

USMC Joint Health and Safety Committee Minutes

Meeting: #2019-2020-2	Date: February 4, 2020
Location: President's Boardroom Basement	Time: 11:30 am to 12:30 pm

Attendees:		
Suzanne Ramnauth, Co-Chair	Steven Koshchuk, Co-Chair	
Effie Slapnicar	Brian Butcher	
Barb Power	John Santos	
Joanne O'Reilly	Peter Skrepichuk	
Absent:		
Doug Rothchilds		

Old Business

Item & Date	Action	Performed By	When
NONE			

New Business

ltem #	Action	Performed By
1.0	Approval of the Minutes of October 29, 2019	
	On a motion by Barb. Power and seconded by Peter. Skrepichuk, the Minutes of October 29, 2019 were approved.	B. Power & P. Skrepichuk
	Business Arising, not covered in other agenda items	
2.0	JHSC Membership Changes	S. Ramnauth
	The Committee is pleased to welcome a new member to the committee Joanne O'Reilly. Joanne will be taking over for the role of Alex Laurent as HR Assistant and Recording Secretary for the JHSC meetings	
3.0	Inspection Schedule Health and Safety Workplace Inspections are due to take place for year 2020. It is hoped that all inspections will be completed prior to the summer period. Proposed dates and teams are listed on the Workplace Inspections	S. Ramnauth
	Schedule. The dates listed are for the (week of) as discussed by Steven. K.	S. Koshchuk

ltem #	Action	Performed By
	Each team can then decide on a set date, (please liaise with your team member to finalize date and time). A copy of the workplace schedule will be emailed to all members following the JHSC meeting.	
	The Workplace Inspections Schedule for Year 2018/2019 needs to be checked to ensure it was signed off on.	
	There is plans for a new work order system, Steven. K briefly discussed that there will be new categories available in the system when placing a work order.	S. Koshchuk
4.0	Review of the amended Health & Safety Policies	All
	Suzanne. R read out the amendments made to the Health & Safety policies as proposed in the JHSC meeting October 29, 2019.	
	 Workplace Harassment Policy Violence Prevention Policy USCM Visitor Safety Policy USCM Health & Safety Policy JHSC Term of Reference Return to Work Policy 	
	The committee was satisfied with the amendments. The policies that will require a signature will be forwarded to the Buscar Office for signed approval by the CAO and placed onto the new templates. When all is finalized the amended policies will be uploaded online.	
	The Workplace Violence and Workplace Harassment Policy has not yet been amalgamated as suggested as a possibility in the JHSC meeting October 29, 2019. This will require an in dept look at both policies, these will be reviewed at a future stage for consideration.	
5.0	Fire Wardens	S. Ramnauth
	It was brought to the attention of Human Resources that some of the current Fire Wardens are unclear of their roles and procedures. The Library would also like more Fire Wardens be trained.	
	Effie.S discussed the rolling out of a new Emergency plan. When this is rolled out there will be updates on procedures and training for Emergency Wardens. This will include Primary & Secondary Wardens.	E. Slapnicar
6.0	<u>Coronavirus</u>	E. Slapnicar
	Effie provided an update on the USMC monitoring of the Coronavirus. Ontario.ca/coronavirus provides the current status of cases in Ontario. The website also provides information on how to protect yourself. As of Feb 04, 2020, there is 3 cases confirmed positive and 29 cases under investigation.	
	USMC is following the UofT common sense practices. - Coughing into elbow - Use sanitizers - If sick, stay at home	
	There is a concern regarding Asia students and faculty members being targeted and questioned surrounding the coronavirus, particularly those who wear protective mask or may have travelled. People need to be mindful and respectful and not to insert themselves in a situation that can be considered	

ltem #	Action	Performed By
	an act of racism.	
	USMC will continue to monitor the Coronavirus situation and communicate via email and social media.	
7.0	<i>First Aid Training</i> First Aid Training took place on January 28 & 29 at USMC. Positive feedback was received. This training will take place every 3 years.	S. Ramnauth
	Kitcare Generally, all First Aid Responders are assigned a Kit Care. These will need to be refilled and updated. The Kitcare representative will be contacted to find out when he/she is due their next visit.	
	<u>Other Training Requirements</u> Suzanne. R mentioned that there is a concern for staff members who use ladders and have not received ladder training. The committee where asked particularly for housekeeping, if there is any other type of training that may be required or beneficial for staff.	
	Steven. K has concerns regarding heat exhaustion in the summertime. It has been put forward that the following training and information should be considered:	
	 Heat Awareness training Information on Asbestos circulated to staff on asbestos Defibrillator training Metal Health and Mindfulness Awareness 	S. Koshchuk B. Power B. Butcher
8.0	Confirm next meeting	
	The next meeting will take place March 31, 2020, 11.30am – 12.30pm. Invite to be forwarded.	

Suzanne Ramnauth, Co-Chairperson

Steven Koshchuk, Co-Chairperson

Joanne O'Reilly, Recording Secretary