### Meeting Details

Date:

Friday, May 11, 2012

■ Time:

9:00 AM to 10:30 AM

■ Location:

Robert S.K. Welch Hall, Room 305

### **Attendance**

#	JHSC Member	Worker/Management- Affiliation	Department	
1	Karen Hofman	Worker-CUPE 4207 (Alternate)		
2	Pamela Gifford	Worker-CUPE 4207	ESL Services	
3	Greg Finn	Management	Vice Provost & Associate VP	
4	Deb Kalvee	Management	Library	
5	Janet Mannell	Worker-CUPE 1295	Facilities Management	
6	Domenic Maniccia	Management	Facilities Management	
7	Karen Mcallister-Kenny	Management	Recreation Services	
8	Donna Moody	Management	Campus Security	
9	Jonathan Neufeld	*Worker Co-Chair-BUFA	Education	
10	Joe Norris	Worker-BUFA	Dramatic Arts	
11	Colin Parker	Worker-OSSTF	Recreation Services	
12	Tom Saint-Ivany	*Management Co-Chair	Facilities Management	
13	Janice Walker	Worker-CUPE 1295	Facilities Management	
14	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:

- Working In Proximity to Sick Co-Workers (Norm Westbury)
- Custodian Sweeping Debris in Stairwell (Janice Walker/Domenic Maniccia)

### 2 Approval of Minutes

April 13, 2012 minutes approved.

### 3 Open Business Updates

Items to be updated, discussed:

- JHSC-058: Exposure to Poisonous Substances
- JHSC-062: Convex Mirrors in the International Building
- JHSC-063: Disclosure of WSIB Claims to Union

Item #:

JHSC-058

Description:

Exposure to Poisonous Substances

Update:

Tom Saint-Ivany: There is a firm direction to restrict the consumption of food and drink in proximity to poisonous substances. A memo that outlines the expectation was shared with affected parties, various staff and Vice Presidents.

Although the expectations are clear there is an understanding that this change may impact employees. The FM management team will be accommodate and be flexible with employees as a result of this change to ensure the goal of

getting their lunch/break areas without this particular risk.

Discussion:

No discussion at this time.

Action Plan:

Facilities Management to provide HREHS a copy of the memo so HR/EHS can

distributed to the JHSC. CLOSE ITEM.

Item #:

JHSC-062

Description:

Convex Mirrors in International Building

Update:

Pamela Gifford: Pamela discussed the concern with Director (Norma MacSween)

and had an open and supportive discussion on the topic. Pamela states that

Director agreed with problem and will address.

Discussion:

Tom Saint-Ivany: If a work request is submitted to Facilities Management (FM),

FM will work with HR/EHS and Campus Security to validate. Discussion

continued on specific concern with regard to instructors may be unsure of who

is entering the room.

Action Plan:

HR/EHS will contact ESL Director with regard to this concern. LEAVE ITEM OPEN.

Item #:

JHSC-063

Description:

Disclosure of WSIB Claims to Union

Update:

HR/EHS: HR/EHS reviewed specific legislation in Ontario Industrial Regulation 851, Section 52(1) with regard to "notices". HR/EHS proposes that JHSC members sign confidentiality agreement. Once agreement is signed, the appropriate JHSC members will be provided a copy of the incident report by

HR/EHS.

Discussion:

It may prove to be more efficient to provide all JHSC members (who have signed

the confidentiality agreement) a copy of the incident report once it has been

determined that a WSIB claim is established.

Action Plan:

HR/EHS provided members with a confidentiality agreement to be signed. Gerry Boily, Troy Brooks and Trudy Lockyer still need to sign agreement (were not in attendance of this meeting). HR/EHS will email a pdf copy of incident reports where a WSIB claim has been established. LEAVE ITEM OPEN.

4	Ne	W	Business
---	----	---	----------

Item #: 1 (JHSC-067) JHSC Member:\_\_\_\_ \_Norm Westbury Description: Working in Proximity to Sick Co-Workers Concern: Received information from an OSSTF member over concerns with regard to working while sick and being in close proximity to sick workers. Health & Safety Hazard: \_\_\_\_\_ Not identified. Discussion: Norm described that particular employee "felt compelled to come into work while sick" and if working in close proximity to sick co-workers, can the employee request a mask? Norm discussed the premise of "can an employee refuse to work"

when faced with this circumstance? Val Wolfe (HR/EHS): The relative risk is lower of getting a cold from air borne means versus unclean hands. Washing hands appropriately would be a more reasonable approach with regards to protection. Work refusals are used for very specific circumstances when a worker feels they are in imminent danger and would not be applicable in this circumstance.

Action Plan:

CLOSE ITEM.

Item #: 2 (JHSC-068)	
JHSC Member:	Janice Walker/Domenic Maniccia
Description:	Custodian Sweeping Debris in Stairwell
Concern:	Recent incident where a custodian was dry sweeping a stairwell
	when dust entered his eye. There was a question to where the
•	nearest eye wash station was located.
Health & Safety Hazard:	Exposure to Eye (dust/debris).
Discussion:	Domenic Maniccia (FM): Will work with Custodial managers to
	understand exactly where all the eye wash stations are located
	in order to determine where possible gaps are and develop an
	action plan
Action Plan:	Custodial Services to initiate an eye wash station review. Review
	plan will be determined in near future.

### 5 Workplace Inspections

a. 2012 Inspection Schedule Review

b. Inspection Schedule Progress Report: May Inspection Plan

# & Team	Date #1	Date #2	Date #3
Pam/Karen	May 24	May 28	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Greg/Colin	May 31	June 13	
Joe (Jonathan)/Deb	May 29	May 30	June 1
Norm/Tom	May 25	May 29	

c. June Inspection Plan: HR/EHS to facilitate Janet Mannell.

#### 6 Incident Summary

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

#### 7 HR/EHS Report

- a. Legislative Actions: Recent incident when a student burned his notes after exams in an acrylic bathtub in Lowenberger Residence. The fire was substantial, severely damaging the washroom in question and evacuating the entire facility, delaying access for many students for days. The student in question faces serious consequences of his actions. Fire Department/St. Catharines Building Department have written order to University that states the room in question has to be demolished properly and a building permit is required to re-build the room.
- b. Training/Initiatives/Information: Monthly training routine.

## 8 Next Meeting Details

Friday, June 8, 2012-9AM start in Sankey Chamber

9 Co-Chair Signatures

Worker Co-Chair

Management Co-Chair