



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

### Joint Health and Safety Committee Meeting Minutes

Meeting: No 1 – 2024/25	Date: November 19, 2024
Location: Teams (Virtual)	Time: 11:00AM-12:00PM

<b>Expected Attendees:</b>	
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	Emil Iruthayathas, Non-Union
<b>Invited Guest(s):</b>	
Effie Slapnicar, Administration (regrets)	

Item	Details	Presenter	Time
1.0	<p><b>Approval of Minutes of May 28, 2024</b></p> <p>First JHSC meeting for the year. Thank you for joining with us. We hope you had a great summer. All of our members are the same this year.</p> <p>As part of our responsibilities in the JHSC, we have to review our health and safety policies. Some of them will be resign them by Effie.</p> <p>First approver – Richard Carter and Seconder – Emil Iruthayathas.</p>	SR	5 min
<b>Business Arising:</b>			
2.0	<p><b>Review of Health and Safety Policies</b></p> <ul style="list-style-type: none"> <li>• <b>Health &amp; Safety Policy</b> – This outlines the supervisor and employees’ responsibilities in case of injury at work or if there is a workplace hazard.</li> <li>• <b>Occupational Health &amp; Safety Act</b> – This is a mandatory policy to post on campus including the OHS poster on the Health and Safety Board and on the website.</li> <li>• <b>Return to Work Policy</b> – This is about WSIB. This is in case of contacting WSIB for an injury on campus and if you seek healthcare. WSIB works with us to get people back to work.</li> <li>• <b>Terms of Reference</b> – This was reviewed by management and the union. It may need to be</li> </ul>	SR	25 min

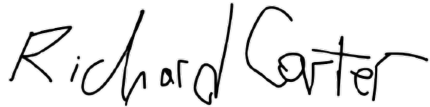
	<p>resigned again to check that it has been reviewed again.</p> <ul style="list-style-type: none"> <li>• <b>Visitor Safety Policy</b> – It was updated in 2020. It is a one paragraph policy. People who are on campus as guests, should be on campus with someone from the university who can verify who they are. They are required to follow our health and safety procedures. Contractors have to sign in at the front desk. Otherwise the visitors are the staff’s responsibility who invited them. Suzanne will look into whether or not it needs to be updated to be more robust. USMC can compare this policy to other colleges. <p>It may be helpful to reshare the policy in the digest to remind everyone of the expectations.</p> <ul style="list-style-type: none"> <li>• <b>Workplace Violence Prevention Policy</b>– We also have the sexual violence prevention policy adopted by UofT. We do training on all of the health and safety policies for all new hires._</li> <li>• <b>Workplace Harassment Policy</b> – Had to use this a couple of time. No comments or concerns about it.</li> </ul> </li></ul>		
3.0	<p><b>Review of Recent Accidents &amp; Incident Reports</b></p> <p>Chartwells – Cut leg in Kitchen. The report was from Chartwells. We got a report for our files. Their health and safety is their responsibility as they are external.</p> <p>Patron – Trip at Kelly Library Hand dryers are equipped with HEPA filters Housekeeper – Hit head. Sometimes accidents happen. This was a minor injury. Medical attention was not sought.</p> <p>F&amp;S – Minor Burn. The roof of Brennan caught fire. He tried to open the flasher with his hand - that was very hot. Gloves could have been worn. He did not seek medical attention. The investigation has not been completed, but we believe this could have been due to contract work on the roof.</p> <p>Incident at the Library – There was uneven pavement outside of Kelly Library. A patron came and fell. She had bruised her knee. It has been caution taped out. HR will follow up with the facilities and services director to get an update about this. Once we hear back, HR will let the library administration know.</p>	SR	10 min
4.0	<p><b>Building Checks</b></p> <p>Thank you so much for your help over the year. -As you do the building checks, Facilities fill in the work orders after the inspection reports are received. Throughout the year, we send out the work orders as the buildings are checked.</p>	SR	5 min

	<p>Mechanical rooms will be checked by the facilities staff who have the proper skills and qualifications to be in those rooms.</p> <p>5<sup>th</sup> floor in Kelly Library, and the pipe rooms are also mechanical rooms. If they are not the rooms that library staff normally go to. We can mark down which floor have the mechanical rooms so that they are avoided by non-facilities staff.</p> <p>Chanelle will assist in scheduling the building checks for the new year. HR will be sending out updates about this shortly.</p>		
5.0	<p><b>Confirm next meeting</b></p> <p>Now it's the winter season now. It's the season to be very mindful of slips and trips. We have to be careful and aware of icy walkways. Facilities and services are on top of this.</p> <p>Note – An AED may be required in Loretto.</p> <p>We hope you have a great holiday season!</p>	SR	1 min




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Suzanne Ramnauth, Co-Chairperson




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Richard Carter, Co-Chairperson



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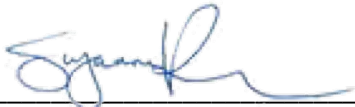
### Joint Health and Safety Committee Meeting Minutes

Meeting: No 2 – 2024/25	Date: February 21, 2025
Location: Teams (Virtual)	Time: 11:00AM – 12:00PM

<b>Expected Attendees:</b>	
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
<b>Invited Guest(s):</b>	
Effie Slapnicar, Administration	Michael Chow, Management

Item	Details	Presenter	Time
1.0	<b>Approval of Minutes of November 19, 2024</b> Approved first by: Joanne Granata Seconded by: Emil Iruthayathas	SR	5 min
	<b>Business Arising, and Follow up of Previous Agenda Items:</b>		
2.0	<b>Facilities Update – Slips, Trips and Falls/Winter Hazards</b>  In light of the recent snowfall, we have invited Michael Chow to provide an update on Facilities and Services (F&S). Our goal is to prevent slips and falls on campus during the winter months.  The University of Saint Mary’s College (USMC) contracts an external service provider to maintain sidewalks and pathways throughout the winter season, especially during flash freeze conditions. USMC is obligated by municipal bylaws to remove snow and ice within 24 hours of a snowfall. USMC’s snow removal contractors have been highly responsive, even working overnight to clear affected areas after snowstorms.  Facilities and Services prioritizes safety, particularly near the kitchen area, which snow and ice is cleared before kitchen staff arrive early in the morning. Snow removal is triggered when 5cm of snow accumulates. Everyone can contribute to maintaining safety—if you notice a hazard, please report it. The first point of contact is the front desk (MCORP), or you	MC	10 min

	<p>can submit a work order under the “Health and Safety” category.</p> <p>Additionally, there has been a minor renovation to the Brennan Hall Registrar’s area, aimed at creating a more welcoming environment for students. The renovation includes improved signage. This area is expected to be fully operational by Monday.</p>		
3.0	<p><b>Building Checks Update</b></p> <p>We aim to receive the final building check reports by the end of the year, with a target submission deadline no later than end of August. The recommendation is to start completing building inspections sooner rather than later to allow ample time for completion.</p>	ALL	10 min
4.0	<p><b>General Discussion – Follow Up Items</b></p> <p>All Health and Safety policies have been updated and renewed, which will soon be reposted on the USMC website and posted on the Health and Safety board. Regarding cold and flu season, masking remains optional, but we encourage anyone who is unwell to stay home.</p>	SR	20 min
5.0	<p><b>Confirm next meeting – March 2025</b></p>	SR	1 min




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Suzanne Ramnauth, Co-Chairperson




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Richard Carter, Co-Chairperson



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### Joint Health and Safety Committee Meeting Minutes

Meeting: No 3 – 2024/25	Date: April 25, 2025
Location: Teams (Virtual)	Time: 11:00AM – 12:00PM

<b>Expected Attendees:</b>	
Suzanne Ramnauth, Non-Union, Co-Chair	Gang He, USW
Richard Carter, UTFA, Co-Chair	John Santos, USW (regrets)
Joanne Granata, CUPE	Chanelle Burriss, Non-Union (regrets)
Michael Graham, USW	Emil Iruthayathas, Non-Union
<b>Invited Guest(s):</b>	
Effie Slapnicar, Administration	Steve Craig, HVAC Mechanic

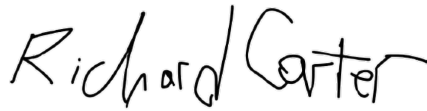
Item	Details	Presenter	Time
1.0	<b>Approval of Minutes of February 21, 2025</b> Approved first by: Gang He Seconded by: Emil Iruthayathas & Richard Carter	SR	5 min
<b>Business Arising, and Follow up of Previous Agenda Items:</b>			
2.0	Steve Craig from Facilities & Services presented on the University's current strategies for flood and mold mitigation. With climate change increasing the risk of flooding during the spring and summer months, the Facilities team has invested in more advanced and efficient equipment to improve response times and reduce potential damage.  New equipment includes: <ul style="list-style-type: none"> <li>• Emergency response roller kit</li> <li>• Floor squeegees</li> <li>• Mops and buckets</li> <li>• Water absorbent tails</li> <li>• Oil absorbent booms</li> <li>• High-mobility water vacuum</li> <li>• Carpet and flooring dryer</li> <li>• High-capacity dehumidifier with continuous pump-out</li> <li>• Battery-powered drain snake</li> <li>• Enclosed UV surface disinfection device</li> <li>• Enclosed ozone generator for odor removal</li> </ul>	SC	30 min

	The committee recommended providing training for all staff on the location and use of this emergency equipment. Steve emphasized the importance of early reporting of unusual signs—such as slow-flushing toilets—that could indicate a larger issue. He also suggested adding more signage around campus to raise awareness.		
3.0	<b>Building Checks Update</b>  Joint Health and Safety Committee members have been actively conducting building checks across campus. Inspections of the residence buildings are on track to be completed by the end of April. The remaining campus buildings are scheduled for completion over the summer months.	ALL	10 min
5.0	<b>Confirm next meeting – May 29, 2025 at 11 a.m.</b>  Invitations will be sent to all next week.	SR	5 min




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Suzanne Ramnauth, Co-Chairperson




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Richard Carter, Co-Chairperson