



# Victoria University

in the University of Toronto



## JOINT HEALTH AND SAFETY COMMITTEE

### WORKER REPRESENTATIVES:

MILLY WEIDHAAS (Co-Chair, USW)  
CARMEN SOCKNAT (UTFA)  
EVAN MAY (USW)  
MERLIN CHARLES (CUPE)  
MARK AUSTIN (USW)  
CANDACE ZINKWEG (USW)  
SINITTA D'SOUZA (USW Alternate)  
KAREN WISHART (UTFA, Alternate)

### SECRETARY:

LAURA MCCANN

### MANAGEMENT REPRESENTATIVES:

JOANNE EVANS (Co-Chair)  
PAUL KUTASI  
ASHA BRIDGEMOHAN  
PETER ATHANASOPOULOS  
JENNIFER MCCANN  
LYNDON NOBRE  
PATRIK BAGHDASSARIANS (Alternate)  
CHRISTINE SAATI (Alternate)

### Minutes of Meeting

**Tuesday, June 2<sup>nd</sup>, 2020 at 10:30 a.m. to 12:00 p.m.**

**Location: MS Teams/teleconference**

Present: Joanne Evans (Chair), Milly Weidhaas, Paul Kutasi, Carmen Socknat, Peter Athanasopoulos, Jennifer McCann, Evan May, Asha Bridgemohan, Lyndon Nobre, Mark Austin, Christine Saati, Candace Zinkweg

Absent: Merlin Charles

Welcome extended to Candace Zinkweg, our new USW representative, and Christine Saati who is newly back from maternity leave, and has Health & Safety as one of her professional responsibilities.

- Motion to approve the agenda for today's meeting: Mark Austin, seconded by Carmen Socknat

### Minutes of Previous Meeting:

- Motion to approve minutes of March 2020 meeting: Milly Weidhaas, seconded by Paul Kutasi

### Health & Safety Considerations for Return to On-Campus Work – Discussion

Co-Chair, Joanne Evans, provided the introduction to the discussion:

- When the pandemic hit us in March, the teams at Victoria University accomplished the following:
  - Transferred all courses to on-line learning
  - Moved approx. 800 students out of residence.
  - Non-essential faculty and staff working from home.
  - Complying government's orders with respect to remaining essential workers

- The Incident Leadership Team is comprised of the President, Bursar, Dir of Communications, Dean of Students, Dir of Physical Plant, Dir of Human Resources – each of these administrators has a team working with them planning for the return to work and new academic year. Victoria College Principal Esterhammer is linked with the University of Toronto for academic planning.
- When we get the government notice that we can return to work (other than essential workers) we'll have to implement the plans being prepared. Health & Safety of staff, faculty and students is paramount in these plans.
- The main principals of Health & Safety are: physical distancing, maintaining ability to self-isolate as needed, PPE (on advice of public health and the UofT Environmental Health & Safety Office)
- Questions/Concerns/Comments:
  - Mark Austin: working with USW executive team to develop a list of things needing for return to work, and return of students: disinfection schedule of high contact surfaces (what is a good schedule for disinfecting?) , signage (use gloves, wash hands...), one way foot traffic in hallways, plexiglass barriers, safe scheduling of staff (alternating, staggering start times, and limiting staff numbers)
  - Paul Kutasi: academic classrooms update: Faculty of Arts & Science is looking at a dual delivery model for Sept (in person and online); Academic and Campus Events did an audit on classroom seating: recommend seating two seats apart; if a class has 25 students, they'll have a max of 25 seats but they'll have to move out of seminar rooms; classes of 200+ will move online only; considerations and plans-ongoing
  - Lyndon Nobre: intersection of personal responsibility and university responsibility: is cleaning between classes and is it feasible? Are we handing out wipes between classes for students to wipe own seats? Who's policing the hallways? Many aren't wide enough for 6' distance
  - Communications: many members of the committee highlighted the importance of streamlined and comprehensive communication with all members of the community: students, staff, faculty, public: consistent and accurate information; faq's; fact sheets; bright background on signage; variety of outlets (email; social media; web; paper signs; bulletin boards near punch clocks, break rooms and kitchens); floor markers; weekly updates; ongoing reminders, recommend team leads and managers do beginning of shift briefings and daily reminders
  - Joanne Evans: essential workers will remain on campus, and remote workers will stay remote as long as possible: strategy for prioritizing the return in development; direction will come from Senior Management as well as UofT. H&S protocols and considerations will be in place prior to phased and gradual reentry.
  - Request: send ideas to JHSC Co-Chairs: ideas for keeping everyone safe and informed

#### **Business Arising from Previous Minutes:**

- a) Process for Casual Student Employee Requests for Non-Slip Shoes in Food Services
  - The Food Services management team confirmed availability of various sizes of non-slip shoe covers for all including protocols for signing out and in. Will continue to inform all staff/workers.
- b) Investigate unsecured cable on roof of Victoria College building
  - Additional signage has been posted in the attic advising that the roof is a restricted area. Access is locked and restricted to authorized personnel only.

- c) Uneven flagstone hazard outside of Burwash Dining Hall
  - Flagstone has been reset, but is coming back up again. Contractor returning within a month to redo
- d) Committee to review JHSC Terms of Reference
  - Committee has been created: Joanne Evans, Milly Weidhaas, Mark Austin: first meeting will be rescheduled due to pandemic
- e) Protocols for Bader Theatre staff for turning off house lights
  - Events team working on new policies and procedures, final review of those is in progress, implementation will occur after return to work order

### **Workplace Inspection Reports:**

Inspection Reports were distributed prior to the meeting and the Inspectors provided a brief highlight to the JHSC.

- **Emmanuel College** – issue of slippery floor, already resolved
- **63/65 Charles** – no issues
- **Burwash Residences** – signs for fire extinguisher inspections unclear, evacuation notices not at eye level (too low), fire extinguishers not mounted within cabinet
  - Peter Athanasopoulos confirmed annual check will be completed before end of month. Inspectors will follow up after that. Action: Physical Plant will look into mounting of extinguishers as well as visibility of signage

New JHSC member, Candace Zinkweg, will be scheduled to perform inspections by Co-Chairs.

### **Follow-up Reports to Previous Workplace Inspections:**

- **Burwash kitchen/ Burwash Dining Hall/ Neds** – many issues were identified: no GFI above the sink in the back area where grill and flat top are as been resolved; exposed wires near hold bars have been addressed; food in freezers is 6” from floor and ceiling. Action: Milly and Lyndon to report on follow at next meeting

### **Accident / Incidents Reports:**

- Student intern on placement in Baycrest Retirement Home: student moved resident in a wheelchair and hurt her back. Baycrest filed paperwork (we were notified). Action: Confirmation required if this affects our safety rating.
- Groundskeeper: thumb caught on recycling/garbage lid
- Housekeeper: fell down basement stairs of Victoria College building, taken to hospital, off for 3 weeks, has returned

### **Hazard Reports:**

- None

### **NEER Statement:**

- WSIB is not going to be issuing NEER statements any more.

### **Health and Safety Training:**

- No training during the Summer. March training was cancelled due to COVID. Fall rescheduling of offerings, looking into e-learning training.
- Joanne Evans: Pilot Project: AAA staff and managers taking mandatory Ministry of Labour course on Dayforce which automatically tracks training online. Eliminates manual tracking.  
Action: Results of pilot will be reported
- Discussion: possibility of mandatory annual refresher on Ministry of Labour worker awareness and supervisor training; possibility of historical tracking for training attended by all employees in Dayforce; tracking expired certificates with reminders to Managers; offering more remote/online Health & Safety training via Workplace Safety and Prevention Services (WSPS) contractor (cost involved)

### **New Business:**

- Scheduled Inspections:
  - New assignments given to essential workers present on campus:
    - May: Margaret Addison Hall: Peter Athanasopoulos & Mark Austin
    - June: Lilian Massey: Candace Zinkweg and Asha Bridgemohan
    - June: Rowell Jackman Hall: Mark Austin & Asha Bridgemohan
    - July: Annesley Hall: Evan May & Peter Athanasopoulos
    - Aug: Grounds: Milly Weidhaas and Lyndon Nobre
    - Sept: Birge Carnegie Hall: Candace Zinkweg and Jennifer McCann
- Quarterly Inspections due May 2020:
  - Managers/supervisors who are non-essential and working remotely are not required to inspect workplace of closed/non-essential buildings until return to work.

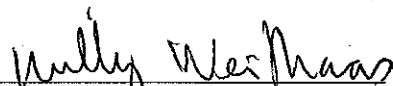
### **Recommendations:**


- Dog on campus: past incident with local owner: Lyndon Nobre met with owner, explained incident and showed them our report, reiterated responsibility of following rules and regulations. Owner agreed to follow rules and to communicate with spouse. Photos were an asset making the case:
  - They have since been seen on campus and appear to be following protocols.

### **Next Meeting Date:**

- The next meeting will be Tuesday Sept 15<sup>th</sup>, 2020 from 10:30 to 12:00, location TBD.

**Adjournment:** Motion to adjourn: Milly Weidhaas

  
Milly Weidhaas (Co-Chair)

  
Joanne Evans (Co-Chair)