

# Woodroffe Joint Occupational Health & Safety Committee

## Draft Minutes of Meeting – April 19, 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
Derek Symes	Worker Rep.	Maintenance Mechanic, Technical Services
Judy Flieler	Worker Rep.	Professor, Nursing Faculty
Ralph Gethings	Management Rep.	Compliance Supervisor, Facilities Management

### Regrets:

Tara Ettinger	Worker Rep.	Professor, School of Hospitality & Tourism
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### 1. Approval of the Agenda

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

- 4.1 Wall padding
- 4.2 Ice storm

### 2. Approval of Draft Minutes of March 29<sup>th</sup>, 2023

The minutes were approved by D. Symes.

### 3.0 Business Arising

#### 3.1 Training

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

The Safety Officer, Occupational Health and Safety will review and circulate available training dates.

**Action: H. Elshaer**

#### 3.2 Regular Discussion of Inspection Reports

Members addressed the following:

- Members reported that during inspection, several kits were found either empty or expired. Manager, Occupational Health and Safety stated that they are restocked every 4 months.
- Pictures still don't work on the inspection form
- Safety board near the cafeteria requires updated minutes

**Action: H. Elshaer**

#### 3.3 Accident/Incident Reports

Sent via email

**Action: -**

#### 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: -**

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### 3.5 MOL charges - ACCE Electrical Incident

No update.

**Action:**

### 3.6 Daisy Chained Bars

- Inspection cards are still being given out.
- It was mentioned that during exams more power bars would need to be used and facilities should be contacted
- Improvement in J building, however not fully done

**Action:**

### 3.8 M Building

- Deep clean done by GDI
- Holes have all been sealed except for one in the garage which will be repaired by a contractor
- No timeline on window repair

**Action: R. Gethings**

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

In stock and ready to be installed.

**Action: R. Gethings**

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

In stock and ready to be installed.

**Action: R. Gethings**

### 3.11 T Building access to Chillers

In stock and ready to be installed.

**Action: R. Gethings**

### 3.12 Gender neutral washroom

The project has been approved and is moving forward.

Manager, Occupational Health and Safety to discuss capacity reduction issues with facilities management.

**Action: M. Benkie**

### 3.13 Fire Extinguishers

A walkthrough in café 35<sup>th</sup> street was completed and confirmed the location of a fire extinguisher.

**Action: -**

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### 4.0 New Business

#### 4.1 Wall padding

Management Rep, Academic Chair, Police & Public Safety reported an incident in P121 involving a head injury following an exercise due to the lack of wall padding. Wall padding were put up by Velcro as an interim safety measure, however a permanent solution is required. The gym space is also very small which can be a risk to students when doing exercises such beep tests. Currently investigating the possibility of using the old gym.

**Action: D. Germain**

#### 4.2 Ice storm

Members expressed confusion and mixed messages regarding the communique that was circulated during the last ice storm. It is encouraged to keep the college open incase our students and employees lose power at home for health and safety, however the message should have aligned with Ottawa Police warnings to stay home.

**Action: -**

**The next Woodroffe Joint Occupational Health and Safety meeting is scheduled for May 31<sup>st</sup> building Boardroom.**

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

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

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

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