



## USMC Joint Health and Safety Committee Minutes

Meeting: #2018-2019-1	Date: November 14, 2018
Location: Founders Boardroom	Time: 11:30 p.m. to 12:30 pm

<b>Attendees:</b>	
Suzanne Ramnauth, Co-Chair	Steve Koshchuk, Co-Chair
Effie Slapnicar	Doug Rothschild
Barb Power	Richard Carter
Alex Laurents	Peter Skrepichuk
	Tatevik Nersisyan
<b>Absent:</b>	

### Old Business

Item & Date	Action	Performed By	When
NONE			

### New Business


Item #	Action	Performed By	When
1.0	<p><b><u>Approval of the Minutes of May 31, 2018</u></b></p> <p>On a motion by T. Nersisyan and seconded by R. Carter, the Minutes of May 31, 2018 were approved.</p> <p><b><u>Business Arising, not covered in other agenda items</u></b></p>		
1.0	<p><b><u>Discussion of possible smoke free campus</u></b></p> <p>The University of Toronto is planning to move ahead with a full smoking ban on all three of its campuses on January 1, 2019. The three Federated</p>	S. Ramnauth	

Item #	Action	Performed By	When
	<p>Colleges have begun to review their existing policies and consult with representatives of constituent groups to determine how this new policy will impact our communities. In the next few days, St. Mikes will begin consultations with students, staff and faculty for input on moving towards a smoke-free campus.</p> <p>Questions &amp; Comments:</p> <ol style="list-style-type: none"> <li>1. <b>What are your thoughts about our College becoming a smoke-free campus, meaning that smoking, vaping, e-cigarettes and marijuana smoking would not be permitted anywhere?</b> How would it be policed – especially for guests crossing campus; how would the policy affect long-time employees who smoke and what would the repercussions be? USMC currently has smoking designated areas, a new policy would essentially require smokers to travel off campus in order to smoke.</li> <li>2. <b>Do you or your union members support moving towards a smoke-free campus policy?</b> A number of UTFA members are in agreement however they are curious to know more about the education piece and how it may be enforced; most USW members agree with the policy as it would create less litter and therefore increase productivity for facilities staff; CUPE members were not canvassed but JHSC rep suggested that it may be difficult to enforce.</li> <li>3. <b>Describe what you think are the barriers (challenges or opposition) to implementing a smoke-free campus policy.</b> Enforcement may be difficult especially for visitors; provide policy to external contracts and require sign off; accommodate long-time smokers; don't have zero tolerance initially; provide educational training and counselling to assist during transition – don't reprimand; create clear signage; have more inclusive and positive messages on signs – don't use "ban" or "stop"</li> <li>4. <b>What questions or concerns should Administration be prepared to address?</b> Will there be a leniency period during transition; how would employees be accommodated – will there be alternative smoking areas; how different will USMC's policy be from UofT?</li> <li>5. <b>What might facilitate the success of implementing a smoke-free campus policy?</b> Create new campus map that shows all smoke free areas and highlight designated smoking areas; create a webpage to explain the policy; include announcement in weekly communications newsletter; create staff/faculty health group –a safe forum where employees can share their stories and ideas with their colleagues who are struggling to quit smoking; provide health &amp; wellness sessions to help those with anxiety redirect their energy into a different media (e.g. exercise).</li> <li>6. <b>What benefits or opportunities do you think a smoke free campus policy will offer the College?</b> Cleaner safer environment; reduce loitering on campus; cost savings measure – increase work productivity; healthier campus and healthier employees.</li> <li>7. <b>What would be the best way for the University to communicate the smoke free campus initiative? Do you have any recommendations on the wording that is used?</b> Update website to include individual designated webpage for smoke</li> </ol>		

Item #	Action	Performed By	When
	<p>free policy; weekly communications via newsletter (create awareness); town hall meetings or more private department meetings with supervisors; social media campaign – keeping the language positive – stay away from “ban” or other negative terms; stapling info into staff paystubs; don’t do anything that could embarrass smokers or call them out; create a subtle smoke free campaign.</p> <p><b>8. Who else should we connect with or who else should be involved?</b> Seek advice from students, staff &amp; faculty members who smoke; discuss with UofT health &amp; wellness office.</p> <p><b>9. Do you have any additional questions, comments or considerations?</b> Consider consulting with international students as they have different attitude/cultural differences on smoking than Canadians – this may be a challenge to USMC in the future.</p>		
5.0	<p><b><u>Confirm next meeting</u></b></p> <p>The next meeting will take place in December 2019 or January 2019. Invite to be forwarded.</p>		
Meeting Start Time: 11:30 am		Meeting Finish Time: 12:30 pm	

**Next Meeting**

  
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 Suzanne Ramnauth, Co-Chairperson

  
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 Steven Koshchuk, Co-Chairperson

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 Alex Laurents, Recording Secretary



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## USMC Joint Health and Safety Committee Minutes

Meeting: #2018-2019-2	Date: February 5, 2019
Location: Founders Boardroom	Time: 11:30 p.m. to 12:30 pm

<b>Attendees:</b>	
Suzanne Ramnauth, Co-Chair	Steve Koshchuk, Co-Chair
Effie Slapnicar	Doug Rothschild
Barb Power	Remi Pulwer
Alex Laurents	Peter Skrepichuk
	Brian Butcher
<b>Absent:</b>	

### Old Business


Item & Date	Action	Performed By	When
NONE			

### New Business

Item #	Action	Performed By	When
1.0	<p><b><u>Approval of the Minutes of November 14, 2018</u></b></p> <p>On a motion by B. Power and seconded by D. Rothschild, the Minutes of November 14, 2018 were approved.</p> <p><b><u>Business Arising, not covered in other agenda items</u></b></p> <p>T. Nersisyan has stepped down from the JHSC and will be replaced by new CUPE representative B. Butcher. Also R. Carter will be taking a research leave and replacing him will be UTFA representative R. Pulwer.</p>		
2.0	<p><b><u>USMC Smoke-Free Survey Results &amp; UoT Policy Review</u></b></p> <p>A smoke free survey was distributed in January 2019 to all USMC students, faculty, staff and other community members. The JHSC discussed the results</p>	S. Ramnauth	

Item #	Action	Performed By	When
	<p>of survey. Key data included 72.88% of respondents were in favour of a smoke-free campus and 67% agreed that a smoke-free campus would lead to a healthier campus overall.</p> <p>Open discussion about USMC's intention to move forward with our own smoking ban. Questions and discussion points:</p> <ul style="list-style-type: none"> <li>• How will a policy be implemented?</li> <li>• Will USMC adopt UofT or write their own policy?</li> <li>• What role will MCOR security play?</li> <li>• How will the policy be enforced?</li> <li>• How will security handle visitors to campus who are smoking</li> <li>• Do we need a transition period?</li> <li>• Should we consider an alternative smoking areas off campus?</li> <li>• What will the focus be – signage and education or enforcement and discipline?</li> <li>• Do we need to educate staff and security how to handle incidents of smoking on campus? Staff should contact security and not deal with the public individually.</li> <li>• Will there be exclusions for religious ceremonies for Sheptytsky or indigenous groups; accommodation for medical usage was discussed.</li> <li>• What type of cessation support will be provided to staff and students?</li> </ul> <p>Members agreed that education and signage are the most important factors in gaining support from community members.</p> <p>Possible transition period was discussed and many agreed that it may not be necessary given the close proximity to public streets. It was suggested that if the campus became smoke free, smoking on public side-streets (very close to campus) would increase along with pollution in those areas. Consider who will clean up the cigarette butts on the public streets?</p> <p>Most members were supportive of moving to a smoking ban; some members preferred for USMC to focus on other student related initiatives; some members are concerned that the policy will not be followed and will be difficult to enforce similar to the concerns with enforcement of the "no dogs on campus" policy.</p>		
3.0	<p><b><u>Confirm next meeting</u></b></p> <p>The next meeting will take place on April 3<sup>rd</sup>, 2019. Invite to be forwarded.</p>		
Meeting Start Time: 11:30 am		Meeting Finish Time: 12:30 pm	

Next Meeting: April 3, 2019

  
 Suzanne Ramnauth, Co-Chairperson

  
 Steven Koshchuk, Co-Chairperson

Alex Laurents, Recording Secretary



## USMC Joint Health and Safety Committee Minutes

Meeting: #2018-2019-3	Date: April 3, 2019
Location: Founders Boardroom	Time: 11:30 p.m. to 12:30 pm

<b>Attendees:</b>	
Suzanne Ramnauth, Co-Chair	Doug Rothschild
Effie Slapnicar	Remi Pulwer
Barb Power	Peter Skrepichuk
Alex Laurents	Brian Butcher
<b>Absent:</b>	
Steve Koshchuk, Co-Chair	

### Old Business

Item & Date	Action	Performed By	When
NONE			

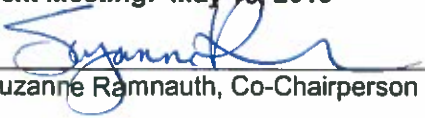
### New Business

Item #	Action	Performed By	When
1.0	<p><b><u>Approval of the Minutes of February 5, 2019</u></b></p> <p>On a motion by R. Pulwer and seconded by D. Rothschild, the Minutes of February 5, 2019 were approved.</p> <p><b><u>Business Arising, not covered in other agenda items</u></b></p> <p>4 JHSC committee members were recognized, under the Staff Recognition Program, for their commitment, dedication and ongoing efforts (over a number of years) in conducting building inspections and ensuring that the University is hazard free.</p>		
2.0	<p><b><u>2018/19 Workplace Inspections</u></b></p> <p>The committee members will ramp up efforts to ensure that all workplace inspections are completed by end of summer. The workplace inspection</p>	S. Ramnauth	

Item #	Action	Performed By	When
	schedule will be revised to include new members. B. Butcher will replace T. Nersisyan & R. Pulwer will replace R. Carter.		
3.0	<p><b><u>WHMIS 2015 Binder &amp; Compliance</u></b></p> <p>Earlier in the year P. Skrepichuk undertook a project to update the entire SDS system to ensure compliance with WHMIS 2015 requirements. He create both an online and binder system for updating sheets. The University is now fully compliant with WHMIS 2015 and will be looking into providing training to employees of the new system over the summer. The binders are publically available in the time-clock room in Elmsley Hall and the online master database is updated by Peter. This project is an ongoing task that will require constant updating as new chemicals come out every year, and others get discontinued. The committee discussed implementing a notification system in which employees or contractors handling or bringing a chemical onsite must notify Peter. To ensure that the custodial staff are not keeping unused chemicals in closets and other work spaces, A. Laurents will check those rooms when he conducts his First Aid checks in July and advise Peter if the online database needs to be updated.</p>		
4.0	<p><b><u>Waste Management Program</u></b></p> <p>Starting May 1<sup>st</sup> USMC will be undertaking a new Waste Management program. The purpose of the program is to promote sustainability, decrease waste production, and increase the University's diversion rating (the percentage of waste that is diverted away from the landfill compared to the total amount of waste generated) by improving recycling practices. Housekeepers and Janitorial staff will no longer pick up waste and recycling in individual offices on a daily basis. Employees must take their waste to a central area and sort their waste and recycling themselves. This program will allow custodial staff to focus on other work and put the responsibility for recycling and waste disposal on employees. The program is a pilot that will run over the summer and be reviewed in the fall to determine if it will be implemented permanently. A survey to collect feedback about the program will be distributed at the end of the summer. Waste bins will put in central locations for staff to dispose of their waste and sort recycling. This initiative also promotes Health &amp; Wellness, as it will encourage staff to get up from their desks to recycle or dispose of waste.</p> <p>Training and an information session about waste disposal and sorting recycling will be scheduled over the next few weeks to assist staff/faculty tp learn about proper waste management protocols.</p> <p>The committee discussed what to do with compost and though this was undecided, some suggestions included a community Garden for staff/faculty/ students or perhaps The Bay Cloverhill Community Association would be interested.</p>		
5.0	<p><b><u>Update on Smoke Free Campus Policy</u></b></p> <p>The Smoke Free Campus Policy was approved at Collegium March 27, 2019. The policy will be implemented on May 1, 2019. A communication from the President will be sent to students, staff and faculty and signs will be posted across campus. All resources will be active and available on May 1<sup>st</sup> and information about the policy and resources can be found on the Smoke Free web page. Information to be provided during orientation for new hires and students. Conference Services will be notifying all incoming event groups about the new policy and Student groups will assist in communicating the</p>		

Item #	Action	Performed By	When
	policy to the student community.		
3.0	<p><b><u>Confirm next meeting</u></b></p> <p>The next meeting will take place on May 16, 2019. Invite to be forwarded.</p>		
Meeting Start Time: 11:30 am		Meeting Finish Time: 12:30 pm	

**Next Meeting: May 16, 2019**

  
 Suzanne Ramnauth, Co-Chairperson

  
 Steven Koshchuk, Co-Chairperson

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 Alex Laurents, Recording Secretary





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## USMC Joint Health and Safety Committee Minutes

Meeting: #2018-2019-4	Date: May 16, 2019
Location: Founders Boardroom	Time: 11:30 p.m. to 12:30 pm

<b>Attendees:</b>	
Suzanne Ramnauth, Co-Chair	Steven Koshchuk, Co-Chair
Effie Slapnicar	Doug Rothschild
Barb Power	Remi Pulwer
Alex Laurents	Peter Skrepichuk
	Brian Butcher
<b>Absent:</b>	

### Old Business

Item & Date	Action	Performed By	When
NONE			


### New Business

Item #	Action	Performed By	When
1.0	<p><b><u>Approval of the Minutes of April 3, 2019</u></b></p> <p>On a motion by B. Butcher and seconded by R. Pulwer, the Minutes of April 3, 2019 were approved.</p> <p><b><u>Business Arising, not covered in other agenda items</u></b></p> <p>Discussion on composting options: Currently there is no mechanism in place to change food waste to compost, but the University is currently reviewing various options and looking into this further.</p> <p>Smoke-Free Policy Update: As of May 1<sup>st</sup> all smoke-free signage has been posted around campus. The new wayfinding project (USMC logos &amp; formal signage) will also include non-smoking/smoke-free signage.</p>		
2.0	<b><u>WHMIS 2015 – Follow-Up</u></b>	S. Ramnauth	

Item #	Action	Performed By	When
	<p>Online WHMIS training will be made available to everyone at the University within the next few weeks. The committee considered implementing a system where P.S. (who oversees the WHMIS binder) is notified by managers or staff when new chemical products are being introduced to the campus. P.S. will discuss with Facilities Director about adding a sheet or check-box for contractors to acknowledge/sign whenever they bring new chemical products on campus for various projects. This will allow more consistent tracking and recording of new SDS. It was discussed that Conference Services staff may want to inspect buildings after the completion of film shoots to ensure no chemicals are left by crew. HR to discuss with Conference Manager.</p>		
3.0	<p><b><u>Workplace Inspections (September 2018 – August 2019)</u></b></p> <p>Reminder to committee members to complete all building inspections by end of August. The inspection schedule was updated to reflect changes in assignments.</p>		
4.0	<p><b><u>Accident Reports (September 2018 – Present)</u></b></p> <p>The committee reviewed accident reports and concluded that there were only two internal employee accidents that took place in the 2019/20 academic year. This is an improvement from years past and reflects that facilities/housekeeping staff have responded quickly to snow, ice and other conditions and staff being more careful in the workplace.</p> <p>MCOR reported they had 3 student accidents (slips, falls, cuts) this year. The committee agreed that MCOR accident inspection forms should be consistent with the University inspection reports and filed together with other University accident reports.</p> <p>RP informed the committee that the Library also has an obligation to report accidents, as it is a public building and uses their own Accident Form.</p> <p>The committee agreed to bring forward the use of consistent forms and procedures relating to accidents at the next JHSC meeting.</p>		
5.0	<p><b><u>2019 OHS &amp; Regulations (green book)</u></b></p> <p>The 2019 OHS (Green Book) has been posted in Elmsley Hall. The committee agreed to review and approve all H&amp;S policies at the next meeting.</p>		
3.0	<p><b><u>Confirm next meeting</u></b></p> <p>The next meeting will take place on October 29, 2019. Invite to be forwarded.</p>		
Meeting Start Time: 11:30 am		Meeting Finish Time: 12:30 pm	

Next Meeting: October 29, 2019

  
 Suzanne Ramnauth, Co-Chairperson

  
 Steven Koshchuk, Co-Chairperson

Alex Laurents, Recording Secretary