

Joint Health & Safety Committee

Administrative Services

Meeting Minutes of September 27, 2021

CHAIR: Dan Langham, Director, EH&S

Attendees: Dan Langham, Gary Larsen, Norma Barrett, Melanie McEwen, Marie Edwards, Sandra Jeffers

Regrets: Shaun Mackenzie, Todd Zimmerman, Fatima Couto, Christina Blanchard, Jason Neufeld, Lanxin Yang, Shamel Addas.

Agenda

1. Call to Order 11:05am – Moved Melanie. Seconded Gary.
2. Approval of Agenda – Moved Melanie. Seconded Gary.
3. Approval of Minutes from previous meeting – Moved Melanie. Seconded Marie.
4. Meeting Schedule – The committee discussed the meeting schedule for the remainder of the 2021 year. It was noted that JHSC's have been asked to continue to meet monthly until the end of the year due to COVID-19. The university will reassess the situation in January 2022 and will follow up with JHSC's at that time. Tentative Dates were provided to committee members and members are asked to notify Sandra Jeffers which dates they can attend.
5. Co-Chair Management Update – It was noted that a new Management Member has been recruited for the vacant Management position and this individual will join in the October meeting. It was further noted that we are still looking for a Co-Chair Management member and current Management members were asked to think about this position and Dan is happy to meet with them if they wish to discuss the role. It was also noted that EH&S will continue to provide support to the committee both in terms of chairing the meeting and with secretarial support. There is a possibility that the new Management member coming on board may be interested in fulfilling that role but usually we try to fill this roll with current members as it can be more challenging to those new to the committee.
The committee also discussed the Co-Chair Worker member position as the current Co-Chair is away at present. We are following up to determine how long the individual may be away and will report back to the committee.
The committee also discussed the Secretary role. It was noted a staff member had reached out to express interest in supporting the committee. We will follow up with the staff member and report back to the committee.

6. 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 October meeting.

7. Workplace Inspections – The committee was provided with a brief summary again regarding inspections and the requirements for conducting the inspections. It was further noted that at a minimum an employee member is required to complete workplace inspections; however, whenever possible committees try to pair up a worker and management member for all inspections.
It was noted that the current inspection reports and list of Safety Officers in the Teams folder needs to be updated. It was further noted that the committee had been disrupted due to lockdown/stay at home orders over the past year and workplace inspections were places on hold. It is important that these workplace inspections resume over the coming weeks and the committee is going to look at two avenues to assist in moving this forward. 1) EHS will update the list spreadsheet to track workplace inspections for all areas under the committees and the Safety Officers list and will notify committee members when this has been completed. 2) The committee will start looking at booking new inspections with the hope of targeting 3 locations for the month of October - the Faculty of Law, Smith School of Business and Campus Security and Emergency Services. The committee was asked if there were some volunteers who would follow up on these three locations and it was determined that Norma and Marie will look at the Faculty of Law, Melanie and Gary will look at SSB, Melanie and Gary will look at Campus Security.

8. COVID-19 Updates:
 - a. Continuing Education Plan Review – It was noted there had been some additional wording added to the document regarding confidentiality.
 - b. Masking Guidelines Review - It was noted the document has now been released and is available on the Return to Campus webpage.
 - c. Fall Planning Operations Group Meeting Notes – It was noted that the provincial government has now added additional sector guidance was released for post-secondary institutions. The biggest change had to deal with the occupancy and social distancing requirements for instructional spaces that had been in place and the Stage 3 requirements were amended to fit the new instructional space guidelines. This required the university to determine what spaces would fall under “instructional spaces” and a document was created and is available on the Return to Campus website. This document provides guidance on all Stage 3 requirements, masking, instructional spaces, sanitizing/cleaning within spaces etc. It was also noted there has been a lessening of some of the occupancy and distancing requirements for some additional spaces such as the Isabel Bader Centre for the Performing Arts. It was further noted a document is being created to address the new occupancy guidelines and will be available shortly. Vaccination declarations are continuing community members, and the university is currently working on the process for contractors ensuring their employees are fully vaccinated when prior to being on campus. It was noted that contractors that are currently in the Acquire system will be contacted directly and their will need to be

follow up by departments/units regarding contractors that are not currently in Acquire and it was also noted they may be captured in the provincial mandates around visitors. There was some further discussion related to couriers and it was noted they will likely fall under the provincial mandates for visitors, but Dan will follow up and report back to the committee. For partially vaccinated, rapid testing has been implemented. Thrive Health is the platform that is being used to book an appointment to pick up tests which are being distributed in Wallace Hall in the JDUC and upload the results into the system. Staff who are requesting accommodation is being managed through HR, and for students, it will be managed through Student Wellness Services. Rapid testing is for a-symptomatic or partially vaccinated individuals. If an individual comes back positive, they then have to take a PCR test to confirm, from there it will be determined by Public Health next steps (ie: self-isolation etc.). It was also noted that a process for validating the vaccinations declarations is under way and it will likely be Internal Audit that will be responsible for this.

It was further noted that the provincial vaccine passport is now in effect and the university is working to ensure that we are complying with these new requirements. Hospitality Services will be asking for vaccine status for all members in any of our dining and retail areas on campus.

The committee also discussed the need to continue to screen using the SeQure App prior to travelling to campus. The App has been updated to address changes in requirements and screening questions as per KFLA guidelines.

9. New Business – Nothing to Add.
10. Motion to Adjourn – 11:47am. Moved Marie. Seconded Norma.
11. Next Meeting Date