

Woodroffe Joint Occupational Health & Safety Committee

Draft Minutes of Meeting – June 21st, 2023

In Attendance:

Mike Benkie (Resource)	OHS	Manager, Occupational Health and Safety
Tim Rissler (Co-Chair)	Worker Rep.	Construction Trades and Building Systems
Haneen Elshaer (Resource)	OHS/Recorder	Safety Officer, Occupational Health and Safety
Derek Symes	Worker Rep.	Maintenance Mechanic, Technical Services
Mariella Di Bello	Worker Rep.	Professor, Hospitality & Tourism
Tara Ettinger	Worker Rep.	Professor, School of Hospitality & Tourism
Dominique Germain	Management Rep.	Academic Chair, Police & Public Safety

Regrets:

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

1. Approval of the Agenda

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

2. Approval of Draft Minutes of May 31st, 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 JOHSC. 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:

- Carpet in T building is lifting, one office has been replaced.

Action: H. Elshaer

3.3 Accident/Incident Reports

Sent via email

Action: -

3.4 MOL charges - ACCE Electrical Incident

No update.

Action:

3.5 Daisy Chained Bars

Improvement in most areas, however Inspection cards are still being given out.

Action: -

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- 3.6 M Building**
No update
Action: R. Gethings
- 3.7 Handrails Residence (Phase 1-3)**
No update.
Action: R. Gethings
- 3.8 A Building Roof Access above Tim Hortons/Photography**
No update
Action: R. Gethings
- 3.9 T Building access to Chillers**
No update.
Action: R. Gethings
- 3.10 Gender neutral washroom**
The washroom in 4 corners has been shut down and the project is in progress.
Opening Fall 2023.
Action: -
- 3.11 Fire Extinguishers**
It was reported at the last meeting that the fire extinguishers have not been maintained properly by the contractor. Facilities management is investigating the situation. No update.
Action: R. Gethings
- 3.13 Ice storm**
It was reported at the last meeting that 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: M. Benkie
- 4.2 Safety Boards**
All physical boards will be removed, except the one in C building. A virtual board is available online.
Action: -

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The next Woodroffe Joint Occupational Health and Safety meeting is scheduled for September 27, 2023 in CA 103.

CO-CHAIR SIGNATURE: _____ DATE: _____

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