



UNIVERSITY OF
ST. MICHAEL'S COLLEGE
IN THE UNIVERSITY OF TORONTO

Joint Health and Safety Committee Meeting Minutes

Meeting: No 4 - 2022/23	Date: May 2, 2023
Location: Senior Common Room, Brennan Hall	Time: 12:00 p.m. to 1:00pm

Attendees:	
Suzanne Ramnauth, Co-Chair	Gang He, USW
Richard Carter, UTFA, Co-Chair	John Santos, USW
Joanne Granata, CUPE	Chanelle Burris, Non-Union
Michael Graham, USW	Emil Iruthayathas, Non-Union
Invited Guest(s):	
Effie Slapnicar, Administration	

Item	Details	Presenter	Time
1.0	Approval of Minutes of March 24, 2023 Approved by Richard Carter Seconded by Joanne Granata	SR	5 min
	Business Arising, not covered in other agenda items:		
2.0	Follow-up items from previous meetings <u>First Aid Training</u> There were not as many participants for the first aid training as preferred. We assigned providers to oversee first aid kits at all campus locations. First aid boxes were refilled by Cintas earlier in 2023 (refilled 2-3 year). AED batteries and pads have been replaced with the assistance of facilities and services. Our AEDs are compliant with regulations and won't have to be replaced for the next 3 years. <u>Health and Safety Hazards in Residences</u> Issue of human waste left in shower: the incidents stopped for a few weeks (after signs were posted and students warned. There was one incident that occurred after the warnings in which the student floor was issued a fine. Since this and the end of school year, there have been no other incidents reported. <u>Tripping Hazard in John M. Kelly Library</u> – The housekeeping department is aware of carpet issues in the Library. This will continue to be monitored over the summer. Housekeeping is responsible for keeping the carpets in place. JHSC Chair (and Librarian suggested replacing the carpets with a vinyl option.	SR	15 min

	<p>This will be considered by the facilities department.</p> <p><u>Health and safety Policies</u> All Health and Safety related policies have been reviewed and re-signed by Bursar. The policies are posted online and, on the Health and Safety Board in Elmsley Hall. It was agreed that first aid kit and responder information page to be posted at all campus locations/buildings.</p>		
3.0	<p>USMC's Blue Communities Pledge</p> <p>The University of St. Michael's College and Regis College will become a "Blue Communities" pledging to help protect the planet's water and promote the human rights to water and sanitation. Both Regis and St. Mike's have joined the Sisters of St. Joseph to adopt a seven commitment "Blue Community Pledge". Sustainability is part of one of the 3 pillars of USMC's strategic plan. Banning the sale of boxed/bottled water on campus encourages the availability of clean water. The University is adding more water reusable bottle refill stations (information to be circulated regarding locations). We want to educate the community such as incorporating this initiative in our courses. The water quality is checked regularly which includes water testing and treatment. USMC is one of the few blue communities in Canada. https://stmikes.utoronto.ca/news/protecting-the-planets-water-as-a-blue-community</p>	ES	15 min
4.0	<p>Building Inspection Update</p> <p>TST is not to be inspected by our group as they conduct inspections themselves. When inspections are done in the language departments, JHSC inspectors will make a note of any hazards in the reports. No ticket will be submitted. The bursar's office will discuss with the department of facilities & services if we need to contact department heads in regard to completing inspections.</p>	SR	5 min
5.0	<p>Confirm next meeting</p> <p>The committee is taking a break during the summer and will reconvene in Fall of 2023 unless any health and safety issues arise.</p>	SR	5 min



Suzanne Ramnauth, Co-Chairperson



Recording Secretary



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Joint Health and Safety Committee Meeting Minutes

Meeting: No 1 - 2022/23	Date: August 8, 2022
Location: Teams Meeting	Time: 11:00 a.m. to 12:00pm

Expected Attendees:	
Suzanne Ramnauth, Co-Chair	Gang He, USW
Barb Power, Non-Union	John Santos, USW
Richard Carter, UTFA	Chanelle Burris, Non-Union
Joanne Granata, CUPE	Michael Graham, USW
Invited Guest(s):	
Effie Slapnicar, Administration	

Item	Details	Presenter	Time
1.0	Approval of Minutes of May 5th, 2022 Approved by Joanne Granata, Seconded by Barb Power	SR	5 min
	Business Arising, not covered in other agenda items:		
2.0	Re-opening, Survey/COVID-19 Updates & Fall Planning <ul style="list-style-type: none"> The fall reopening feedback from the recent survey is generally positive with employees looking forward to working on campus again. <u>Highlights include:</u> <ul style="list-style-type: none"> 70% wish for social distancing to continue 80% would like access to PPE 61% strongly agree to having a remote part of the job. Most responded Strongly Agree to: "I feel confident that I would receive support from coworkers and my manager if I needed it." The university is running out of office space, desk sharing couple help alleviate this. Feeling a sense of community is an important topic that staff are looking forward to. Flexibility is a top response as a benefit of WFH. Staff appreciate that we consult with them on their accommodation needs. The University is monitoring the status of seventh wave with respect to fall planning. If a shift to close 	ES/SR	20 min

	<p>is needed, this can be done quickly. USMC is following UofT and Toronto Health guidelines.</p> <ul style="list-style-type: none"> • Currently, there is a feeling of lack of community as campus feels empty. Preference for on campus work and meetings as in-person conversations can lead to spontaneous ideas/innovation. • The Bursar is to meet with the reopening committee to finalize fall reopening planning. Question for committee: how can USMCS have more of a community presence but also maintain strong covid health and safety protocols? The committee is developing an alternative work arrangement guideline. Taking a look and adapting UofT's guidelines. • An alternative working arrangement guideline is in the drafting stage. PAG & USW to review before finalizing. The University is moving forward to a more robust reopening and would like to see more staff on campus in the fall. • Support for on-campus work should be positive given that all employees are vaccinated and masking and distancing protocols are still in place. Offices must look at operation requirements when determining AWA scheduling and approvals. • St. Mike's will continue to provide masks to staff, if requested. N95s can be provided if in stock. • Currently, there is no provincial or legal requirement to mask. Therefore, mandating is not possible. Staff are encouraged and may choose to continue wearing masks or ask others to wear it if in small spaces (eg. meeting in a small office). There are options to hold meetings or events outdoors as much as possible. • More news regarding reopening survey stats will be shared in the newsletter. 		
3.0	Workplace Violence Risk Assessment To be discussed at next meeting.	SR	15 min
4.0	2021-2022 Building Inspection Update To be discussed at next meeting.	ALL	10 min
5.0	Confirm next meeting - Next meeting will be end of September.	SR	5 min



Suzanne Ramnauth, Co-Chairperson



Recording Secretary



UNIVERSITY OF
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Joint Health and Safety Committee Meeting Minutes

Meeting: No 2 - 2022/23	Date: November 25, 2022
Location: Teams Meeting	Time: 11:00 a.m. to 12:00pm

Expected Attendees:	
Suzanne Ramnauth, Co-Chair	Gang He, USW
Barb Power, Non-Union	John Santos, USW
Richard Carter, UTFA	Chanelle Burris, Non-Union
Joanne Granata, CUPE	Michael Graham, USW
Invited Guest(s):	
Effie Slapnicar, Administration	

Item	Details	Presenter	Time
1.0	Approval of Minutes of August 8, 2022 Joanne Granata Approved Michael Graham Seconded	SR	5 min
	Business Arising, not covered in other agenda items:		
2.0	COVID-19 Updates / Holiday Events The holiday events are resuming after a two year break. The Christmas luncheon and other holiday events will be taking place in December 2022. Precautions will be taken to ensure that safety is at the forefront of on-campus events, including encouraging masking, using event spaces with high ventilation, signage, and encouraging those that are ill to not attend. The University is doing everything it can to minimize the spread of COVID-19. Vaccine Mandate The vaccine mandate is still in effect at St. Michael's College. UofT has removed its vaccine mandate. USMC is considering whether or not to follow given that past practice is to follow UofT practice. The University has increased communications regarding covid protocols include masking and hand washing. High Quality masks are available to employees through the facilities work order system when requested.	ES/SR	15 min
3.0	Review of Health and Safety Policies <ul style="list-style-type: none"> • Workplace Harassment Policy • Workplace Violence Prevention Policy • Health & Safety Policy • Return to Work Policy 	SR	15 min

	<ul style="list-style-type: none"> • Terms of Reference • Visitor Safety Policy <p>The committee reviews all health and safety policies on annual basis. A follow-up discussion will be included at next health and safety committee meeting. Note that plans to merge workplace harassment and workplace violence policies have been on the table for over a year. Work to make the policy one, will begin in the summer.</p> <p>The worker committee members were asked to choose a co-chair. Worker members must elect their own co-chair. It may be that a rotating chair is preferred given 3 unions in the committee. The co-chair can lead meetings and determine agenda. Confirmation of co-chair to be discussed at next meeting.</p>		
4.0	<p>First Aid Training</p> <p>USMC is required to have trained first aid responders in each building on campus. The training is facilitated every 3 years (in January/February) and current responders may choose to recertify. The training includes first aid for adults, children and AED training as well. The training is held on-site and is a two day session. Attendees have a required number of training hours that must be met for certification. More details will be forwarded shortly.</p>	SR	10 min
5.0	<p>2021-2022 Building Inspection Update</p> <p>The inspections have been completed for the 2021-2022 year. Final report will be sent to Bursar for review and sign off. MG will meet with HR to get the reports finalized and start preparing the building inspection schedule for 2022-2023.</p>	ALL	10 min
6.0	<p>Confirm next meeting</p> <p>The next meeting will be held on February 16, 2023.</p>	SR	5 min



Suzanne Ramnauth, Co-Chairperson



Recording Secretary



UNIVERSITY OF
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Joint Health and Safety Committee Meeting Minutes

Meeting: No 3 - 2022/23	Date: March 24, 2023
Location: Teams Meeting	Time: 11:30 a.m. to 12:30pm

Expected Attendees:	
Suzanne Ramnauth, Co-Chair	Gang He, USW
Richard Carter, UTFA	John Santos, USW
Joanne Granata, CUPE	Chanelle Burris, Non-Union
Michael Graham, USW	
Invited Guest(s):	
Effie Slapnicar, Administration	

Item	Details	Presenter	Time
1.0	Approval of Minutes of November 25, 2022 <ul style="list-style-type: none"> Richard Carter – Approved Michael Graham - Seconded 	SR	5 min
	Business Arising, not covered in other agenda items:		
2.0	H&S Co-Chair Appointment <ul style="list-style-type: none"> Richard Carter will act as Co-Chair throughout the remainder of the year, as agreed by other worker members on the JHSC 	All Worker Members	10 min
3.0	Accident & Hazard Reports <ul style="list-style-type: none"> There has been minimal accidents over the last year One in which door hit housekeeper in face – no medical required and investigated and determined to be a random accident. One trip and fall in the Kelly Library: Janitor tripped on carpet in front area; the employee did not seek medical treatment; facilities looked at carpet in Kelly for issues, however, carpet is replaced every 2 weeks by Cintas, (3rd party provider). Housekeeping staff are required to ensure that the carpet is sitting flat and to advise facilities staff it does not. A second review of the carpet will be conducted during annual building checks which will be completed over the next month. A Hazard Report filed by a housekeeper regarding findings of human waste in Sorbara shower every few 	SR	30 min

	<p>days since September 2022. The issue was being handled by Dean’s office and has escalated to HR and JHSC. Signs and messages have been posted in the Sorbara G shower area to remind students of the consequences if this behaviour continues. USMC has undertaken a much more aggressive response over March/April regarding this issue. A memo was sent out to the students advising that if the incidents do not stop, the students on the floor may be fined, expelled, or banned from living at UofT residences. HR has had meetings with housekeeping to reassure staff that the University is doing everything to put a stop to this concerning behaviour.</p>		
4.0	<p>Building Inspection Update</p> <ul style="list-style-type: none"> Alumni Hall Mechanical Room, Phelan House and Windle House Basement inspections have been completed. The remainder inspections will be completed once the semester is over. 	MG	10 min
5.0	<p>Status of Health and Safety Policies</p> <ul style="list-style-type: none"> The committee confirmed that members have read and reviewed all current health and safety policies and agree that no changes are required at this time. The policies will be updated and signed off by the Bursar and posted on the H&S board and USMC website. Policies reviewed & approved by JHSC on March 24, 2023: Health & Safety Policy Workplace Violence Prevention Policy Workplace Harassment Policy 	SR	
6.0	<p>COVID-19 Updates</p> <ul style="list-style-type: none"> The USMC vaccination policy has been removed. Employees are no longer required to upload vaccination status to Ucheck and complete the daily screening. The requirement to be vaccinated for Covid-19 is no longer included in employment contracts or job postings. There is also no requirement to wear masks on campus. However, USMC continues to support a health workplace by encouraging hand sanitization and masking and ensuring meeting spaces are well ventilated. Masks, hand sanitizers and rapid tests are provided to staff if requested. 	ES	
6.0	<p>Confirm next meeting The next meeting will be in May on campus, lunch included.</p>	SR	5 min