

Residence Joint Health and Safety Committee Minutes
November 30, 2021

Attendance: A Laranjeira (Co-chair), R Byrom, C. Clark, B. Hole, M. Sheldrick, M Hamilton (note taker)

Regrets: N. Mackay, D Wilson, B Wowk (Co-chair)

Review Minutes of September 28, 2021

- The minutes of September 28, 21 were approved.

Updates - A Laranjeira:

- A Laranjeira stated that custodial staff are coming to work and finding their supplies misplaced or missing. She added that from a Health and Safety perspective, with the current staffing shortages, staff are both physically and mentally drained.
- The Assistant Managers will remind new staff of supply placement/procedure.

Building Inspections:

- Remaining residence buildings and vehicles are scheduled for inspection. Community Housing has An Clachan, John Orr Tower, housing and ESU scheduled for December 8th and 9th. All inspections are expected to be complete by December 24th.

Old Business/Follow-up Items:

- PPE and work boots as prevention –A Laranjeira was unable to attend the union management meeting. This item will be brought forward to the next meeting.
- B Hole will follow-up with J Meehan regarding staff that require a ladder safety refresher course.

New Business - Accident and Incident Reports:

- A worker reported repetitive strain from changing many light bulbs and climbing and carrying a ladder from room to room over the period of a week. Time was lost from work and they returned to modified duties.
- A worker reported that she was cleaning up a flood and slipped in water and twisted her body. Time was lost from work.

Other

- New Workplace Harassment and Discrimination Prevention and Response Policy – staff have requested that this item be brought to the monthly meeting for discussion.
- Hazard Reporting Form - The committee discussed access to the form for staff. A member suggested having the form in the Assistant Manager's office, this would allow the manager's to assist if necessary and ensure the form goes to the correct area.
- The committee reviewed part of the reporting SOP:
 - If there is an immediate threat to life, safety, property, or the environment, you must call the Emergency Report Centre at ext. 36111 or 911. Otherwise, hazards should be reported using this reporting process:
For physical hazards found in public spaces, you can contact FIXIT (613-533-6757 or ext. 77301) (*for residences contact the FCC*), directly between the hours of 8AM – 4PM and the Emergency Report Centre afterhours (613-533-6111 or ext. 36111), unless your supervisor has instructed you otherwise.

- The committee discussed when it would be necessary to complete the Hazard Report form and were in agreement that a review for staff on Hazardous reporting would be beneficial.
- A member stated that the first aid kits need restocking. She added that it states in the procedure book what each first aid kit requires per building, depending on how many staff are in that building. The procedure also states that it should be recorded when first aid kits are refreshed and this has not been done.
- **Meeting Adjourned**
Date of Next Meeting: January 18, 2022