

Brock University JHSC Meeting Minutes (March 9, 2012)

Meeting Details

- Date: Friday, March 9, 2012
- Time: 9:00 AM to 11:00 AM
- Location: Robert S.K. Welch Hall, Room 206

Attendance

#	JHSC Member	Worker/Management-Affiliation	Department
1	Gerry Boily	Worker-CUPE 4207	Physics
2	Troy Brooks	Worker-Admin. Professional	Registrars Office
3	Pamela Gifford	Worker-CUPE 4207	ESL Services
4	Alanna Kenny	Worker-CUPE 1295	Facilities Management
5	Domenic Maniccia	Management	Facilities Management
6	Karen Mcallister-Kenny	Management	Recreation Services
7	Donna Moody	Management	Campus Security
8	Jonathan Neufeld	*Worker Co-Chair-BUFA	Education
9	Joe Norris	Worker-BUFA	Dramatic Arts
10	Tom Saint-Ivany	*Management Co-Chair	Facilities Management
11	Janice Walker	Worker-CUPE 1295	Facilities Management
12	Norm Westbury	Worker-OSSTF	OSSTF

- *Quorum has been met.
- *Tom Saint-Ivany acted as co-chair for this meeting.

1 Approval of Agenda

Added items for discussion:

- JHSC Minutes availability on BUFA website (Joe Norris)
- Convex Mirrors in International Building (Pamela Gifford)
- Disclosure of WSIB Claims to Union (Gerry Boily)

2 Approval of Minutes

February 10, 2012 minutes approved.

3 Open Business Updates

Item #:	1 March Annual JHSC Review
Description:	Brock Occupational Health & Safety Policy
Update:	HR/EHS (Dan Pozzobon): JHSC members have opportunity to review, discuss and advise on content of the policy. The JHSC schedules this review on an annual basis to meet the needs of the Ontario Occupational Health & Safety Act.
Discussion:	Various members of the committee discussed the importance of communicating the policy to all members of the community. Communication strategies should be diverse and reach all community members (faculty, staff, guests, visitors, contractors, students). Various members discussed the notion that this policy is the "hub" or basis for the development of all health and safety programs (i.e. policies, procedures and training).

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Item #: 1 March Annual JHSC Review (continued)
Action Plan: JHSC members need to review and submit comments (preferably in writing) to HR/EHS on the content of the policy. Comments should be submitted before the next scheduled meeting (April 13, 2012).

Item #: JHSC-002
Description: Residence Road & Ray Woodfield Drive
Update: *Tom Saint-Ivany:* This intersection, as well as a proposed sidewalk to the Central Utilities Building from the EARP residence parking lot will be brought to the Budget Committee.
Discussion: No discussion at this time.
Action Plan: Progress will be provided by Facilities Management.

Item #: JHSC-023 (057)
Description: Workplace Violence Prevention Program
Update: *Joe Norris & Domenic Maniccia:* A meeting took place with members of HR/EHS (Val Wolfe/Dan Pozzobon) and JHSC members (Joe Norris/Domenic Maniccia) to discuss the content of existing program and identify "areas of improvement". One area of improvement identified is the need to create specific written procedures with regards to reporting incidents, incident response, incident investigation.
Discussion: *Tom Saint-Ivany:* It is important that the working group provide input/advice to the larger JHSC for consideration. It is also important learn from our experiences and others experiences in managing these circumstances. Procedure developed will be useful to outline steps to take and who is responsible for action. *Various JHSC members:* Providing information to the community at large about reporting, steps to take, training will important in setting expectations and reducing incidents.
Action Plan: JHSC requested that JHSC-023 and JHSC-057 be combined into one item (JHSC-023) for future reference. HR/EHS (Val Wolfe/Dan Pozzobon) and various members of the JHSC (Jonathan Neufeld, Joe Norris, Domenic Maniccia) will plan to meet and discuss further and outline action plans. Goal is to meet again in April.

Item #: JHSC-030
Description: Electromagnetic Frequency Sub-Committee
Update: *Tom Saint-Ivany:* A draft terms of reference for the EMF sub-committee was created for review by the JHSC. As a reminder, the members of the sub-committee are: 1) Greg Finn, 2) Joe Norris, 3) Domenic Maniccia, 4) Janice Walker, 5) Trudy Lockyer, 6) Gerry Boily.
Discussion: No discussion at this time.
Action Plan: JHSC members review draft terms of reference and submit comments for HR/EHS to compile for next regularly scheduled meeting (April 13, 2012)

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Item #: JHSC-054
Description: Thistle South Doors
Update: Tom Saint-Ivany: Door/vestibule project is complete.
Discussion: Various JHSC Members: Good job!
Action Plan: Close item.

Item #: JHSC-058
Description: Exposure to Poisonous Substances
Update: Tom Saint-Ivany: HR/EHS conducted an assessment and provided a report with regard to the relative risk of the proximity of food and drink to hazardous substances where employees work. A meeting was held with Facilities Management staff to discuss the concern of eating/drinking in locations where hazardous substances are present and can be used (i.e. cleaning chemicals).
Discussion: No discussion at this time.
Action Plan: Facilities Management to provide update on any progress to the JHSC at the next regularly scheduled meeting (April 13, 2012).

Item #: JHSC-059
Description: IATSE Collective Bargaining
Update: HR/EHS: Item closed. Collective bargaining negotiated successfully with no impact to scheduled events.
Discussion: No discussion at this time.
Action Plan: Close item.

4 New Business

Item #: 1 (JHSC-061)
JHSC Member: Joe Norris
Description: JHSC Minutes Availability on BUFA website
Concern: To assist in enhancing awareness to Faculty members with regard to Brock JHSC activities, Joe is requesting access to signed minutes for posting on the Brock University Faculty Association website.
Health & Safety Hazard: Not applicable.
Discussion: HR/EHS: Posted and signed JHSC minutes are found on the HR/EHS website. Providing a link on the BUFA website to the posted JHSC minutes would connect the information and meet your request.
Action Plan: HR/EHS will assist Joe in finding the appropriate HR/EHS link to the posted JHSC minutes. Action completed at the end of the JHSC meeting by Dan Pozzobon and Joe Norris.

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Item #: 2 (JHSC-062)

JHSC Member: _____ Pamela Gifford

Description: _____ Convex Mirrors in International Building

Concern: _____ The doorway entrance spaces in classrooms/seminar rooms on the ground floor of the International Building have an odd shape. This odd shape of the room does not allow the instructor see who is at the doorway entrance. Employees are uncomfortable with not seeing who is located there.

Health & Safety Hazard: _____ Not identified.

Discussion: _____ Pamela Gifford: Placing convex mirrors in the rooms may help with viewing who is entering the room.

Action Plan: _____ Reinforce the internal responsibility system. Pamela should contact her Supervisor with regard to the concern and give the opportunity to allow the Supervisor to address the concern.

Item #: 3 (JHSC-063)

JHSC Member: _____ Gerry Boily

Description: _____ Disclosure of WSIB Claims to Union

Concern: _____ Union officials have not way of knowing if members of their union have had a incident/WSIB claim. This may limit the unions ability to assist/represent its members.

Health & Safety Hazard: _____ Not identified.

Discussion: _____ Gerry Boily: Can the unions be notified on who specifically from their unit has an active WSIB claim? Norm Westbury: We have a duty to represent them, or assist employees. HR/EHS: There is substantial confidential information with regard to WSIB claims. Employee should choose to contact/disclose personal confidential information to union.

Action Plan: _____ HR/EHS will investigate the impacts of providing personal/confidential employee information to union officials.

5 Workplace Inspections

- a. 2012 Inspection Schedule Review
- b. Inspection Schedule Progress Report: February inspection completed on February 22, 23 and March 1, 8, 2012 by Janice Walker and Donna Moody.
- c. March Inspection Plan: March inspection scheduled for March 13,21, 2012.

6 Incident Summary

- a. Employee Incident Data 2012: January 1, 2012 to present chart reviewed.

7 HR/EHS Report


- a. Legislative Actions: No information for review.
- b. Training/Initiatives/Information: Monthly training routine.

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8 Next Meeting Details

- Friday, April 13, 2012-9AM start in Welch Hall Room 206

9 Co-Chair Signatures



Worker Co-Chair



Management Co-Chair