

Woodroffe Joint Occupational Health & Safety Committee

Minutes of Meeting – September 28, 2022

In Attendance:

Roch Lafond (Co-Chair)	Management Rep.	Parking, Lockers, Coin-Ops, and Card Services
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
Ralph Gethings	Management Rep.	Compliance Supervisor, Facilities Management
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
Sandra McCormick	Management Rep.	Chair, Wellness Research & Innovation Systems

Regrets:

Sandra McCormick	Management Rep.	Chair, Wellness Research & Innovation
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1. Approval of Agenda

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

- Management reps
- Children on camps
- Parking lots/speeding
- Bike path
- M building
- Battery recycling bins

2. Approval of Draft Minutes of June 1st, 2022 (Zoom)

The minutes were approved by T. Rissler and T. Ettinger.

3.0 Business Arising

3.1 Training

The Safety Officer, Occupational Health and Safety stated that CPR/First Aid training is scheduled for October 24th and 25th.

Also, employee OHS Awareness training and WHMIS will migrate to Brightspace in the future. Student training will remain on YOW as it's easier to track.

Action:

3.2 Regular Discussion of Inspection Reports

- iPads have arrived and are currently being configured
- New inspection form – Members questioned the possibility of receiving a receipt for submitted items and uploading more than one photo.
- C building – Lack of lighting. An employee sitting in the dark mentioned that lighting issues were raised to the Manager, however the response in August was that priority was given to classrooms. Encouraged employee to contact facilities management.
- Residence door on roof opens a foot away from edge of building. Two feet high, not sufficient protection. Barrier or railing is required between the door and wall. D. Symes to email a picture of the area to all members.
- N building – Employees have to walk on top of pipes to get to other side. A picture was sent to Facilities Management.

Action: H. Elshaer

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3.3 Accident/Incident Reports

Reports will be sent via email.

Action: H. Elshaer

3.4 Covid -19

Members met before the start of the new semester to discuss standing items and possible Covid-19 concerns. No new issues.

The Manager, Occupational Health and safety stated that we are still receiving positive cases on campus, however it is not a major concern as waste water levels remain low.

Action:

3.5 Ottawa Fire Issues

No update

Action:

3.6 MOL charges - ACCE Electrical Incident

No update.

Action:

3.7 Daisy Chained Bars

The Manager, Occupational Health and safety that the new memo along with the QR code will be uploaded online. A quote is still required for the bookmarks.

Action: M. Benkie

New business

4.1 Management Reps

The Manager, Occupational Health and safety stated that S. McCormick has resigned from the JOHSC. A new Chair has reached out and is showing interest in joining the committee. The potential rep has completed all OHS training and sat on a JOHSC at two other Ontario colleges over the last five years. Members to discuss options at the next meeting and elect a new member.

Action:

4.2 Children on Campus

The Manager, Occupational Health and safety stated that if at any point and time a child becomes disruptive in a classroom, then the guardian/student would be asked to leave with the child and must go through student conduct. ACET will have a discussion this week.

A concern regarding students missing school if they are not able to bring their children to class due lack of care giver alternatives.

M. Benkie to discuss concerns with C. Janzen as chairs need to be involved to some degree since some aspects are not in the healthy and safety mandate.

Action: M. Benkie

4.3 M Building

It was reported that M building was inspected a few weeks ago and the following major issues were found:

- Rotting out windows

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- Bench leaning against glass window that could fall through
- Damp and leaking spots in ceiling tiles infested with animal waste and rodents
- Dry wall in greenhouse area is peeling due to humidity
- Lack of proper ventilation
- Lack of lighting outside
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The building is in poor condition and should be assessed by an engineer to determine if it's safe to be occupied. There were discussions to renovate the building prior to Covid-19, however there is no plan in place.

Management rep, Compliance Supervisor Facilities Management to discuss issues with R. Southwood and new grounds and custodial supervisor. An invite can be sent to the supervisor to attend the next meeting.

Action: M. Benkie

4.4 Parking Lots/Speeding

It was reported that the stop lines and walk lines have not been re-painted after the speed bump was replaced. Also, students are not respecting the 25km speed limit. Management Rep, Parking, Lockers, Coin-Ops, and Card Services to contact physical resources for signage.

If you witness a speeding violation, report the license plate to security. Security is regularly monitoring the parking lots and issuing warnings to violators.

Action: R. Lafond

4.5 Battery Recycling Bins

Worker Rep. Construction Trades and Building Systems stated that dead batteries should not be stored together for a while and if the bin is filled to the rim, facilities should be contacted.

The Management Rep. Compliance Supervisor, Facilities Management stated that GDI can pick them up and recycle them.

Action:

4.6 Bike Path

It was reported that vehicles are driving in the bike path. Management Rep, Parking, Lockers, Coin-Ops, and Card Services to visit the site with M. Benkie and confirm if there is a sign stating it's a bike path.

Action: R. Lafond

The next Woodroffe Joint Occupational Health and Safety meeting is scheduled for November 2nd in room CA103.

CO-CHAIR SIGNATURE: _____

DATE: _____

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DATE: _____