 2023. | First Aid Locations:  <https://www.utsc.utoronto.ca/ehs/first-aid-aeds>  All requested supplies will be sent out by K. Kistnasami. |
| 3.2 | Walk in Health and Safety Concerns  Holly Yuen  Between the period of March 1, 2023 – May 31, 2023. | There were 13 Safety concerns this quarter. Highlights consisted of:   * Lighting issues in a lab during a power outage. (Temporary plug in lights have been placed in the area while emergency lighting is sorted) * Temperature issues during heat wave. * Asbestos incident where teaching labs were relocated and research labs were disrupted.   - Refrigerant leak in the mechanical penthouse of the IC building 4th floor.   * De-stressor event that had prohibited animals (sheep) on campus | Corrective actions were discussed and EHS has followed up with concerns |
| 3.3 | Incident/Accident Review (Healthcare/Lost Time)  CONFIDENTIAL  Holly Yuen | Summary of accident/incident reports for the quarter of March 1, 2023 – May 31, 2023.  There were 30 total incidents reported (13 students, 3 contractor/visitors and 14 employees)  •Incident highlights consisted of those relating to a fire in a student housing residence town house. The cause of the fire was due to wiring on a lamp. Students were evacuated safely, and relocated. | All incidents were reviewed, and action follow ups were recommended where applicable. |
| 3.4 | Accident Incident Poster  Holly Yuen | H. Yuen informed committee members that an updated accident incident poster can be found on the EHS website. This poster is to help raise awareness on what to do (procedures to follow) when there is an incident. EHS has worked with the registrar’s office to get the number of classrooms on campus, and will roll out a plan for putting the posters into each class room.  R. Nasir commented that in the online accident/incident form, that the wording isn’t clear that the form can be used for near miss incidents as it references more of the injured party. It was 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” | [InCaseOfInjury&Incident\_Poster\_2023Feb01 (utoronto.ca)](https://ehs.utoronto.ca/wp-content/uploads/2015/10/In-Case-of-Injury-Poster.pdf)  EHS will bring this suggestion to central at St. George for feedback. |
| 3.5 | MOL Meeting (Electrical Incident Wrap Up)  Holly Yuen | MOL Inspector came on site to wrap up the electrical incident, and discuss the report. The inspector was not able to share the report, but was able to discuss the content. During the discussion improvements on PPE, signage, training, and preventative maintenance as well as weekly safety talks were discussed. |  |
| 3.6 | Health and Safety Testing & Reports  Cynthia Cole | There were 4 Occupational hygiene conducted by the EHS office since the last JHSC meeting. All of the assessments were accompanied by Chai Chen  EHS conducted the annual water sampling on April 26th for the Valley locations. The following areas were sampled: tennis court fountain, Coach House fountain, baseball diamond Elkay water dispenser, mechanic shop water filtration system, MLH kitchen sink and MLH handwash sink. The sample tested parameters within drinking water guidelines for: pH, colour, Turbidity, *E. coli*, Total Coliforms, Copper and Iron. The following 3 locations had exceedances with iron: tennis court, Coach House, and Miller Lash house’s hand washing sink. These locations had iron levels above the drinking water guideline. It was explained that drinking water with iron levels that might be high enough to affect your health will likely be very unpleasant to drink. It will be discolored (reddish-brown) and have an unpleasant taste and smell. FMD is working on changing the filters for these units.  The last parameter in exceedance was for lead and it was located at the MLH handwashing sink during the initial test conducted on April 26th. MLH had been notified immediately when results returned and signage had been placed on the faucet to not drink the water. FMD began investigating the piping system that runs to MLH and the filter requirements to further enhance the water quality. FMD notified EHS when the investigation was complete and it was resampled for MLH on Monday June 12th. An analysis is occurring by the lab later this week.  • On May 24th EHS conducted air samples of respirable crystalline silica in HL penthouse and SY 056 at the request of the employees from FMD working out of these rooms. Their concerns were that the flooring in these areas were concrete. Crystalline silica is a common mineral used to make products including concrete. The 6 silica samples taken during the testing came back below the minimum reporting limit by the lab after analysis.  • May 31st EHS conducted a sound level assessment and temperature measurement at the request of 2 employees for the HL penthouse which was turning into a work space. Air diffusers were placed in the work stations to create more ventilation. The diffusers are located very low to the work station and was interfering with the sound level readings. | FMD will adjust them and EHS will go back and retake measurements. The temperature was all within ASHRAE guidelines |
| 3.7 | Workplace Violence Survey  Holly Yuen | H. Yuen informed the committee that EHS is conducting a work place violence survey for the department of Development and Alumni Relations. |  |
| 3.8 | Worker Co-Chair Term Renewal  C. Reid | An email was sent out prior to the meeting announcing Clara Riel as the new worker co-chair. (A voting process was organized and all worker members had the opportunity to vote)  C. Reid congratulated Clara at the meeting, and gave the members a quick description of Clara’s background and experience.  During this portion of the meeting, C. Reid, T. Poppleton, and H. Yuen all expressed their sincere thanks and gratitude for all of the hard work and contributions that Chai Chen made to the committee over his 9 years of being worker co-chair. Chai Chen was presented with a gift as a token of the committee’s appreciation, and all were encouraged to stay for cake after the meeting. |  |
| 4.0 | Monthly Workplace Inspection |  |  |
| 4.1 | Completed Inspections and Findings  Pete Genouzos-UTSC N'sheemaehn Child Care & Exterior Lots J, K and L  Chai Chen – Dept. of Physical and Environmental Sciences    Mary Ann Vernon- ARC Exterior and Interior Areas  Chris Armstrong- Bio Sci Areas in HW, SW & SY & Wet Labs  Jacqueline Deane -Instructional Centre (1,0) North East Parking Lots (G, H, F) | \*P. Genouzos was not present at this meeting. The report was completed prior to the meeting, and key items from the inspection was read by Ms. Kistnasami.  \*C. Chen reviewed key items of the inspection report. C. Chen will meet with K. Kistnasami to have the appropriate work orders placed and processed.  \*This inspection was deferred for the next meeting.  \* C. Armstrong was not present at this meeting. The report was completed prior to the meeting, and key items from the inspection report were read by K. Kistnasami.  J. Deane completed their inspection, but due to time restraints was not able to present the findings. It will be reviewed at 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 | Equity and Inclusivity – Use of pronouns in our JHSC meetings | C. Reid -The committee continues to strive to incorporate equity and inclusivity pieces to our meetings. With Pride month upon us, our agenda planning committee reviewed best practice for use of pronouns in meetings minutes. The JHSC is committed to creating a safe space for our members, and continues to welcome suggestions in ways that we can do so. | Members were asked to contact K. Kistnasami by email if they wish to identify their pronouns that they are most comfortable using. |
| 6.0 | Next Meeting | JH&S Meeting scheduled tentatively for September 12, 2023 9:30 am-11:00 am via Zoom (Online Meeting) & Instructional Centre- Room IC 318 |  |
| 7.1 | Closure of Agenda | |  |

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**SIGNATURES:**

**Colleen Reid Chai Chen**

**(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