

Residence Joint Health and Safety Committee Minutes
June 12, 2023

Attendance: S Smith (Co-chair), A Laranjeira (Co-chair), M Cosby, S Hutchinson, J McGregor, P Mundi, A Shahzad, J Stewart, J Meehan (temporary note taker)

Regrets: S Hawryszko, R Byrom, K Newstead, D Wilson, M Hamilton (note taker)

Review Minutes of May 15, 2023

- The minutes of April 17, 2023 were approved.
- Some items noted in the minutes have not been implemented yet. Many of the changes will come into effect in September 2023.
- A Laranjeira noted that certain Aramark areas such as dining halls are included in the inspections (ex. Chemical closets, public washrooms, trades areas etc).

General Updates – All:

- S Smith plans to come up with a process to document near misses in addition to incident reports. Near misses will be learning opportunities and will reduce risk. S Smith and A Laranjeira will discuss a new form. EH&S may be able to provide guidance.
- J Stewart states a concern with the weight of the linen bags, as there are 20 per bag. The bags are biodegradable and rip easily. The previous linen distributor provided thicker cloth bags that were helpful. Simon will discuss with Cintas to see if they can limit the amount to 10-15 per bag. Another solution could be to rotate staff tasks to ensure the same staff members are not constantly doing the heavy lifting.
- Membership is unbalanced and heavier on the management side. S Smith suggests removing a few management members or adding additional custodial or USW. A Laranjeira reports that members need to be appointed by the union. S Hutchinson will mention this opportunity to her team. A Shahzad suggested casual membership but S Smith did not think their schedule would accommodate it. Only 1 Facilities Assistant Manager is required.
- A Laranjeira stated that there are new policy statements as of May 12, 2023. The statements need to be printed and put up at all Health and Safety boards. All old documents need to be removed and replaced with the new ones as well.
- All Health and Safety boards need to be identical. A Laranjeira suggests that a reminder not to add other paperwork to the Health and Safety boards be brought up at the upcoming monthly custodial meetings.
- S Smith reports that we need to identify where all of the boards are as who audits to ensure they are up to date and who updates them. Do remote workers require a health and safety board? There is a requirement to have a board for all staff to see. Residence Life does not currently have one. Residence Dons need one as well. S Smith to contact Leanne Tonge regarding adding a virtual Health and Safety board on the upcoming intranet.
- Student health and safety reports are treated aside from JHSC. If the student report could reasonably to a staff member, the JHSC can discuss it.

Building Inspections:

- The JHSC audit schedule will be set in September 2023. The previous JHSC audits were completed in September 2022 and a lot in November 2022. The committee will stick to the set schedule. S Smith will look into locations to ensure the group audits areas that staff frequent versus areas students frequent. Would it be possible to time the audits at the same time as room assessments?
- Custodial staff are unable to report maintenance requests in student rooms (or in their semi-

private washroom) as the students are required to submit for their own space. S Smith to look into this to see if staff can submit requests if it is a health and safety concern.

Accident and Incident Reports:

- A staff member got pieces of ceiling tile debris in her eye as a result of trying to move it with a broom. Staff member went to the clinic and did not lose work time but is still having difficulty with the eye. It occurred on April 24th 2023, she sought medical treatment on May 8th and it was reported on May 10 2023. The staff member was not wearing goggles. A Laranjeira reports that ceiling tiles must go to central facilities trades. If not going to a trade, the staff member should wear goggles and use a ladder.
- A staff member was cutting an avocado prior to scheduled shift and sought out medical attention, which involved stitches. It was reported and medical attention was sought on April 26, 2023. The staff member did not lose work time. The physician filled out a Form 8.
- A staff member cleaned a baseboard behind a desk and cut her hand. When she cut her hand, it startled her and she jammed her finger between the wall and the desk. The incident occurred May 3rd but was reported May 4th. The staff member did not seek medical attention and did not lose work time. It is unclear how this instance could have been prevented or changed. Room assessors could check and report sharp pieces on furniture for repair. J Stewart and M Cosby report the staff member could also use a different cleaning technique such as sweeping or mopping it.

Follow-up Items:

- First Aid kits: This item will be brought forward to the June meeting.
- Update on garbage bin lids: R Byrom stated that he spoke to L Osborne and the only alternative is a side loading garbage bin, which does not hold as much waste and would result in more trips to the dump. S Smith will follow-up with R Byrom.
- S Smith will forward the link for H&S training for supervisors.
- A “sales pitch” to recruit Safety Officers, with the idea of spreading the duties out over several people.
- Reporting injuries – the committee discussed staff not reporting injuries for various reasons including fear of repercussions or feeling that their injury was not severe enough to report. B Hole has discussed this issue with J Spencer from EH&S and is waiting to hear back. S Smith will follow-up.

Meeting Adjourned

Date of next meeting: September 2023 (Date TBD)