

Woodroffe Joint Occupational Health & Safety Committee

Minutes of Meeting – November 2nd, 2022

In Attendance:

Haneen Elshaer (Resource)	OHS/Recorder	Safety Officer, Occupational Health and Safety
Tim Rissler (Co-Chair)	Worker Rep.	Construction Trades and Building Systems
Derek Symes	Worker Rep.	Maintenance Mechanic, Technical Services
Tara Ettinger	Worker Rep.	Professor, School of Hospitality & Tourism
Judy Flieler	Worker Rep.	Professor, Nursing Faculty
Mike Benkie (Resource)	OHS	Manager, Occupational Health and Safety
Patricia Thome	Guest	Supervisor, Custodial & Grounds Operations
Roch Lafond (Co-Chair)	Management Rep.	Parking, Lockers, Coin-Ops, and Card Services

Regrets:

Ralph Gethings	Management Rep.	Compliance Supervisor, Facilities Management
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1. Approval of Agenda

The agenda was approved by T. Rissler and J. Flieler with the following additions:

1. Pavers on North side of ACCE Building
2. Hand Rails Residence (Phase 1-3)
3. T Building access to Chillers
4. A Building Roof Access above Tim Hortons/Photography

1.1. Approval of Draft Minutes of September 28th, 2022 (Zoom)

The minutes were approved by J. Flieler and D.Symes.

3.0 Business Arising

3.1 Training

The Safety Officer, Occupational Health and Safety stated that CPR/First Aid training is scheduled for November 7th and 8th.

Action:

3.2 Regular Discussion of Inspection Reports

- iPads have arrived and have been configured
- Inspection form has been updated to include 5 photo attachments and a submission receipt
- A draft of the QR code/bookmark was forwarded to all members for approval

Action:

3.3 Accident/Incident Reports

Reports sent via email

Action:

3.4 Covid -19

It was reported that students are showing up to nursing labs with symptoms. The Manager, Occupational Health and safety stated that a memo was recently sent out with guidelines which states staying home until you have no fever and your symptoms are improving for at least 24 hours

Action:

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3.5 Ottawa Fire Issues

The Manager, Occupational Health and safety stated that the next court date is next week.

Action:

3.6 MOL charges - ACCE Electrical Incident

No update.

Action:

3.7 Daisy Chained Bars

A quote is still required for the bookmarks. A draft was sent to the group for approval.

Action: T. Rissler

3.8 Management Reps

The Manager, Occupational Health and safety stated that a new Academic Chair has reached out and is showing interest in joining the committee. The potential member will be invited to the next meeting.

Action:

4.2 Children on Campus

A discussion is still required with Academic Chairs and Faculty members. M. Benkie to publish the updated policy.

Action: M. Benkie

4.3 M Building

The Supervisor, Custodial & Grounds Operations attended the meeting and reported that Abel pest control is scheduled to deep clean the building next week and will repeat every 6 months.

An Engineer still required to review building structure.

Action: R. Gethings

4.4 Bike Path

Management Rep, Parking, Lockers, Coin-Ops, and Card Services reported that a meeting has been scheduled with the Associate Director Facilities Development next week to discuss further.

Action: R. Lafond

New business

4.1 Pavers on North side of ACCE Building

It was reported that pavers are missing which present a hazard to the forklifts driving in the area due to pot holes.

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4.2 Hand Rails Residence (Phase 1-3)

A railing or physical barrier should be installed outside the door as it's less than the 2m required to be away from the edge of the roof.

4.3 A Building Roof Access above Tim Hortons/Photography

The following access issues were reported:

- To get to the roof, employees have to access it through the little door on the second floor of A building. There is an area where they have to climb up 25" to access the equipment on the roof while carrying tools and parts.
- Area above the photography department is also a concern as employees have to climb up 45" to access that roof. The installation of steps is suggested.

4.4 T Building access to Chillers

It was reported that employees have to walk over the pipes for the thermal network to access the chillers. An installation of a bridge or walkway is required to get over them safely while carrying tools and parts. It's about 2' high and 4' long.

The next Woodroffe Joint Occupational Health and Safety meeting is scheduled for November 30th in room CA103.

CO-CHAIR SIGNATURE: _____

DATE: _____

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DATE: _____