

Joint Health & Safety Committee
Administrative Services
Meeting Minutes of October 18, 2021

CHAIR: Dan Langham, Director, EH&S

Attendees: Dan Langham, Gary Larsen, Melanie McEwen, Marie Edwards, Norma Barrett, Fatima Coutu, Todd Zimmerman, Jason Neufeld, Robin Shearer, Sandra Jeffers

Regrets: Shaun Mackenzie, Christina Blanchard, Luna Yang, Samantha Samson, Shamel Addas.

Agenda

1. Call to Order 3pm – It was noted at the beginning of the meeting that there was an imbalance in worker and employer members. The Chair asked the worker members on the call if they had any issues with moving forward with the meeting and it was also noted that any agenda items that would require a vote would need to be postponed to the next meeting where quorum is met. There were no objections with proceeding and the meeting continued.

Robin Shearer was introduced to the rest of the membership as a new Management representative.

No additional items to add to the agenda.

2. Approval of Agenda – It was noted minutes from the previous meeting were circulated and a reminder that if there are no comments or concerns they will be posted as official on the EHS website and in the Teams folder.
3. Meeting Schedule for the remainder of 2021 – Reminder to send availability to Sandra if you haven't already.
4. Co-Chair Positions –
 - a. New Management Co-Chair – Norma Barrett has volunteered to take on the Co-Chair position. It was noted that Dan would chair this meeting and then Norma would take over as Chair as of the November meeting.
 - b. Worker Co-Chair position – It was noted that the Co-Chair Worker member has resigned from the university and the committee will now need a new Co-Chair. It was noted Samantha Emmons was a non-union member as well as Co-Chair. So we will be looking to fill the non-union member and worker members were asked to reach out to Dan Langham if they were interested in taking on the Co-Chair position.
 - c. It was also noted that the membership overall is good but there are a couple of worker members positions that we are looking to fill. It was also noted that we are still looking

for a Secretary for the committee and Sandra Jeffers will continue until a new Secretary is found.

5. WSIB Injury Reports – No new injury reports since last month. It was noted that the issue that was identified with injury reports in Animal Care last month is still being followed up on and a report will be provided at the November meeting. It was also noted that EHS is pulling injury reports for Animal Care for the past year so we can see if there are a trend there and then will follow up with Animal Care directly.

6. Workplace Inspections – It was noted the workplace inspection was conducted on the Faculty of Law building. The inspection was fairly standard with cords often sited as trip hazards. Some bookshelves not attached to walls but it was also noted that the Covid-19 signage and sanitizing stations were clearly visible and in place and overall the building was in good shape. There was a recurring problem with water damage to ceiling tiles resulting in mold. Dan noted he would review the inspection report and see where the location was and potentially have Tom Martinek from EHS take a look at the area for a longer-term resolution. It was noted that EHS has seen an increase in moisture/humidity and resulting in mold over the past months and the committee should be mindful when conducting inspections. This is in part due to less people occupying the buildings and the adjustments made by Facilities in pulling a tremendous amount of outside air into buildings and the ventilation units can only knock out so much of the humidity out of the air. Facilities tends to recirculate more air so they don't have to air condition and dehumidify as much. With the increase to pull in as much outside air as they can we did see a correlation in the number of reports related to humidity and mold in some spaces. It is hoped that as we move forward into a move away from Covid-19 and those systems are put back into a more normal operating mode those issues will hopefully decrease.

October inspections schedule – Campus Security and Emergency Services is booked for the 27th and the Smith School of Business is scheduled for the 29th.

It was noted that for the November inspections we will be looking at Financial Services, Career Services, and QUIC. Marie agreed to do the Financial Services inspection with Christina. Members were asked to ensure they sign up on the inspection spreadsheet on the Teams site.

There was a question related to someone pointing a laser pointer at people and if an incident report should be filed and it was noted it should be and treated as a near miss. This was the documentation is filed if there is an impact to the individual in the future, we have that information. It was noted there was three incidents during the last weekend. There was some discussion as to whether this information had been reported up to senior administration and it was noted that this was reported and senior administration is aware of the incidents.

The new Workplace Harassment and Discrimination policy was distributed to Departmental Safety Officers with the request to post to the Safety Board. Just a reminder to members to check the safety boards during inspections to ensure the new policy documentation was posted.

If it hasn't been posted you can note this was distributed by EHS to Safety Officers and the Safety Board SOP is also posted on the EHS website for them to review.

7. COVID-19 Updates:

It was noted that things have been fairly stable since the last meeting both in terms of the on campus environment as well as the great Kingston community. Over the next week or two the university will be monitoring the situation as well as KFLA as students return from the break. There were some changes to capacity limits in some sectors, more prominently in the spectator and arena areas in athletic facilities. Performing Arts also had capacities increased which impacts the Isabel Bader Centre for the Performing Arts. IBCPA is currently looking to align with the new capacity limits provincially. We are waiting to see what the provincial move from step 3 will be coming out in the next week and potentially there will be some timelines identified. We will be monitoring this as it could be quite impactful with our operations on campus.

- a. Ventilation Review Draft and TAB Reports – October 12, 2021. Facilities is continuing to test and inspect ventilation systems on campus. The focus was on areas with occupancy limits greater than 100 individuals and some smaller spaces in buildings where the ventilation systems were not as robust and some shared spaces within the Law Library.
- b. Fall Planning Operations Group Meeting Notes – September 28, 2021. Major items were vaccination mandates and what was happening on that front and some additional information related to rapid testing and the process on campus.

October 5, 2021 meeting – the major item was the loosening of international travel policies. The university has made some changes to allow international travel for community members but it is very much contingent on navigating the Off Campus Activity Safety Policy. This ensures we have documentation on where people are so we can best support them. Information was distributed among faculties and there was links and updated information noted on the EHS, office of the VPFA and the office of the Vice-Provost, International websites. It was also noted at this meeting that there were some differing opinions with respect to masking compliance from groups on campus. The group is looking into this and it is expected there will be an update at the next meeting related to masking compliance.

It was also noted that we will send a link to the committee on how people can raise issues related to Covid-19 compliance, issues identified and follow up on etc.

8. New Business – Nothing to Add.

9. Motion to Adjourn- no motion. Meeting ended at 3:50pm.

10. Next Meeting Date