

*Residence Joint Health and Safety Committee Minutes*  
**September 28, 2021**

**Attendance:** A Laranjeira (Co-chair), B Wowk (Co-chair), C. Clark, B. Hole, N. Mackay, M. Sheldrick, M Hamilton (note taker)

**Regrets:** R Byrom, K Murphy, D Wilson

**Review Minutes of August 17, 2021**

- The minutes of August 17, 21 were approved.
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**Updates - B Wowk:**

- A Laranjeira stated that posters with current (covid) information are now on display within residences with the exception of the elevators.
- B Wowk responded that L Wales and M Savoie took information she had submitted from the COG and EH&S websites to the Return to Campus working group for final approval and placement.
- A Laranjeira queried if there were any updates for the Green Office certification.
- B Wowk responded that with staffing shortages, meeting the needs of returning students and preparing new isolation spaces – there has been no further movement on this but it is still on the initiatives list, it is just a matter of timing.
- A Laranjeira queried if the hazards reports will be placed in each break room for staff to complete if something arises.
- B Wowk responded that they could put the link on the computer so that staff may upload directly.
- A Laranjeira queried if the information goes to the assistant managers or EH&S.
- B Wowk responded that it would go to EH&S. She added that they could set up a FAQ and have the assistant managers go to each department/building and hand out the new reporting procedure. A Laranjeira and B Wowk will meet to discuss further.

**Building Inspections:**

- Members can send their inspection building and date to N Mackay. N Mackay and A Laranjeira will complete the excel schedule and email to the committee.

**Old Business/Follow-up Items:**

- PPE and work boots as prevention – this item will be taken to union management.
- Aluminum ladders – most ladders have been removed but there may be the odd one that was left in a mechanical room or used by an outside construction company. N MacKay will ask staff at their next meeting to let the assistant managers know if they come across an aluminum ladder.
- B Wowk will ask J Meehan to review the annual training, ensure staff get a refresher for ladder safety and ensure annual compliance is up to date.

**New Business - Accident and Incident Reports:**

- A worker reported that she went through a back door not noticing a wet floor sign, she slipped and fell hurting her left ankle and foot and landed on her right side. She began modified duties and has lost no time from work.
- A worker had reported a sore arm with no known cause in early 2021 and had been seeking medical attention; on Aug. 4<sup>th</sup> a doctor suggested it was work related due to repetitive tasks. Time was lost from work.

- A worker was replacing a ceiling light cover when dust and debris fell into his eye; no time was lost from work.

#### **Other**

- A Laranjeira stated that some staff are frustrated with students not wearing masks; she added that she spoke to B Wowk about this and it was reported to the assistant managers and queried if there was an update as to what is being done to encourage student compliance.
- B Wowk responded that they can only hold someone responsible if they know who they are, per the reporting procedures. She added that this is something that is seen all over campus and reminded the members of the working with students document. She continued that staff can have an initial conversation with students but this is often not malicious and a matter of forgetting. Campus wide communications are continuing to be worked on.
- N MacKay added that beginning this week the Residence Life assistant managers, front desk staff and facilities assistant managers will meet weekly and this is a topic for discussion.
- B Wowk reminded members to check their email and the return to campus website for updates. She added that items sent for review from EH&S should be responded to, as feedback is important, if members have nothing to add they can respond that they have reviewed and have no comment.
- B Wowk has reviewed training opportunities and will review new reporting with A Laranjeira, developing a FAQ for staff.

#### **Meeting Adjourned**

**Date of Next Meeting: October 19, 2021**