

# Joint Health and Safety Committee

**Wednesday September 24, 2014**

**2:00 pm – 3:30 pm**

**OA 3041**

**500 University Avenue**

## A G E N D A

**Parties Present:** Victoria Te Brugge, Rosa Fabiano, Samantha McLean, Kelli MacCulloch, Theresa Prisciak, Elana Martins, Frank Cappadocia, John Siecker and Jenny Gomes.

**Parties Absent:** Christopher Murray, Carolyn Rimkey and Tim Rowe

1. Approval of Agenda
  - Moved by Kelli Gray
  - 2<sup>nd</sup> T-Bird
2. Approval of the Minutes from last JHSC meeting – March 3, 2014
  - Moved by Kelli Gray
  - 2<sup>nd</sup> T-Bird
3. Items Arising from the Minutes
  - no items
4. Injury and Accident Report (Jenny)
  - only 1 injury – Update from Victoria Te Brugge
  - hit their head on the freezer door when they stood up.
  - standard first aid was administered
  - procedure was followed and documented
5. Items for discussion
  - a. JH&SC scheduled meetings for 2014/15
    - December, March, June – Jenny will send out a availability email
  - b. Workplace Inspections – schedule for 2014/15
    - in the past, a building was picked to be inspected
    - Action Item: Check to see who on the committee needs a Level 2 certification to do the inspection.
    - Action Item: arrange training for the certification for Level 1 or 2 on-campus
6. Co-Chairs for 2014/15 academic year?
  - a. - Jenny Gomes – Co-Chair Management
  - T-Bird – Co-Chair Non Manager
7. Fire drills (T-Bird)
  - HP fire drill will be held on Thursday September 25, 2014 at 11am.
  - The labs would like a heads up in the case they are involved with testing.
  - Residence fire drill – before the end of October

### **JOINT HEALTH & SAFETY COMMITTEE**

#### **MEMBERSHIP:**

#### **Worker Representative(s):**

Christopher Murray  
Carolyn Rimkey  
Tim Rowe  
Samantha McLean  
Theresa Prisciak  
Victoria Te Brugge  
Elana Martins  
Rosa Fabiano

#### **Management Representative(s):**

Frank Cappadocia  
John Siecker  
Jenny Gomes  
Kelli MacCulloch

8. Ebola Virus in Universities
  - Frank spoke in regards to Ebola response to students, staff and faculty who travel to Africa and what our protocol will be moving forward. Preventive virus action plan. Hand washing, staying home when you are not well.
  - Hand sanitizing stations at campus hub and front desk environments.
  - Masks in spaces for students (Elana will look in to masks for not well students)
  - Communication with students in regards to safe travel and hygiene practices to students; Frank & Elana will work with Alison Parsons ND, in regards to communication over the holiday break.
  - Creating a best practice for ensuring that front counter operations have hand sanitizer pumps.
  - Action Item: County of Simcoe Health Unit Hand Wash stickers
9. Cameras & Lighting is not yet installed in the smoking area on campus at 500 University Ave.
10. First Aid Kits – Check to see if face masks are in first aid kits. – Elana will look in to this.
11. Winter Driving Program: Preventive winter driving with Drive Wise along with winter awareness with safety on campus.
12. School closure best practice in regards to essential and non-essential communication.
  - communications go out roughly by 6:30-7am in regards to closures.
13. Adjournment / Next Meeting – Frank