

Woodroffe Joint Occupational Health & Safety Committee

Minutes of Meeting – November 30th, 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
Tara Ettinger	Worker Rep.	Professor, School of Hospitality & Tourism
Judy Flieler	Worker Rep.	Professor, Nursing Faculty
Roch Lafond (Co-Chair)	Management Rep.	Parking, Lockers, Coin-Ops, and Card Services
Ralph Gethings	Management Rep.	Compliance Supervisor, Facilities Management
Chris Paci	Management Rep.	Academic Chair, Operations Management
Studies		
Dominique Germain	Management Rep.	Academic Chair, Police & Public Safety

Regrets:

Mike Benkie (Resource)	OHS	Manager, Occupational Health and Safety
Derek Symes	Worker Rep.	Maintenance Mechanic, Technical Services

1. Approval of the Agenda

The agenda was approved by T. Rissler and C. Paci with the following additions:

1. JOHSC minutes
2. iPad format

2. Approval of Draft Minutes of November 2nd, 2022 (Zoom)

The minutes were approved by J. Flieler and R. Lafond with the following changes:

1. Add C. Paci to regrets
2. Section 3.4 Covid-19 – Memo was forwarded to the team by M. Benkie.

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 27th)

Action:

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:

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3.4 Covid -19

An incident in the ICT department occurred where 3 employees tested positive for covid-19 after attending a team meeting. The JOHSC members requested to be informed about all Covid-19 outbreaks on campus.

Action:

3.5 Ottawa Fire Issues

No update.

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 Management Reps

Dominique Germain, Academic Chair, Police & Public Safety Institute has joined as a management representative.

Action:

3.9 Children on Campus

Policy ADM08 Children in the workplace has been published. Chairs are still required to conduct a risk assessment in consultation with faculty members regarding children in the classroom and breastfeeding

Action: M. Benkie

3.10 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

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- 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

3.11 Pavers on North side of ACCE Building

Area has been patched, however a permanent solution is required.

Action: R. Gethings

3.12 Hand Rails Residence (Phase 1-3)

A quote has been submitted.

Action: R. Gethings

3.13 A Building Roof Access above Tim Hortons/Photography

G. Navarro to assess all rooftops.

Action: R. Gethings

3.14 T Building access to Chillers

A quote has been submitted.

4.0 New Business

4.1 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

4.2 iPads

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

Action: H. Elshaer

4.3 December meeting

Members agreed not to have a meeting in December.

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The next Woodroffe Joint Occupational Health and Safety meeting is scheduled for January 25th in room CA103.

CO-CHAIR SIGNATURE: _____ DATE: _____

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