Joint Health and Safety Committee Meeting Minutes

Meeting No. 1 – 2025/26	**Date:** January 20, 2026
Location: Teams	**Time:** 11:00AM – 12:00PM

Expected Attendees:	
Suzanne Ramnauth, Non-Union, Co-Chair	Gang He, USW
Richard Carter, UTFA, Co-Chair	John Santos, USW
Joanne Granata, CUPE (absent)	Taea Ho, 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 May 2025 (n/a) • Approved by Suzanne Ramnauth	SR	5 min
Business Arising, and Follow up of Previous Agenda Items:			
2.0	**Committee Updates** • Taea Ho has been appointed as the new non-union committee member. She will assume the role of Recording Secretary. • Congratulations to Joanne Granata, who has successfully completed Joint Health and Safety Committee (JHSC) training and is now a certified JHSC member. • Committee members were reminded that all eligible members are encouraged to enroll and participate in JHSC training.	SR	5 min
3.0	**Building Check Updates** • The majority of building inspections for the 2024-2025 year have been completed. • Looking ahead, the Committee will begin planning and coordinating building inspections for the new year, including initiating the inspection process.	SR	5 min
4.0	**H&S Policy Review** • Committee annual review of the key H&S policies including the H&S Policy, Return to Work Policy, JHSC Terms of Reference, and Visitor Safety Policy.	ALL	15 min

	• No revisions were required, as these policies have been recently reviewed and updated.		

5.0	**OHSA Legislative Changes**
	• Committee members were informed of new Occupational Health and Safety Act (OHSA) legislative requirements, effective January 1, 2026:
	  ○ Employers are now required to maintain washroom cleaning records for all washrooms on campus.
	  ○ Records must show the two most recent cleanings and be accessible either electronically or in physical form.
	  ○ Determined that maintaining physical cleaning logs at each washroom is the most appropriate approach.
	• The Committee identified the need to purchase a new Automated External Defibrillator (AED).
	  ○ It was noted that WSIB provides reimbursement for AED purchases, subject to application.
	  ○ A new third-party vendor will be sourced to conduct AED inspections. In the interim, the employer will assume responsibility for monitoring.
		SR	10 min

	First Aid Training • The Committee discussed the need to organize first aid training, particularly due to recent staff transitions. • First aid training is anticipated to take place in March 2026. • Trained staff will need to be reassigned to specific first aid kits to ensure proper oversight and maintenance. • The Committee discussed the possibility of opening first aid training to the broader College community.	SR	5 min
	Additional Notes from Committee Members • Committee members acknowledged and commended the Facilities team for their efforts during the winter season in maintaining snow and ice conditions and ensuring the safety of students and staff.	Everyone	
6.0	**Confirm next meeting date** • End of February or early March	SR	1 min

Suzanne Ramnauth, Co-Chairperson

Richard Carter, Co-Chairperson

Joint Health and Safety Committee Meeting Minutes

Meeting No. 2 – 2025/26	**Date:** March 2, 2026
Location: Teams	**Time:** 11:00AM – 11:30AM

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

Item	Details	Presenter	Time
1.0	Approval of Minutes of January 2026 • First Approver: Emil Iruthayathas • Second Approver: Richard Carter	SR	5 min
Business Arising, and Follow up of Previous Agenda Items:			
2.0	**Accident/Incident Reports (November 2025 – February 2026)** Accident reports for the period were reviewed. • Despite heavy snow and ice this winter, Facilities has maintained timely clearing, resulting in minimal slip-and-fall incidents. • Three incidents were discussed: 1. A student slipped on stairs inside Alumni Hall (January 2026) due to snow tracked into the entrance and melting on the floor. 2. An employee slipped and fell on stairs while carrying a large floor sign-no medical required (December 2025). 3. An employee slipped and fell while cleaning stairs backwards, resulting in an extended sick leave (November 2025). The employee has been reminded to follow proper cleaning protocols going forward.	SR	7 min
3.0	**Health & Safety Concerns Raised by Workers** • A concern was raised by Library staff regarding Fire Warden preparedness. Some employees currently assigned as Fire Wardens are unclear on their roles	SR	7 min

	and procedures, as their training took place several years ago. • The Facilities Director, who oversees fire safety, confirmed that refresher training for all Fire Wardens will be scheduled for Spring 2026. • The Bursar advised that work is underway on a comprehensive Emergency Preparedness Plan (including fire safety and broader disaster recovery). Elements of the plan will be rolled out by end of year, with further development planned at the upcoming Bursarfest team meeting in the Spring.		
4.0	**Building Inspections** • We are still collecting all the 2024/25 reports which will be posted to the website and on the Health and Safety board next month. • Reminder to workers to connect with inspection partners to schedule building checks before end of summer.	ALL	5 min
5.0	**First Aid Training** • On-site First Aid Training is scheduled for March 12–13, 2026. • St. John Ambulance will facilitate the training for up to 19 community participants (maximum capacity). • Employees who are not registered for the on-site session may attend training at St. John Ambulance locations off-site and will be reimbursed by the University for the associated costs.	SR	3 min
6.0	**Confirm next meeting date** • End of April or early May	SR	1 min

Suzanne Ramnauth, Co-Chairperson

Richard Carter, Co-Chairperson

Joint Health and Safety Committee Meeting Minutes

Meeting No. 3 – 2025/26	**Date:** April 28, 2026
Location: Teams	**Time:** 11:30AM – 12:00PM

Expected Attendees:	
Suzanne Ramnauth, Non-Union, Co-Chair	Gang He, USW
Richard Carter, UTFA, Co-Chair	John Santos, USW
Joanne Granata, CUPE	Taea Ho, Non-Union
Michael Graham, USW	Emil Iruthayathas, Non-Union
Justin Holloway, CUPE3902 Health and Safety Officer (regrets)	
Invited Guest(s):	
Effie Slapnicar, Administration	

Item	Details	Presenter	Time
1.0	Approval of Minutes of March 2026 • Minutes are approved.	SR	5 min
Business Arising, and Follow up of Previous Agenda Items:			
2.0	**Committee Updates** • Joanne will be stepping down from participating as a member in the JHSC. This will be her final meeting. • The Committee welcomed Justin Holloway, who will be assuming Joanne's role as the CUPE 3902 Health & Safety Officer.	SR	5 min
3.0	**First Aid Kits and AED** • First aid training on campus has been completed. The First Aid Providers & Locations document has been updated to reflect the current list of trained responders and their assigned stations across campus. The document is available on the USMC HR webpage. • HR has scheduled a first aid audit with a third-party provider, Cintas, on May 12, 2026. The audit will assess first aid kits across campus and identify any required restocking. • AED units require inspection and pad replacement. While engaging a third-party vendor was considered, it was determined to be costly and would require transitioning to a different AED brand. As an	SR	7 min

	alternative, it was suggested that two members of the Facilities & Services department receive certification to conduct AED inspections internally, which would be more cost-effective.		
4.0	**Smoking on Campus Concern** • The Bursar & CAO raised concerns regarding an increase in smoking on campus, particularly near Kelly Library, including the presence of cigarette remnants. • The Committee discussed potential strategies to reinforce a smoke-free campus, including increased security patrols in high-traffic areas and reinforcing the policy through internal communications (e.g., weekly digest for monthly reminders to staff).	ES	7 min
5.0	**Building Inspections** • Members were reminded to complete their assigned building and workplace inspections by the end of the summer. • Completed inspections from last year (2024–2025), along with meeting minutes, are available on the USMC HR webpage and posted in-person on the Health & Safety Board in Elmsley Hall.	ALL	3 min
6.0	**Confirm Next Meeting Date** (In-Person, May 2026)	SR	1 min

Suzanne Ramnauth, Co-Chairperson

Richard Carter, Co-Chairperson

Joint Health and Safety Committee Meeting Minutes

Meeting No. 4 – 2025/26	**Date:** May 26, 2026
Location: Teams	**Time:** 11:45AM – 12:15PM (on campus)

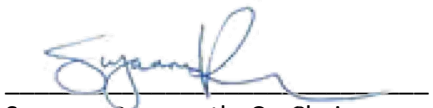
Expected Attendees:	
Suzanne Ramnauth, Non-Union, Co-Chair	Gang He, USW (regrets)
Richard Carter, UTFA, Co-Chair	John Santos, USW
Justin Holloway, CUPE3902 Health and Safety Officer (regrets)	Taea Ho, Non-Union
Michael Graham, USW	Emil Iruthayathas, Non-Union
Invited Guest(s):	
Effie Slapnicar, Administration	

Item	Details	Presenter	Time
1.0	**Approval of Minutes of April 2026** • First Approver: Emil Iruthayathas • Second Approver: Michael Graham	SR	5 min
Business Arising, and Follow up of Previous Agenda Items:			
2.0	**Ladder/Heights Training** • Richard Carter in the John M. Kelly Library raised a concern regarding working-at-heights training for staff an students who are usually involved in activities such as book sales, including lifting and handling materials. • It was noted that the College has generally moved away from requiring employees to perform heavy lifting where possible, with such tasks typically being contracted out. The committee also discussed potential training opportunities available through the University of Toronto (LMS or EHS portals) to support Library staff with relevant health and safety requirements and training. In addition, consideration was given to implementing a regular training cycle for Library staff similar to the Facilities & Maintenance team, which currently completes training on a three-year rotation.	SR	5 min
3.0	**General Discussion of 2025-26 Building Checks** • No major or immediate safety concerns were identified in student residences.	ES	5 min

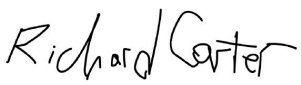
	• Loretto College remains overall well organized and in good condition.
	• Sobara Hall (first floor): tile lifting observed due to adhesive deterioration, creating a potential trip hazard; repair/replacement required.
	• Upper Brennan Furniture: replacement required as soon as possible due to deterioration, including risk of splinters to students and overall poor condition.
	• Recognition of Steve Craig for completing a project involving improving the steam heating control, reducing the risk of students coming into contact with hot surfaces.
	• Discussion held regarding the need for a mechanism for employees, staff, and students to report Joint Health & Safety concerns.
	  ○ Potential solutions include a dedicated H&S work order form submitted to HR and/or integration into the upcoming website (similar to the work order system that is already in place for IT and Maintenance)
	  ○ Consideration also given to including reminders and reporting instructions in institutional communications (e.g., digest announcements).
	• Reminder for all JHSC members to use the Work Order Maintenance System for urgent or hazardous issues requiring immediate attention that were identified during building inspections.		

3.0	**Additional Topics & Concerns to Discuss**
	• Michael Graham provided an update on the AEDs across campus. The committee acknowledged and appreciated his initiative in reviewing all AED units, including inspecting equipment and replacing all expired AED pads. Michael also noted that the AED located in St. Basil's Church kitchen will expire at the end of August 2026.
	• The committee discussed the potential engagement of a third-party contractor to support regular inspection and replacement of AED units upon expiry. Emil will follow up with the office at Regis St. Michael's to determine whether they currently use a contractor that could also be engaged for our AEDs.
	• Campus Project Updates:
	  ○ Northwest gateways project is underway, with work ongoing with an architect; completion is targeted prior to orientation.
	  ○ Next year, campus-wide classroom modernization is planned, including upgrades to AV systems, furniture, and classroom configurations.		

4.0	Confirm next meeting date (Fall 2026) • Next meeting will take place in September/October	ALL	5 min



Suzanne Ramnauth, Co-Chairperson



Richard Carter, Co-Chairperson