

Woodroffe Joint Occupational Health & Safety Committee

Draft Minutes of Meeting – March 29th, 2023

In Attendance:

Mike Benkie (Resource)	OHS	Manager, Occupational Health and Safety
Tim Rissler (Co-Chair)	Worker Rep.	Construction Trades and Building Systems
Roch Lafond (Co-Chair)	Management Rep.	Parking, Lockers, Coin-Ops, and Card Services
Dominique Germain	Management Rep.	Academic Chair, Police & Public Safety
Haneen Elshaer (Resource)	OHS/Recorder	Safety Officer, Occupational Health and Safety
Jamie Hopkins	Guest	Associate Director, Facilities Operations, Maintenance Services
Derek Symes	Worker Rep.	Maintenance Mechanic, Technical Services
Tara Ettinger	Worker Rep.	Professor, School of Hospitality & Tourism

Regrets:

Judy Flieler	Worker Rep.	Professor, Nursing Faculty
Ralph Gethings	Management Rep.	Compliance Supervisor, Facilities Management

1. Approval of the Agenda

The agenda was approved by D. Symes and R. Lafond with the following additions:

- 4.1 Gender neutral washroom
- 4.2 Fire extinguishers
- 4.3 Parking
- 4.4 Floors in B, ACCE and N buildings.

2. Approval of Draft Minutes of February 22nd, 2023

The minutes were approved by R. Lafond and T. Ettinger.

3.0 Business Arising

3.1 Training

The Safety Officer, Occupational Health and Safety stated that First Aid and CPR training sessions will be scheduled in the spring due to budget.

It was also stated that facilities management has had a number of new hires and training is required.

A certification training session is required for a number of the OHSC.

Action: H. Elshaer

3.2 Regular Discussion of Inspection Reports

Members addressed the following:

- Unable to click on images, access to photos required.
- Attach pictures to work orders

Action: H. Elshaer

3.3 Accident/Incident Reports

Sent via email

Action:

Woodroffe Joint Occupational Health & Safety Committee

Draft Minutes of Meeting – March 29th, 2023

3.4 Covid -19

Cases are still being reported, however there's has been a decrease in the number of positive cases on campus.

Action:

3.5 MOL charges - ACCE Electrical Incident

No update.

Action:

3.6 Daisy Chained Bars

Mounted extension cords and power bars in buildings J and N are being addressed by facilities management.

Action:

3.8 M Building

Associate Director, Facilities Operations, Maintenance Services attended the meeting and provided the following updates:

- Abel pest control have increased their frequency from monthly visits to daily visits for the next 10 days
- Holes in the building were sealed. A hole in the garage will be repaired by a contractor by placing stainless steel mesh wire in the spring
- An indoor air quality test was conducted in the winter before the ceilings were repaired that revealed a higher level of mold than outdoor levels, however that is expected due to the soil.
- Another indoor air quality test will be conducted once the sawdust is cleaned in M102 and the weather is warmer.

Action: R. Gethings

3.9 Hand Rails Residence (Phase 1-3)

Associate Director, Facilities Operations, Maintenance Services reported that the rails are in G building and will be installed once the summer is warmer and snow is melted.

Action: R. Gethings

3.10 A Building Roof Access above Tim Hortons/Photography

Associate Director, Facilities Operations, Maintenance Services reported that the work will be completed in the spring.

Action: R. Gethings

3.11 T Building access to Chillers

Associate Director, Facilities Operations, Maintenance Services reported that the work will be completed in the spring.

Woodroffe Joint Occupational Health & Safety Committee

Draft Minutes of Meeting – March 29th, 2023

4.0 New Business

4.1 Gender neutral washroom

Universal changerooms in P building could be a safety and privacy issue.

4.2 Floors in B, ACCE and N buildings.

Floor tiles are popping off causing a trip hazard. Some can be saved if maintained properly, however most need to be re-done.

4.3 Parking

It was suggested to make it easy for visitors to know where to park and pay. Management rep, Parking, Lockers, Coin-Ops, and Card Services stated that the information is posted online. The machines will no longer accept cash. If at anytime a machine is done, an alert will be sent to a technician and to fix them.

4.4 Fire extinguishers

T. Rissler suggested fire extinguisher training for all staff working in 35th street café as an inspection revealed lack of fire extinguishers in the area.

The Safety Manager, Occupational Health and Safety stated that the building has been inspected by the fire department and the fire extinguisher could have been moved to another area in the back of the kitchen. A power point presentation is available and can be made available to all staff.

The next Woodroffe Joint Occupational Health and Safety meeting is scheduled for April 19th, 2023 in G building Boardroom.

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

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