

Minutes

MEETING OF THE FACILITIES JOINT HEALTH AND SAFETY COMMITTEE

(December 17th at 10:30am, 355 King St. West – Room 136B)

Members Present: Jared Houston, Ali Basra, Xin Li, David Gerrish, Curtis DeGraaf, Philip Wright, Nathan Splinter, Matthew Savoie, Kyle De Smidt, Lisa Crosbie-Larmon

Regrets: None

Recorder: Nicholas Nahorny

Guests: Jennifer McKenzie, Brooke Maurier, Steve Senechal

1. Opening Session

- The meeting was called to order by the chair at 10:30 am.

1.1. Approval of Agenda

- All attendees approved of the Agenda.

1.2. Acceptance of minutes of last meeting

- Review and approval of the minutes from November 2025 is still required.
- November 2025 minutes were sent to the Committee at 2:16 pm on December 17th.
- JH asked for further amendments, which were completed and the minutes were resent to the Committee at 1:56 pm on December 22nd.

2. Business arising from previous minutes

- See items carried forward in Section 5.

3. Monthly Incident & Injury Statistics

3.1. Incident Summary (last month)

TRIF, first aid, medical aid, lost time; trends and root causes.

- There were three reported incidents that occurred over the last month.
- One incident involved a custodian who suffered an overexertion injury to the wrist and hand on the left side of their body.
 - The potential cause of injury was identified as this worker not following the correct procedure when wringing the mop, however the incident report lacked detail.
- A committee member mentioned that supervisors are going to be attending training in 2026 and one of the focus areas is to improve at filling out incident reports.
- A committee member said incident reports are reviewed by EH&S and pushed back to the writer to clarify details if needed.
- Two incidents involved employees who filed reports to WSIB for noise induced hearing loss.
 - These reports appear incomplete due to lack of information currently available.
- A committee member confirmed that EH&S have a database of all rooms that are over the prescribed decibel threshold.
- There is going to be a focus in 2026 on ensuring these rooms are all clearly marked with appropriate signage and equipped with readily available hearing protection.

Action item: Incident reports to be sent out to the entire Committee, opposed to only the Co-Chairs.

4. Workplace Inspection Update

4.1. Completed Inspections - Status & Corrective Actions

- Workplace inspections are currently ongoing based on the schedule uploaded into OrangeQC by Management (last completed by CB).

5. Focus Items

5.1. Confined Spaces Program Review

Status update on confined space program, summary of identified gaps, risks, and compliance issues, proposed next steps, timeline for completion and reporting back to the Committee.

- A Committee member provided an update that the confined spaces SOP has been completed, except for the Appendices which are still ongoing.
- Site visits and assessments are completed, waiting on the results of the CHP. EH&S is active in communication with Pinchin regarding the outstanding results.
- Actively working on how to store and make the program available to those who need access (document control) and defining the roles and responsibilities for employees.
- Currently working on the training aspect of the program and how to define specific confined spaces such as manholes that are hard to identify.

Action item: Further update to be provided at the January meeting.

5.2. Inspections Workflow Procedure (Identification → Assessment → Control → Follow-up)

Presentation of draft standardized inspection workflow, roles and responsibilities (worker, supervisor, JHSC, and management), documentation and tracking method, discussion and feedback, motion (if required) to adopt workflow as Committee practice.

- A Committee member noted the importance of clarity around the process after a Work Order (WO) is generated through TH (Fixit), particularly with respect to follow-up and communication.
- It was highlighted that enhanced visibility for Supervisors when a health and safety-related WO is generated would support timely assessment and appropriate response.
- EH&S shared an update that work is underway on a new integrated system that will consolidate SOPs, training, inspections, reports, and processes into a single platform. This initiative is intended to improve coordination, consistency, and accountability across units, with an estimated launch timeline of mid to late 2026 (as noted by JM).

Action Items: Continue using the Archibus system as the interim platform. Strengthen communication pathways between:

- *those initiating WOs and the Supervisors responsible for follow-up, and*
- *Supervisors and the JHSC, to ensure shared understanding of required responses and controls for health and safety-related items.*

5.3. Chemical Safety Update

Management response to written recommendations, status of committed actions, eye wash stations.

- An inventory of chemicals relating specifically to eye hazards needs to be completed in each Area to determine where eye wash stations are needed.
- A Committee member mentioned that there are new SDS binders in custodial areas. These binders require verification that their content reflects the current inventory of chemicals being used by staff.
- A Committee member mentioned that there are plumbing issues in some areas, where the eye wash stations do not have floor drains or other means of drainage for the dispensed water.
- A Committee member raised concerns about the toxicity of the chemical Enviromor, and the presence of undiluted bottles that specifically have a spray nozzle attached.

Action items: MS to follow up on the custodial point. Supervisors need to ensure the removal of any undiluted bottles of Enviromor that are equipped with a spray nozzle attachment.

5.4. Ministry of Labour Order – Duncan MacArthur Hall

Summary of MOL order and compliance status, update on corrective actions, preventative remediation strategy for similar Asbestos containing materials (ACM) in other Campus locations.

- A Committee member confirmed that this work is almost complete, EH&S will confirm when Level 2 is closed out.

- There are ongoing internal conversations about future projects regarding the potential for similar ACM.
- A Committee member confirmed that HMIS has records of all ceiling tiles on Campus, and that Supervisors have access to this system.
- A Committee member questioned whether tenants of buildings such as students in residences need to be aware of any ACM in their building.

Action items: JM to confirm when Level 2 is complete at Duncan MacArthur Hall, and to get clarification regarding the question around tenants of buildings.

5.5. Committee Expansion

Motion to expand Committee membership of 10 to 12 members, and next steps if approved (appointments, training, OHSa requirements).

- Multiple Committee members mentioned that there is a need for more worker members to complete the increased inspection workload.
- A Committee member confirmed that if worker members are expanded, then there would be the requirement to expand management members as well.
- A Committee member raised the point that there is an option for alternate members to fill in when needed.
- The Committee discussed removing reference to the specific size of the amount of members of this JHSC.
- There is a Co-Chair meeting taking place in March 2026, and one of the discussion points will be regarding the terms of reference.

Action items: EH&S to review the expansion of worker membership, and the number of members to be left open for discussion.

6. New Business

6.1. EH&S Audit

- A Committee member raised the point that the JHSC has the right to receive this report.

Action item: AB to follow up, this will be added to the Agenda in January.

6.2. Air Quality Discussion

- Proactive testing was completed at 355 King St. West by EH&S. A Committee member noted that for the future, a Committee member may be present for this type of test.
- The results were positive, it was found that there has been an improvement in air quality since the drywall was removed last year.

Action item: This item can be closed.

6.3. New Worker Co-Chair

- A Committee member mentioned that the worker Co-Chair position is now vacant for this JHSC.
- New worker Co-Chair needs to be selected by both unionized (USW 2010 and CUPE 229), and non-unionized worker members of this Committee.

Action item: This will be added to the Agenda in January.

7. Next Meeting

- January 29th 1:30 pm – 3:00 pm, 355 King St. West – Room 246.

Adjournment

- The Chair adjourned the meeting at 12:00 pm.

Signatures

Employee Co-Chair

Management Co-Chair