



## USMC Joint Health and Safety Committee Minutes

Meeting: #2019-2020-1	Date: October 29, 2019
Location: President's Boardroom 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	John Santos
Alex Laurents	Peter Skrepichuk
<b>Absent:</b>	
Brian Butcher	Richard Carter

### 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 16, 2019</u></b></p> <p>On a motion by D. Rothschild and seconded by B. Power, the Minutes of May 16, 2019 were approved.</p> <p><b><u>Business Arising, not covered in other agenda items</u></b></p>		
2.0	<p><b><u>JHSC Membership Changes</u></b></p> <p>The Committee is pleased to welcome a new member to the committee J.S. Also B.B. will be continuing his role as the CUPE Rep for the 2019/2020 Health &amp; Safety year. Furthermore, R.C. has returned from his research leave and R.P. will no longer be sitting on the committee. A.L. will be leaving his role on JHSC and the University.</p>	S. Ramnauth	

Item #	Action	Performed By	When
3.0	<p><b><u>Review of Health &amp; Safety Policies</u></b></p> <p>The committee is to review and update all of our Health &amp; Safety Policies. A few suggestions were made to change some of the policies:</p> <p><b>Visitor Safety Policy:</b></p> <ul style="list-style-type: none"> <li>- External contractors are not normally supervised for their entire visit, normally they are setup on a job site and provided any initial assistance, but then it is their responsibility to complete the necessary work. Contractors do complete the sign in process with the Porter's desk and receive a "C" lanyard to indicate that they are contractors.</li> <li>- Change the language in the policy from "accompanied by a staff member" to "assigned to a staff member", this way a plant staff member can be responsible for the contractor even if they are not working directly with them on that particular project.</li> <li>- Remove supplier delivery persons from the policy as they do not typically go anywhere on campus outside of the porter's desk or mailroom.</li> <li>- Remove the union wording, as guests should not be covered under the union agreements, as they are not union members.</li> </ul> <p><b>Health &amp; Safety Policy:</b></p> <ul style="list-style-type: none"> <li>- Remove the wording in 4.07 "Principle 5 notwithstanding"</li> </ul> <p><b>Workplace Harassment:</b></p> <ul style="list-style-type: none"> <li>- Replace "CFO" with "CAO" or "Office of the Bursar"</li> <li>- The committee suggest rolling the Workplace Violence and Workplace Harassment policies into one.</li> </ul>		
4.0	<p><b><u>Update on H&amp;S Action Items</u></b></p> <p>The senior leadership group at USMC has completed a Sexual Violence Prevention Training that was conducted by UofT. More training is planned for staff and faculty in 2020.</p> <p>More clarity is required for assigned Fire Wardens. The Director of Facilities will be contacted to provide training for the on-campus Fire Wardens and to consider assigning more fire wardens in the library. The committee also suggested that the list of Fire Wardens be posted on the web or on the H&amp;S board so that community members know who to ask if they questions.</p>		
5.0	<p><b><u>University Accident Reporting Procedures</u></b></p> <p>The Library has informed the committee that they use their own accident/incident reporting form. However, their "incident" form is more related to various security concerns between staff and the public. These forms are then sent to the Bursar to review.</p> <p>MCOR also has their own reporting procedure. As they are operating on our campus, they should be using similar forms. HR will follow up with MCOR.</p> <p>The committee suggests reviewing Chartwells accident/incident report. Although they are a contractor, they work on our campus and accidents would impact the university.</p>		
6.0	<p><b><u>Workplace Inspection Assignments</u></b></p> <p>We are currently revising the workplace inspection schedule and are waiting Director of Facilities' approval. Once it is reviewed and approved it will be forwarded to the USW committee members responsible for the building checks. One suggestion that was made by S.K. would be to combine the</p>		

Item #	Action	Performed By	When
	historic house into 2 checks and assign one team to be more efficient.		
7.0	<p><b><u>Confirm next meeting</u></b></p> <p>The next meeting will take place in February 4, 2020. Invite to be forwarded.</p>		
Meeting Start Time: 11:30 am		Meeting Finish Time: 12:30 pm	

**Next Meeting: February 4, 2020**

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Suzanne Ramnauth, Co-Chairperson

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Steven Koshchuk, Co-Chairperson

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Alex Laurents, Recording Secretary