

Residence Joint Health and Safety Committee Minutes
February 15, 2022

Attendance: A Laranjeira (Co-chair), B Wowk (Co-chair), R Byrom, C. Clark, B. Hole, N. Mackay, J McGregor, M. Sheldrick, D Wilson, M Hamilton (note taker)

Review Minutes of November 30, 2021

- The minutes of January 25, 2022 were approved.

Updates – B Wowk:

- B Wowk queried both Residences and Community Housing for an update on student compliance with wearing masks.
- C Clark responded that they have signage posted and most students are wearing masks, they have received no complaints for non-compliance.
- A Laranjeira responded that she has noticed that posted signage has been removed and students are sitting in the common rooms or are in large gatherings without wearing masks or social distancing.
- B Wowk responded that as stated in the previous meeting, colleagues in Student Conduct as well as Facilities are actively responding and staff should continue to report these occurrences.
- B Hole added that two buildings are noted for non-compliance and Residence Life is actively going there and speaking with students door to door.

Building Inspections/Shared Teams Folder:

- A Laranjeira stated that all building inspections are now complete and there is one van left for inspection.
- B Wowk suggested setting up a Health and Safety folder in the shared Teams format giving staff the opportunity to sign up for inspections with pre-selected dates as well as having an agenda within the folder where members can add items they would like to discuss. A training requirements folder, both legislative and suggested could also be included.
- A Laranjeira and B Wowk will work on setting up a shared Teams folders and identifying what should be within the folder, this will be brought forward to the next meeting for review.

Old Business/Follow-up Items:

- Ladder safety refresher course – B Hole stated that the documents have gone out to all staff and this is currently in progress.
- B Wowk stated that this committee is responsible for all of H&A and it is important that information gets to all staff, not just Facilities and Community Housing. She continued that most of H&A are not aware of this committee.
- A Laranjeira, B Wowk and L Tonge will be working on a broader communication plan that will include who we are, what our role is, what our responsibilities are, the frequency of inspections and putting forth the purpose of the Health and Safety committee.
- B Wowk queried the committee for their input on critical items they feel would be important to include.
- Member responses: storage, for example, placement of heavy boxes in high areas. Covid links for updates and appropriate ladders inside of offices.

New Business - Accident and Incident Reports:

- A Laranjeira stated that an employee was unable to report to work on Feb. 4th and felt it was muscle strain due to continuous mopping and using a scrubber on Feb. 3rd. The employee advised that she would be unable to return to work for two weeks, she is working with return to work services and waiting for medical documentation to explore options for workplace accommodations.
- An employee reported that while using a vinyl tile cutter in December he cut the ends of his finger nails, the end of January his fingers became infected. Medical attention was sought and no time was lost from work.
- An employee reported slipping on ice while at work, time was lost from work.
- B Wowk stated that the purpose of reviewing the incident reports is to determine corrective action when possible, to put in place safe working practices and to avoid these occurrences from happening again. She added that beginning next month the committee will look into the actions that led to the incident and explore suggestions for avoidance.
- B Wowk added that an agenda revision could include New Business/Accident-Incident Reports/ followed by bulleted items “committee to review”.

Other

- Restocking of first-aid kits – B Wowk will follow-up with J Meehan.
 - B Wowk stated there are two internal working groups to prepare for St. Patrick’s Day, one is an internal H&A group reviewing “what does this look like for residences” and the other is a campus working group looking at overall health and safety. Residences will be hiring an additional 10-12 shifts for 4pm to 12am for St. Patrick’s Day.
 - M Sheldrick stated that missing exit signs is still a concern.
 - B Wowk responded that they have been exploring options and this is very much at the forefront of student conduct. She added that staff should continue to report the missing exit signs, once reported it becomes a Health and Safety issue and electricians are called to reinstall them quickly.
- **Meeting Adjourned**
Date of Next Meeting: March 15, 2022