



**Administrative Services
Joint Health & Safety Committee**

**Minutes – June 5, 2023 Meeting-
Via Microsoft Teams**

CHAIR: Dan Langham, EHS

Agenda

1. Call to Order 10:05am – In attendance: Robin Shearer, Jenny Thiele, Anke Starratt, Marie Edwards, Jason Neufeld, Joel Keenleyside (on behalf of Todd Zimmerman), Shamel Addas, Dan Langham, Sandra Jeffers. Regrets: Norma Barrett, Fatima Couto, Nashita Syed.
2. Approval of Agenda – Motion – Robin, Seconded – Marie.
3. New Member: Anke Starratt, USW
4. JHSC Orientation Session for new members – There was a discussion regarding the JHSC Orientation Sessions that were available for new JHSC members previously but were not available during Covid-19. It was noted that EHS is in the process of setting up future dates and will then reach out to all new committee members. The two newest committee members are currently signed up for the Certification training and wondered if they would also need to complete the orientation. It was further noted that if they may find all of the relevant information covered during the Certification training; however, they will still be able to attend the orientation session which is more specific to the university's policies and procedures. It was also noted that the two new members were still waiting for confirmation of their registration for the Certification training. EHS will be sending out confirmations to those who registered later this week.
5. Membership: Co-Chair worker member still required. Vacancies – PSAC 901-2, Non-Union and 2 management members. It was noted that there are currently vacant positions on the committee and the unions are actively recruiting. Dan has also been following up with Department Heads to fill vacant management positions. The hope is that the vacant positions will be filled in the near future. It was also noted that non-union positions are more challenging to fill since the pool of available staff is small. It was further noted that if any members are approached by any non-union staff members interested in joining a JHSC to please have them

contact EHS. Members were reminded that the Co-Chair Worker member role is still vacant and all Worker members were asked to consider volunteering for this role.

6. Meeting Locations: Continue with Teams or move to in-person? The committee discussed future meetings and whether there is interest in moving to in-person meetings. All members agreed that a hybrid model would be acceptable moving forward, provided we have access to rooms with the appropriate technology. It was noted that Human Resources, USW office and EHS all have access to rooms with the appropriate technology and members were encouraged to notify the Co-Chair Management member and Secretary if they also have available meeting rooms. Future meetings will be staggered between these locations.
7. WSIB Injury Reports:
 - Animal Care Services: It was noted that the staff member started their current position in April 2020 and started experiencing pain in June 2022 but it was not reported to the employer and there was no indication that the pain was work related. Staff member first reported they were experiencing pain March 9, 2023 but at the time there were no specific identification of a work related cause. As a result, the worker and the department began working with Employee Wellness under the sick leave/accommodation processes. The staff member was able to perform their regular duties between March 9-14, 2023 but was absent March 15-17 and modified duties, clerical in nature, was attempted unsuccessfully on March 20, 2023 and they were off work starting March 21, 2023. During this period their doctor suggested the pain may be work related and a potential repetitive strain injury. At this point EHS was notified and the WSIB reporting process was initiated. At present EHS is continuing to follow up with the department and WSIB.
8. Workplace Inspections: Working to confirm VPFA, Provost and VP Academic, Office of Planning and Budgeting and Principal's Office for June. There was discussion on the current workplace inspection procedure to inform new members and all members were asked to send availability to the Secretary to set up inspections over the coming months.
9. New Business – Revised Violence Policy: Dan described the difference between the policy and procedure documents and an explanation of why the revamp is happening, including the additional of harassment and discrimination policy to workplace violence policy. It was further noted that the revamp project is currently at the JHSC consultation phase for comment. Members were asked to review the documents that were sent out to all committees and provide comment by June 30, 2023.
10. Motion to Adjourn: 10:40am – Motion Jenny, Seconded by Shamel Addas.
11. Next Meeting Date: September 12, 2023. A reminder email will be sent out early September.