

**Smith Engineering Joint Health and Safety Committee
Minutes**

Date: November 19, 2025, via Teams

Scheduled Time: 3:25 pm – approx. 4:30 pm

Invited:

John McKay, Dan Langham, Kyle Strike, Larry Steele, Gabrielle Whan, Noushin Rajabalinia, Natalie Niro, Vanessa Wood, Jennifer McKenzie, Vanessa Wood

Regrets:

Peter Rowsome, Graham Boyd

Not Present:

None noted

1) Meeting called to order by:

John McKay

2) Minutes from Previous Meeting

- Previous meeting minutes (most recently July 16, 2025) were circulated for review.
- It was noted that the September 23, 2025 meeting had been cancelled.

3) Incident / Injury Reports

- General reporting reminder:
 - Multiple incidents had occurred since the last meeting, including illness, domestic conflict, and injuries.
 - Emphasis was placed on the need to report all incidents, including near misses, first aid, medical aid, lost time, and critical injuries.
 - Incidents must be reported to the supervisor and Faculty Safety Officer; reportable incidents must be submitted to EH&S.
- Near misses and first aid:
 - EH&S confirmed that near misses and first aid incidents should also be reported to allow trend analysis and prevention.
- Domestic conflict / workplace violence:
 - Clarification provided that domestic or interpersonal conflict with potential to impact the workplace should be managed through the Workplace Violence Policy.
 - Safety planning may involve Campus Security, HR, and threat assessment processes depending on circumstances.
- WSIB guidance:
 - EH&S advised that:
 - Lost time claims generally require medical documentation.
 - Failure to seek medical attention may result in WSIB claim denial.
 - Delayed reporting or delayed medical assessment makes claims difficult to substantiate.
 - Employees may choose not to pursue WSIB claims, but initiating and closing a claim is preferable to failing to document an incident.

- **Specific incidents discussed:**
 - Lifting injury – 385 Princess: Minor back strain; individual remained at work; no further action reported.
 - Conference fall and injury: Lost time injury; report pending distribution; reminder that off-campus injuries must be reported.
 - Student competition hand injury: Injury occurred off-campus during a competition; report status to be followed up.
 - Recent lifting injury: No medical attention sought; individual returned to regular duties; supervisor reviewed task assessment and requirements.
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4) Inspections

- **Walter Light Hall:**
 - Typical issues noted, including clutter and blocked cabinets.
 - One basement lab identified as having chronic clutter; a clean-up plan is in progress.
 - **Nicol Hall:**
 - Recurring issues with chemical labeling noted.
 - Chemical Engineering practices for abbreviated labeling were shared as a possible model.
 - EH&S advised that new Chemwatch workplace label guidance has been released and should be distributed.
 - **McLaughlin Hall:**
 - Improper gas cylinder storage identified; repeat issue.
 - Risks of unsecured gas cylinders emphasized.
 - Chemical and alcohol items found in food-only fridge; issue addressed with faculty supervisor.
 - **Jackson Hall:**
 - Lab coats observed in a computational lab; follow-up required to determine purpose and compliance.
 - Some chemical storage labeling issues also noted.
 - **Field Stations:**
 - Inspections completed; reports pending.
 - Minor issues included lighting deficiencies, squirrel debris, and garbage.
 - Explosive bunker lighting to be upgraded.
 - Gasoline storage at a field station garage identified as requiring a flammables cabinet; EH&S to provide applicable standards.
 - **Upcoming inspection:**
 - Ellis Hall inspection scheduled for December 3, 1:00–3:00 pm.
 - Worker representative required; volunteers identified.
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5) Old Business

i) ILC Team Space Ventilation Fan Update

- Ventilation in resin and sanding rooms was found to be undersized relative to original specifications.
- Engineering declined to modify system; an independent study was commissioned.
- Upgrade project approved for next fiscal year due to cost.
- Interim controls implemented:
 - Restricted access.
 - Mandatory PPE and fit testing.

- Small-batch work under existing snorkels.
- Direct communication with teams.
- Spot checks and increased oversight.
- Ministry of Labour attended following a complaint and was satisfied with corrective direction.
- Additional controls being implemented:
 - Cameras, entry logging, job safety plans, and door alarms.

ii) COVID-era HEPA filters

- Disposal decision still pending; EH&S continuing follow-up due to staffing changes.

iii) Dupuis Basement Grad Area – Pipe Leak

- Status unclear; follow-up required to confirm whether repairs are complete.

iv) ILC Team Spaces – Access Controls

- Entry permits, safety job plans, cameras, and door alarms implemented.
 - Incident involving tampering with door alarm resulted in temporary space shutdown.
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6) New Business

a) Safety training – verbal de-escalation

- Two sessions completed.
- Training well received.
- Plan to offer annually for staff unable to attend.

b) Winter safety – salting

- Faculty purchased salt for use near entrances.
- Salt available at ILC back door.
- Concerns raised about salt pails being misused as garbage.
- Discussion held regarding use of lidded bins and coordination with contracted grounds services.

c) Committee membership

- Jennifer McKenzie and Vanessa Wood introduced to the committee.
 - Background includes safety training and construction experience.
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7) Adjournment

- Next meeting planned for December 2025, potentially earlier due to holiday schedule.
- Meeting adjourned with reminder to use available salt and take precautions against slips.