

## Joint Health and Safety Committee

**Tuesday August 24, 2016**  
**3:00 pm – 4:30 pm**  
**OA 3041**  
**500 University Avenue**

# Minutes

Regrets: Samantha MacLean, Chris Murray, Tim Rowe

In Attendance: Carolyn Rimkey, Vicki TeBrugge, Rosa Fabiano, Frank Cappadocia, John Siecker, Theresa (T-Bird) Prisciak, Cindy Tindal, Nathan Gardner

Guests Chris Gouett

1. Approval of Agenda

Approver: Frank Cappadocia

Secunder: Nathan Gardner

Moved

2. Approval of the Minutes from last JHSC meeting – March 8, 2016

Approver: Rosa Fabiano

Secunder: Carolyn Rimkey

Moved

3. Items Arising from the Minutes (last meeting)

- Wheelchairs have been purchased. One is located at the 500 University Campus. One is located at the Heritage Place Campus
- 'Splash' Bathroom
  - Now will be called the First Aid Room
  - For the entire campus (staff, faculty, and students)
  - Contains First Aid Supplies, shower, and a day bed
  - Please be mindful of the Custodial Equipment in the room
  - Frank/John are to talk to the Custodial Staff about any larger equipment being stored in the room
  - The Campus will let people know the room is available and how to access it (Security)
  - Meant as a short term area. If someone has a First Aid need longer than 20 to 30 minutes it is suggested that they seek medical help – for example Emergency or a Walk in Clinic.
- First Aid at Heritage Place

- Usually the Security Office is available for short term needs
- If someone has a First Aid need longer than 20 to 30 minutes it is suggested that they seek medical help – for example Emergency or a Walk in Clinic.

#### 4. Injury and Accident Report

- Employee injuries – none since the last meeting
- Student injury – none since last meeting
- Building Inspections
  - Minor issues found and addressed immediately
  - Speakers on Campus are being tested and fixed
  - Camera Audit has been conducted and suggestions sent to Security in Thunder Bay
  - Some cameras are being fixed and others added
  - Frank has requested the Audit. T-Bird will send it to him.
- Flooding at Heritage Place
  - Flood occurred after a recent rain storm
  - Furniture has been moved back after clean up completed
  - TSC to re install computers
  - A catch valve has been installed on the water fountain drainage to help prevent a reoccurrence.

#### 5. Items for discussion

- Office Space Safety on Campus
  - A guideline is being worked on to speak about having an open and welcoming space on the entire Campus
  - Conversation about people bringing in their own coffee makers, space heaters, toasters, small fridges, etc
    - If Physical Plant or others see the item as a Health or Safety issue then the it should be addressed with Management
    - We are a LEED Platinum Building – Everyone should be aware of safety and electrical consumption
  - Window Coverings
    - Education of Staff and Faculty about why we have windows to offices and classrooms. The Campus Philosophy of having an open and welcoming environment
    - Some offices and areas do require privacy. Should the need arise management will address the inquiry and find a mutually beneficial solution

- An Information Paper has been created by Cindy and edited by Linda Rodenburg to address window coverings. It will be shared with the Joint Health and Safety Committee for review and then sent out to Staff and Faculty on Campus.
- Cleanliness
  - Staff and Faculty should be mindful of your space
  - If there is an issue it should be address with Management
- Paper on the window of the Faculty Outer Office on third floor of Orillia Academic Building
  - Carolyn informed the group that the paper was put up to prevent Students from trying to view items such as tests and other private information
  - Frank asked John to look into a permanent option
- New Business
  - Nathan asked that people check the First Aid Kits to see if they are St John Ambulance First Aid Kits. We are ordering supplies from St John Ambulance. If the First Aid Kit is different it can still be used however supplies are only being ordered for St John Ambulance First Aid Kits at this time.
  - John spoke about the flooding on grounds near the Residence due to spring thaw run off. The water pooled near the back of the Residence requiring a sump pump to move the water to a different area. A report has been generated how to change the area to prevent flooding.
  - Frank spoke about the parking of workers on the 'ring road' across from the 500 University Campus while they are building the Costco. It is unclear if the City will maintain this road after the construction is completed. Should Staff, Faculty, or Students park there they will do so at their own risk.
    - Further discussion about what will occur with Parking once the Costco is operating. Those who park there do so at their own risk.
    - Walk Safe is only authorized to go to the edge of the Campus or to Rotary Place at this time.
    - There may be issues in the future regarding people crossing the University Avenue from these parking areas to the campus.
    - Should Security be called by the City or a Private Business regarding parking Security will encourage the City or the Business to follow their own policies regarding parking on their property.
    - Security and the Committee will give thought to how to communicate this to Staff, Faculty, and Students
  - Cindy spoke about a couple items
    - Workplace Hazardous Materials Information System (WHMIS) is being changed over to Globally Harmonized System of Classification and Labelling of Chemicals (GHS). GHS is a global system while WHMIS is a Canadian system. She provided an article to the group to read.
    - New Sexual Violence Policy and Legislation. Information and training to come in January, 2017.

6. Adjournment/Next Meeting.

- Next meeting will be scheduled for early November, 2016.