

FEAS JHSC Minutes

Wednesday, January 17, 2024

1030 am - 1200 pm

Remote Zoom Meeting

Present: John McKay, Angela McCracken, Matthew Lee, Noushin Rajabalinia, Kyle Strike, Natalie Niro, Eric Tremblay, Graeme Boyd, Dan Langham, Larry Steele, Stephanie Wilson, Samantha Samson

Regrets: Gabe Whan, Nicolas Hudon, Peter Rowsome

1. Meeting called to order by: John McKay
2. Introduction and welcome to FEAS Joint Health and Safety Committee Stephanie Wilson, Operation Manager, Mitchell Hall. Kyle Strike indicated that Stephanie will be participating in the meetings and will be present at the Workplace Safety Inspections in Mitchell Hall.
3. Injury/Incident Reports:
 - Incident Form, Civil Engineering: Graeme Boyd indicated a near-miss incident involving a student in a mock-set up had occurred. A new protocol is in place and staff members will train the students. No other issues were identified.
 - Injury Report WSIB: Eric Tremblay indicated that an incident occurred and has been resolved. A note was issued to staff to open a ticket with FEAS IT when A/V equipment needs to be adjusted..
 - Dan Langham stated WSIB reports may need to be supported with medical documentation, particularly to approve a loss of time claim. John impressed the importance of discussing the incident with the affected person and complete an Incident Report and submit to EH&S within 24hrs. Environmental Health & Safety may give immediate advice on how to deal with the situation and provide the employee with feedback to prevent a similar occurrence from happening. Refer to the Incident Reporting & Investigation Procedure that was included in the Agenda package for today.

Documents:

- Incident Reporting & Investigation Procedure: Dan Langham - the Incident Reporting & Investigation Procedure report has been made available and emphasizes the importance of the supervisor reporting to EH&S within 24 hrs. The Ministry requires submission for reportable incidents within 72 business hours Even if it is a partially completed report as it gets the process rolling. Indicate 'pending' investigation on the form if the investigation process hasn't been completed, or to call EH&S to notify them. By doing this, information may be provided on how to deal with the situation at the time. John echoed the importance of reporting occurrences immediately.
- Air Sampling Report, Dupuis Hall: John indicated the work was allowed to proceed. The committee members do not have any concerns or issues with this.

4. Workplace Safety Inspection Reports:

- Explosives Lab, October 2023: Workplace Inspection Report not complete. no concerns from the members.
- Walter Light Hall: Workplace Safety Inspection Report not complete.
- Jackson Hall and Nicol Hall:
 - Jackson Hall: Workplace Safety Inspection Report not complete.
 - Nicol Hall: Workplace Safety Inspection Report has been completed. There was an issue about a gas cylinder that wasn't secured properly and is now resolved.
- Goodwin Hall: Workplace Safety Inspection Report not complete.
- Coastal/Research Trailer/GEOEng Labs: Workplace Safety Inspection Report not complete.
- McLaughlin Hall: Workplace Safety Inspection Report not complete.
- Ellis Hall: Workplace Safety Inspection Report not complete.

Angela McCracken and John will follow up to ensure the reports are received. These inspections were the cancelled ones from the summer which posed an issue with the availability of the members.

5. Old Business:

- John to have a follow up conversation with Gabe Whan regarding the Energy Lab inspection held August 2023 with a potential Campus Security Audit on HVAC components that were stolen.
- John indicated that the issue with clutter in Beamish-Munro Hall Storage Room Level 1 has been cleaned up nicely. Kyle Strike said it's still a work in progress and the inner room no longer has any safety issues. The outer room needs to be further cleaned up of clutter and organized. Bins are located outside of the room.
- John indicated the need for a Co-Chair. Larry Steele said he had a Teams chat with the worker members indicating that he would like to volunteer as the Co-Chair. John indicated if there are no objections, and the members are in favour, Larry will be the new Co-Chair.
- John participated in the preliminary inspection at 385 Princess Street location. James Dick the Fire & Safety Coordinator was on site. James indicated the need to identify the locations of the fire extinguishers, and to find out if alarms are connected to the fire Department. We also need to identify a Departmental Safety Officer, and a safety board needs to be installed.
- Eric Tremblay asked if there will be coordination between the 1st and 2nd floors for installation of an AED. John said that there was a Tenants Meeting and discussed security and safety. Kyle Strike indicated that efforts will be coordinated between the two floors (Health Sciences and Smith Eng) as necessary and will share as needed. Each unit will be responsible for their own floor.

6. New Business:

- John discussed custodial issues that were raised by Nicolas Hudon that were not isolated incidents. There were issues with supplies being unavailable in washrooms, cleaning not being done, and trouble hiring staff. Noushin indicated that hand soap was unavailable in the kitchen for staff usage.
 - Dan Langham stated the importance of reporting deficiencies.
 - John will discuss the issues with the director.
- John discussed HEPA filter locations and that maintenance needs to be done. A list of where the filters are located will be created, and what the maintenance practice is for the filters. Angela will distribute a list to the members to find out where the filters are located. Members will report back to the committee.
 - The committee didn't have any comments.
- -Dan asked members to pay attention to Safety Bulletin Boards to make sure the information is current. The Departmental Safety Officer's should ensure that information is current, accurate, and new Policy and Procedures are posted – including the new versions of the Violence Policy & Procedure, and the Ontario H & S Act & Regulations (SOP is located on the Safety Site). Angela will send a link for the Safety Bulletin board information, infographics of how the board should be set up (provided by John). When inspections are conducted, a copy can be carried around by the members.

7. Next Meeting Date: April 17, 2024, 10:30 am – 12:00 pm via Teams

8. Adjourned by: Graeme Boyd

Seconded by: Larry Steele



John McKay, FEAS JHSC, Chair