

Minutes

MEETING OF THE FACILITIES JOINT HEALTH AND SAFETY COMMITTEE

(June 18th at 1:00pm)

Members Present: Chris Bagshaw, Jared Houston, Steve Senechal, Xin Li, David Gerrish, and Curtis DeGraaf.

Regrets: Barbara Wowk, Nathan Splinter

Guests: Laura Guzman and Lisa Crombie-Larmon (Virtually).

1. Opening Session

The meeting was called to order by the chair at 1:00 pm

1.1. Approval of Agenda

- All attendees approved the Agenda.
- A new method to determine Agenda items was proposed by one of the Co-Chairs. The proposal is for both Co-Chairs to bring a list of discussion items and the Committee will determine the level of priority as a group at the beginning of each meeting.

1.2 Acceptance of minutes of last meeting

- A Committee member suggested an amendment of April's minutes. They suggest adding language to item "3.2 Central Heating Plant Inspection and Underground Parking mechanical/storage areas." They suggest adding language on the expressed recommendation to include the general area of the underground parking garages to the JHSC inspections.
- A Committee member suggested an amendment of May's minutes. They suggest adding a clarifying sentence on item "2.2 Confined space assessment review." Their suggestion is to modify the sentence to clarify that it was brought to the attention of the Committee that Maintenance workers are instructed to not perform confined space work.

Action item: CB will follow up with EHS to clarify terms of reference language on the procedure documents regarding outdoor areas inspections.

2. Business arising from previous minutes.

2.1. Annual committee evaluation plan

- Postponed until next meeting as it was not included in the circulated Agenda. As well, new Committee members will be introduced on the next meeting, so it is preferred to have them involved in the review process.

2.2. Facilities vehicle review

- A management review showed that only certain vehicles do not have space dividers currently in place. Based on the current review, the Committee proposed to do a joint

risk review (Management Representative and Workers Representative) of the vans that currently do not dividers based on there usage.

Action item: CB and CD will perform a joint assessment of the vans that currently do not dividers.

3. Workplace Inspection Update

3.1. Committee Vacancies and Interim Re-distribution of inspection workload

- Area 2 will be assigned to SS while the committee finds a replacement for the workers representative Committee member.
- The members clarified that XL is assigned with inspecting all high voltage areas across campus. Orange QC does not allow for specific room assignment and the inspection log for the areas containing high voltage rooms will show as “incomplete” while XL completes inspections.

4. New Business

4.1. Confined spaces written recommendation

- A written recommendation form was submitted by one of the members of the Committee for review. The recommendation is to clarify compliance with Reg 632/05 and required documentation to perform confined space entries. The recommendation will be submitted to EH&S and will be shared with the committee members.

4.2. Chemical safety written recommendation.

- A written recommendation form was submitted by one of the members of the Committee for review. The recommendation is to clarify compliance with Reg 860 and 851. The recommendation will be submitted to EH&S and will be shared with the committee members.

4.3. Review of ministry “Keys to successful IRS”

- The committee reviewed ministry’s keys for a successful IRS.
- A committee member suggested sharing these keys as a part of a communication newsletter with all employees to remind them of the importance of taking an active role in health and safety.

Action item: LC to work on a communication draft and share with the Committee for review.

4.4. Designation of certified members for investigations, work refusals

- The act suggests that the Committee should designate members for investigations and other specific tasks. These members should be selected between management and worker representatives.

Action item: The Committee will review Section 9, subsections 15, 16, and 32 of the Act for further discussion on the next meeting.

4.5. Proposal for Bi-Annual Worker Member's Caucus

- The co-Chair proposed that worker members could meet separately twice a year to discuss inspections and recommendations as a group. They requested management to review proposal for time away from work to conduct these meetings.

4.6. Housekeeping

- A Committee member suggests sending a communication to workers about the importance of maintaining clean working spaces. The recommendation should also be extended to outside contractors to leave the spaces clean once they complete their work and to remove all left-over materials from the area.

4.7 JHSC Summer Hiatus

- The Committee agreed to postpone meetings during July and August, and reconvene in September 2025. Communications between members will continue during the break period.

5. Business for Next Meeting

5.1. Introduction of new Committee members

5.2. Committee Evaluation

5.3. Bill 190

Adjournment

The Chair adjourned the meeting at 2:00 pm.

Signatures

Employee Co-Chair

Management Co-Chair