

# Woodroffe Joint Occupational Health & Safety Committee

## Minutes of Meeting – January 25<sup>th</sup>, 2023

### In Attendance:

Mike Benkie (Resource)	OHS	Manager, Occupational Health and Safety
Tim Rissler (Co-Chair)	Worker Rep.	Construction Trades and Building Systems
Judy Flieler	Worker Rep.	Professor, Nursing Faculty
Roch Lafond (Co-Chair)	Management Rep.	Parking, Lockers, Coin-Ops, and Card Services
Dominique Germain	Management Rep.	Academic Chair, Police & Public Safety

### Regrets:

Haneen Elshaer (Resource)	OHS/Recorder	Safety Officer, Occupational Health and Safety
Tara Ettinger	Worker Rep.	Professor, School of Hospitality & Tourism
Derek Symes	Worker Rep.	Maintenance Mechanic, Technical Services
Ralph Gethings	Management Rep.	Compliance Supervisor, Facilities Management

### 1. Approval of the Agenda

The agenda was approved.

### 2. Approval of Draft Minutes of January 25<sup>th</sup>, 2023 (Zoom)

The minutes were approved.

### 3.0 Business Arising

#### 3.1 Training

The Safety Officer, Occupational Health and Safety stated that more training sessions will be scheduled in the new year. Potentially during reading week (February 27<sup>th</sup>)

**Action: H. Elshaer**

#### 3.2 Regular Discussion of Inspection Reports

Members addressed the following concerns:

- Change completion time to submission
- Make adjustment to the inspection report, add columns to indicate status (completed, in progress, outstanding, assigned etc.)
- Add a drop-down menu or a check mark for previously reported items, including the date when it was initially reported.
- Add details in the email receipt as it's currently blank.
- Some items indicate "closed" however, still outstanding.

**Action: H. Elshaer**

#### 3.3 Accident/Incident Reports

Reports sent via email

**Action:**

#### 3.4 Covid -19

Just a quick update from Manager OHS and Emergency Preparedness that Covid-19 is still present and affecting attendance.

**Action:**

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### 3.5 Ottawa Fire Issues

Manager OHS and Emergency Preparedness updated that charges have been dropped against the College. This item can be removed.

**Action:**

### 3.6 MOL charges - ACCE Electrical Incident

No update.

**Action:**

### 3.7 Daisy Chained Bars

- Bookmark samples are ready for approval/pick up.
- Inspection report indicates a large number of outstanding items concerning electrical/daisy chained issues.
- Members suggested sending a memo to the AC community as a reminder for the winter season regarding space heaters, Christmas lights etc.

**Action: H. Elshaer**

### 3.8 M Building

An email with updates was sent to all members during the meeting.

- The work on new windows will be start spring 2023 due to the risk of frozen pipes.
- Animal feces - Pest control contractor has come in and sanitized where the generator is, the same contractor will be doing a deep cleaning of the ceiling tiles throughout the rest of the building the week of Jan 2, 2023 when there are no classes. This cleaning is estimated to take 5 days to complete. Another contractor conducted air testing and some areas have mould species levels in some areas that are inconsistent with the outdoor reference sample. The areas are:
  - Room M109: Office space which shares air with the greenhouses
  - Room M107: Storage space which shares air with the greenhouses; exhibited significant water staining to building materials
  - Greenhouse #3 (Representative of all greenhouses in the building): Elevated mould levels are anticipated in any areas with significant vegetation growth
  - Greenhouse Storage Room: Gardening materials and lawn maintenance equipment stored
  - Mechanical Room M104: Significant water staining and damage to exterior wall
  - All other IAQ parameters (volatile organic compounds, carbon dioxide, carbon monoxide, particulate matter, temperature, and relative humidity) were found to be within typical ranges throughout the building.

An Engineer still required to assess building structure with JOHSC members.

**Action: R. Gethings**

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Action: R. Gethings

### 3.9 Hand Rails Residence (Phase 1-3)

A quote has been submitted.

Action: R. Gethings

### 3.10 A Building Roof Access above Tim Hortons/Photography

G. Navarro to assess all rooftops.

Action: R. Gethings

### 3.11 T Building access to Chillers

A quote has been submitted.

### 3.12 Meeting Minutes

- Updated meeting minutes to be posted online on my AC along with an updated membership to reflect new members.
- Safety boards to be updated
- Members questioned whether room capacities can be available/posted in each area

Action: H. Elshaer

### 3.13 iPads

- iPads to be reconfigured as cloud isn't set up.
- iPad cases required
- Add live link to inspection report

### 4.0 New Business

The next Woodroffe Joint Occupational Health and Safety meeting is scheduled for January 22nd in room CA103.

CO-CHAIR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

CO-CHAIR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_