



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

Joint Health and Safety Committee Meeting Minutes

Meeting: No 1 – 2023/24	Date: October 2, 2023
Location: Teams	Time: 12:00 p.m. to 1:00pm

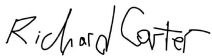
Expected Attendees:	
Suzanne Ramnauth, Non-Union, Co-Chair	Gang He, USW
Richard Carter, UTFA, Co-Chair	John Santos, USW
Joanne Granata, CUPE	Chanelle Burriss, Non-Union
Michael Graham, USW (Could not attend)	Emil Iruthayathas, Non-Union
Invited Guest(s):	
Effie Slapnicar, Administration	

Item	Details	Presenter	Time
1.0	Approval of Minutes of May 2, 2023 Approved by Richard Carter & Emil Iruthayathas	SR	5 min
	Business Arising, not covered in other agenda items:		
2.0	First Aid Inspections A first aid kit and AED inspection was completed by Cintas on September 19, 2023. Ensured that kits are replenished and AED's are checked. 2 new eye wash stations were installed in Loretto College. Unfortunately, one AED is missing in Brennan Hall which is believed to have been stolen. USMC to check with security if they can view AEDs on camera. Surveillance cameras may need to be lowered slightly to view AEDs. The AED replacement may have to fall under next year's budget. Additionally, a new AED is potentially being added to Loretto College. The next inspection will likely fall in the spring.	SR	10 min
3.0	Building Inspections The building inspections for the 2022-23 year are complete. Thank you, Michael Graham, for coordinating the inspections. The inspection notes have been sent to Effie for signature. Now is the time to start preparing next year's schedule.	SR	10 min

4.0	<p>Cold & Flu/Covid Protocols for Fall</p> <p>USMC is looking into bringing in a COVID-19/Flu vaccine clinic on campus. The office of the bursar will check if USMC can access vaccines from the faculty of medicine. Other protocols that are still in place are replenishing all PPE including sanitizer, masks, and following protocols from previous years.</p> <p>In order to order any PPE, you can send a ticket to facilities, and pick it up from the mail desk. The PPE will be charged to the department requesting it. The PPE is accessible for individuals as well as for events. USMC is urging those with symptoms to please stay home.</p>	ES	10 min
5.0	<p>Confirm next meeting</p> <p>The next meeting may be scheduled in November or in early December.</p>	SR	5 min



Suzanne Ramnauth, Co-Chairperson



Richard Carter, Co-Chairperson



Recording Secretary



UNIVERSITY OF
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Joint Health and Safety Committee Meeting Minutes

Meeting: No 2 – 2023/24	Date: February 21, 2024
Location: Teams	Time: 12:00 p.m. to 1:00pm

Expected Attendees:	
Suzanne Ramnauth, Non-Union, 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 October 2, 2023 Joanne Granata approved; Emil Iruthayathas seconded.	SR	5 min
	Business Arising, not covered in other agenda items:		
2.0	First Aid & AED Inspections Following investigation by JHSC members during buildings checks, it was determined that AED in Brennan Hall was stolen. HR will look into the costs of replacing the AED in the summer. First Aid kits and AED checks were conducted in February. One of the immediate concerns that arose was the need for an eyewash station (portable bottle) in the housekeeping break room as there have been a couple of incidents reported of staff getting chemicals in their eyes in and around the breakroom and laundry area in Elmsley. It was agreed with the JHSC that the eyewash bottle be ordered and set up immediately. It was noted that first aid kits in residences are kept locked. However, legislation and WSIB require that all kits be easily accessible and not kept in locked cabinets. Dean's office will be contacted to ensure that the kits are accessible.	SR	5 min
3.0	Accidents & Incidents & H&S Training There has been a recent incident where a staff member fell off a ladder and was injured. To ensure staff are reminded about safety protocols when working at heights, HR will schedule a training	SR	10 min

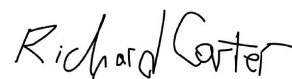
	<p>session for all facilities staff in the spring.</p> <p>There was a recent slip and fall reported in February in which the individual required medical assistance and had to use crutches. The incident occurred in January but was not reported until several weeks later. Late reporting is a concern for the University as it results in fines from WSIB. WSIB has changed reporting deadlines from 7 to 3 days. Employees must report an accident immediately to their supervisor or HR. It was decided that to improve awareness of this process, a communication regarding employee and employer H&S reporting obligations would be included in the newsletter.</p>		
4.0	<p>Slips & Fall Precautions</p> <p>January to March is a time where there could be more slips, trips and falls due to snow and ice. This information regarding precautions was shared with the JHSC: https://www.ccohs.ca/oshanswers/safety_haz/falls.html</p> <p>Following up from the October meeting regarding rugs at the front of the library causing a tripping hazard. HR discussed with housekeeping manager and it was agreed that housekeepers/janitors would regularly check the mats to ensure they are lying flat. This concern will be revisited in the fall.</p>	SR	10 min
5.0	<p>Building Inspections</p> <p>MG took the lead in coordinating and conducting the building inspections last year. He worked with the other JHSC worker members to complete all the checks in a timely manner. The reports have been signed off by the Bursar and posted on the health and safety board (online and in Elmsley Hall).</p>	MG	10 min
**	<p>Update on Campus Planning</p> <p>USMC will be working with an architect for space planning and possible retail opportunities. Current groundskeeping and landscaping is very labour intensive and the campus planning committee is looking at ways to improve efficiencies. The University will be canvassing staff and community members for ideas regarding the campus plan. Work will begin on rezoning the library which may include adding residences and conference rooms. More information will be made available in the newsletter.</p> <p>There will be no camps at the University this summer to accommodate the electrical and HVAC system work required in Elmsley Hall. The electrical infrastructure has not changed since building was constructed.</p>	ES	5 min
6.0	<p>Confirm next meeting – March 2024</p> <p>The next meeting will be in March/April.</p>	SR	5 min



Suzanne Ramnauth, Co-Chairperson



Recording Secretary



Richard Carter, Co-Chairperson



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Joint Health and Safety Committee Meeting Minutes

Meeting: No 3 – 2023/24	Date: April 25, 2024
Location: Teams	Time: 11:45AM-12:45PM


Expected Attendees:	
Suzanne Ramnauth, Non-Union, 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 February 21, 2024 Joanne Granata approved 1 st and Richard Carter approved 2 nd	SR	10 min
	Business Arising, not covered in other agenda items:		
2.0	Update: Building Inspections The building inspections are almost complete. When inspections are complete, reports should be sent to the HR Coordinator. Admin staff should be paired up with a member in facilities so that there are keys available for access. Please do not bring other employees that are not on the JHSC to participate on building inspections as managerial approval is required. Hours spent on the building inspections would take away from regular working hours.	SR	5 min
3.0	Workplace Hazards The HVAC Mechanic reported a hazard to HR which involved a tripping hazard. The hazard included several power cords being taped down for events in Father Madden Hall (Carr Hall). The cords had to be daisy chained together which created a fire hazard and is costly to as a practice. The event was specific to Conference Services & Hospitality. This has been looked into and the solution would be supplying one charging station in the back of the room. This was agreed on with Conference Services and will be provided.	SR	10 min

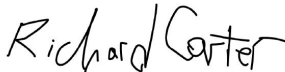
	HR has worked with Facilities to order personal eyewash bottles to be supplied in the janitor closets across campus. It has been determined that it will be safer to have more eyewash bottles close by. HR will continue to work with facilities to have them installed. Cintas will not be checking these bottles. Facilities will be monitoring this. The Director of Facilities and Services suggested to include the personal eyewash bottles across campus. HR to follow up with the Director of Facilities & Services about how many eyewash stations are needed in Loretto College.		
4.0	<p>Campus Updates (Power Outage & Landscaping Plan)</p> <p><u>Power Outage</u> There will be a scheduled power outage on campus May 23 (originally May 9th). USMC has plans in place so that impact can be reduced. Buildings that will be impacted include Odette Hall, St. Basil's Church, Founder's House, Sobrara Hall, Elmsley Hall, Brennan Hall, Queen's Park buildings, and the Historic Houses. Kelly Library and Alumni Hall will maintain power and wifi. USMC is asking employees to work from home, if possible. The Bursar's Office, IT, Facilities and security will remain on site. An automatic message has been setup on the phone to let callers know that the power is off. If the power outage continues past the 23rd, there will be many channels of communication to the community.</p> <p>Additional information is available on the St. Mike's website.</p> <p><u>Landscaping plan</u> USMC has hired an architect who has an extensive background in campus planning. USMC appreciates feedback from staff and faculty on the project. Space planning, bike racks and safety are all factors that are being considered. There are also a few key office spaces that could be modified to be more efficient.</p>	ES	10 min
5.0	<p>Confirm next meeting – May (In-Person)</p> <p>The next and final meeting before the summer break will be May 28th in person in the Senior Common Room. Lunch will be provided in the Faculty Dining Room.</p>	SR	5 min



Suzanne Ramnauth, Co-Chairperson



Recording Secretary



Richard Carter, Co-Chairperson



UNIVERSITY OF
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Joint Health and Safety Committee Meeting Minutes

Meeting: No 4 – 2023/24	Date: May 28, 2024
Location: Senior Common Room (Brennan Hall)	Time: 11:45AM-1:00PM

Expected Attendees:	
Suzanne Ramnauth, Non-Union, 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 (was not able to attend)	

Item	Details	Presenter	Time
1.0	Approval of Minutes of April 25, 2024 Motion to approve – Emil Iruthayathas Approved first by Richard Carter, Seconded by Mike Graham.	SR	5 min
	Business Arising, not covered in other agenda items:		
2.0	Building Checks Update The Building Inspections are almost done for this year – most of the inspections will be done once the students move out of residences for the summer. Tickets are being submitted to facilities and services. Mike to follow up with Fr. Morgan if service support is needed for their AEDs and batteries. Mike will follow up with HR. The personal eyewash bottles have been installed in the janitor closets across campus. Angie in facilities has the list of eyewash bottles and will send this to HR.	SR	3 min
3.0	Fire Extinguisher Training UofT is hosting Fire Extinguisher training on campus. We are unsure if F&S already has taken the training. There are future sessions are still available. Please let HR know if you are interested in attending.	SR	3 min
4.0	Summer Safety Hazards Each summer, there are anticipated heat hazards. This includes outdoor activities, working outdoors and outdoor	SR	3 min

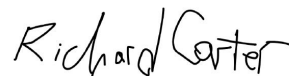
	<p>events. Please ensure to drink water, stay indoors in extreme heat and take breaks.</p> <p>**Note for next meeting: Investigate options and availability for drug overdose training. It had mentioned that there may be liability issues.</p>		
5.0	<p>Lunch in the Faculty Dining Room</p> <p>Thanks to everyone on the committee! Have a great summer.</p>	N/A	45 min
6.0	<p>Confirm next meeting – Fall 2024</p> <p>The next meeting will likely be in September or October.</p>	SR	1 min



Suzanne Ramnauth, Co-Chairperson



Recording Secretary



Richard Carter, Co-Chairperson