

Woodroffe Joint Occupational Health & Safety Committee

Draft Minutes of Meeting – February 16, 2022

In Attendance:

Roch Lafond (Co-Chair)	Management Rep.	Parking, Lockers, Coin-Ops, and Card Services
Mike Benkie (Resource)	OHS	Manager, Occupational Health and Safety
Haneen Elshaer (Resource)	OHS/Recorder	Safety Officer, Occupational Health and Safety
Tim Rissler	Worker Rep.	Construction Trades and Building Systems
Derek Symes	Worker Rep.	Maintenance Mechanic, Technical Services
Judy Flieler	Worker Rep.	Professor, Nursing Faculty
Ralph Gethings	Management Rep.	Compliance Supervisor, Facilities Management
Ken Hill	Worker Rep.	Professor, HRAC
Sandra McCormick	Management Rep.	Chair, Wellness Research & Innovation

Regrets

1. Approval of Agenda

The agenda was approved by T. Rissler and S. McCormick with the following addition:

- Overhead doors

2. Approval of Draft Minutes of Wednesday February 16th (Zoom)

The minutes were approved T. Rissler and J. Flieler.

3.0 Business Arising

3.1 Training

No update. More information regarding In-person training sessions will be available in the spring.

Action: M. Benkie

3.2 Regular Discussion of Inspection Reports

- Committee members requested to have regular inspection reports on a monthly basis. The safety Officer, Occupational Health and Safety reported that due to the transition to a new system, reports have been delayed. Starting in March, reports will be more regular.
- Committee members reported that sometimes inspection items such as lighting can go months without being repaired and asked if there is a way to access Archibus or an excel database to track status. The Management Rep, Compliance Supervisor /Facilities Management stated that accessing Archibus is not possible, however a staff meeting is scheduled tomorrow and this issue can be addressed. Members have the ability to contact facilities if they have a work order number and ask about the status.
- The Worker Rep, Professor, HRAC reported loud fans in the welding lab and questioned whether the issue has been addressed in the past. R. Gethings to follow up.
- The Worker Rep, Construction Trades and Building reported that extension cords daisy chained to appliances have been removed and notes were left to indicate reason for removal. A small memo sticker would make the process easier. The Safety Manager, Occupational Health and Safety agreed and offered to check with printing. It was also requested to have the same memo sent to members returning to the college on why some cords have been disconnected.

Action: H. Elshaer

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3.3 Accident/Incident Reports

Reports sent via email.

Management rep, Parking, Lockers, Coin-Ops, and Card Services reported a slip and fall incident in the parking lot causing a head injury. As a result, signs will be installed to warn of slippery conditions. Because the area is mostly gravel, it is difficult to maintain with salt. Currently investigating other alternatives, possibly sand.

Action: R. Lafond

3.4 Covid - 19/ Students not adhering to Covid-19 protocols

The Safety Manager, Occupational Health and Safety stated that the most recent government press release has announced reduction in restrictions. As of February 17th, there will be no capacity as long as security is screening at the doors. Colleges have to follow a separate legislation which could require the college to keep current Covid-19 restrictions. More information will be available next week.

Action: M. Benkie

3.5 Ottawa Fire

No update

Action: -

3.6 MOL charges - ACCE Electrical Incident

No update.

Action: -

3.7 Vaccination policy

No update.

Action: -

3.8 Daisy Chained Bars

The Worker Rep, Construction Trades and Building Systems prepared a brief memo which will be reviewed by the Manager, Occupational Health and safety before it is sent out to Deans and Chairs. For anyone looking for more details, electrical safety policy is available online.

It was reported that committee members are coming across short power bars being suspended in the air.

The Manager, Occupational Health and safety stated for employees looking to purchase power bars, long CSA approved units are available in the bookstore.

Action: R. Gethings

New Business

4.1 overhead doors

The Worker Rep, Construction Trades and Building Systems reported that during an inspection in B and H building, many overhead doors appeared to be very heavy when flipped down. Although

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some stickers were found on doors with warnings, the recommendation is to upgrade to a hydraulic hinge or remove the doors completely as they can cause an injury if not slowly released.

The Manager, Occupational Health and safety stated that doors can be removed, however that is up to the department Manager. Upgrading to a slow closing hinge is not possible.

Action: M. Benkie

The next Woodroffe Joint Occupational Health and Safety meeting is scheduled March 30th, 2022

CO-CHAIR SIGNATURE: _____ **DATE:** _____

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