

Woodroffe Joint Occupational Health & Safety Committee

Draft Minutes of Meeting – May 31st, 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
Haneen Elshaer (Resource)	OHS/Recorder	Safety Officer, Occupational Health and Safety
Derek Symes	Worker Rep.	Maintenance Mechanic, Technical Services
Ralph Gethings	Management Rep.	Compliance Supervisor, Facilities Management
Mariella Di Bello	Worker Rep.	Professor, Hospitality & Tourism
Tara Ettinger	Worker Rep.	Professor, School of Hospitality & Tourism

Regrets:

Judy Flieler	Worker Rep.	Professor, Nursing Faculty
Dominique Germain	Management Rep.	Academic Chair, Police & Public Safety

1. Approval of the Agenda

The agenda was approved by T. Rissler and D. Symes with the following additions:

- 4.1 Battery disposal
- 4.2 Safety board

2. Approval of Draft Minutes of April 19th, 2023

The minutes were approved by T. Rissler and 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.

Manager, Occupational Health and Safety reported that a tabletop exercise will be conducted on June 8th from 9:00-12:00 with key stakeholders. Results and gaps will be discussed with the JOHSC members at the next meeting.

Action: H. Elshaer

3.2 Regular Discussion of Inspection Reports

Members addressed the following:

- Photos are still not working

Action: H. Elshaer

3.3 Accident/Incident Reports

Sent via email

Action: -

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- 3.4 Covid -19**
Remove from agenda. ACET is no longer tracking cases.
Action: -
- 3.5 MOL charges - ACCE Electrical Incident**
No update.
Action:
- 3.6 Daisy Chained Bars**
- Inspection cards are still being given out
 - Improvement in most areas
- Action:**
- 3.7 M Building**
- No timeline on window repair
 - It has been confirmed by the Associate Director that there are no structural issues. Members requested a report from an Engineer.
- Action: R. Gethings**
- 3.8 Hand Rails Residence (Phase 1-3)**
In stock and ready to be installed. No timeline.
Manager, Occupational Health and Safety to follow up with the Executive Director, Facilities Management.
Action: M. Benkie
- 3.9 A Building Roof Access above Tim Hortons/Photography**
In stock and ready to be installed. No timeline.
Manager, Occupational Health and Safety to follow up with the Executive Director, Facilities Management.
Action: M. Benkie
- 3.10 T Building access to Chillers**
In stock and ready to be installed. No timeline.
Manager, Occupational Health and Safety to follow up with the Executive Director, Facilities Management.
Action: M. Benkie
- 3.11 Gender neutral washroom**
The washroom in 4 corners has been shut down and the project is in progress.
Action: -
- 3.12 Fire Extinguishers**
It was reported that the fire extinguishers have not been maintained properly by the contractor. Facilities management is investigating the situation.
Action: M. Benkie

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3.13 Wall padding

Remove from agenda.

Action: -

3.14 Ice storm

Members confirmed that a letter has been sent to ACET and requested to be part of the review process.

Manager, Occupational Health and Safety and Manager, Communications met to discuss ways to improve communications throughout the organization during an emergency. Communications would have to be coordinated with the city.

Action: M. Benkie

4.0 New Business

4.1 Battery disposal

Batteries are not being disposed properly and are being thrown in buckets mixed with garbage and without being wrapped with tape. Follow up with GDI as they have inventory of battery disposal buckets and pick them up as needed.

Action: -

4.2 Safety Boards

All physical boards will be removed, except the one in C building. A virtual board is available online.

Action: -

The next Woodroffe Joint Occupational Health and Safety meeting is scheduled for June 21st, 2023 in CA 103.

CO-CHAIR SIGNATURE: _____

DATE: _____

CO-CHAIR SIGNATURE: _____

DATE: _____