



# 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)

### SECRETARY:

LAURA MCCANN

### MANAGEMENT REPRESENTATIVES:

JOANNE EVANS (CO-CHAIR)  
PAUL KUTASI  
ASHA BRIDGEMOHAN  
PETER ATHANASOPOULOS  
JENNIFER MCCANN  
LYNDON NOBRE

GRACE SANTOS (USW Alternate)  
KAREN WISHART (UTFA Alternate)

CHRISTINE SAATI (ALTERNATE)  
PATRIK BAGHDASSARIANS (ALTERNATE)

### Final Minutes of Meeting

Tuesday, September 15 at 10:30 a.m. to 12:00 p.m.

Via MS Teams

### Attendance

Present: Joanne Evans, Milly Weidhaas, Paul Kutasi, Carmen Socknat, Peter Athanasopoulos, Jennifer McCann, Asha Bridgemohan, Lyndon Nobre, Merlin Charles, Mark Austin, Christine Saati

Absent: Candace Zinkweg, Evan May

Co-Chair Joanne Evans welcomed Grace Santos to the Committee.

### Review and Approval of Agenda

- Lyndon Nobre moved, Milly Weidhaas seconded

### Review and Approval of Previous Meeting Minutes

June 2, 2020 and August 11, 2020 and Revised Meeting Minutes of July 21, 2020

- June 2<sup>nd</sup> Lyndon Nobre moved, Carmen Socknat seconded
- July 21<sup>st</sup> revisions to be recirculated
- Aug 11<sup>th</sup> Mark Austin moved, Christine Saati seconded

### Business Arising from Previous Minutes

- Uneven flagstone hazard outside Burwash Dining Hall has been fixed

- Committee was struck to review JHSC terms of reference: Joanne Evans, Mark Austin, Milly Weidhaas. First meeting has been postponed until the new year due to Covid
- Protocols for Bader Theatre staff regarding house lights: policies and procedures are being finalized this week to present to management for approval, then implementation when the building reopens. No events or classes are being held in the Bader Theatre until Thanksgiving weekend of October at the earliest. Lyndon Nobre will continue to update the JHSC.
- Emergency Preparedness Plan: an individual to head up planning has been appointed, but work has been put on hold due to Covid. Joanne Evans will continue to update the JHSC.

### **Workplace Inspections Reports**

- Margaret Addison Hall: May; no issues
- Grounds: continuing hazard of sprinklers blocked by outdoor planters at Club Monaco; emergency call stations all had out of order signs and/or were not working at all. Action: Asha Bridgemohan will follow up with UofT Campus Police; catch basin behind Burwash was broken
- Annesley Hall: key room downstairs VCDS/work room is full of clutter and garbage. The Dean's office was notified; water was pooling on the basement floor. Peter Athanasopoulos confirmed it was a spill, not a leak; an attic fire extinguisher was missing; Peter Athanasopoulos noted that a number of fire-rated doors remained propped open in the building, but that with the current Covid concerns, they don't need to be kept closed
- Birge Carnegie Hall: furniture stored in a hallway upstairs should be moved before the building is reopened; Covid signage was falling off the walls and doors, laying on the floor; a couple of fire extinguishers were missed; plaster cracking in hallway above the large arching window in the stairwell on the West side. Peter Athanasopoulos confirmed this is on the list for repair. It was noted that Birge Carnegie Hall is generally unoccupied right now
- Discussion regarding clear procedure to report the problems on inspection reports and redirect them to appropriate departments for actioning. Veronique Morris is responsible for this once inspection reports are submitted by the inspectors from the JHSC
- It was noted that Physical Plant/Housekeeping are maintaining Covid signage

### **Accident/Incident Reports**

- June 5<sup>th</sup>: not due to work: employee felt unwell; ambulance called; no lost time
- June 9<sup>th</sup>: Food Services: employee pulling a wagon carrying food, door struck foot (not reported until June 16<sup>th</sup>) 3 days of lost time
  - Worker has 6 months to report a workplace injury to WSIB; within 3 days of university learning of an injury the university has to report it
- Sept 11<sup>th</sup> Mailroom: employee got a paper cut on their hand; no lost time

### **Hazard Reports**

- None

### **Health and Safety Training**

- Launched learning management system platform in Dayforce; digitized more streamlined learning; automatically prompts new employees to complete required training
- JHSC members encouraged to complete newly launched Covid-19 Safety Awareness course: the deadline is incentive, but the training is not mandatory
- Joanne Evans noted that an audit may be completed on existing staff to track which courses have been taken by whom, and then provide reports to management on any outstanding, including courses that are recommended and/or mandatory for yearly updates
- 5 Mandatory Training Sessions are: Supervisor/Worker awareness training; WHMIS; AODA; Violence & Harassment in the Workplace; Sexual Violence & Sexual Harassment in the Workplace
  - Worker/Supervisor training is a link to the Ministry program; WHMIS was developed by WSPS and is approx. 30 mins; AODA is UofT; Violence & Harassment is UofT; Sexual Violence & Harassment was developed by WSPS for Vic based on UofT
- Action: Christine Saati to check with the developer regarding making the training available on mobile from the Dayforce app
- Mark Austin noted that numerous training sessions are specific to certain workers/departments. Action: Joanne Evans confirmed WSPS has a catalogue of sessions for Vic, and will report at next meeting regarding the availability of these specialized sessions online. Lyndon Nobre will confirm availability of online training specific to Food Services with their training provider

### **Health & Safety COVID-19**

- Cleaning supplies: Physical Plant will provide supplier contacts to departments who have returned who can purchase their own extra supplies
- Physical Plant will supply and maintain Covid-related supplies/sanitization for public areas only
- JHSC will be consulted to provide input on ongoing development of protocols re Covid
  - JHSC consensus that members of the JHSC should meet with each unit to go over a checklist of protocols and plans in place to determine what is/isn't working or isn't effective
    - Implementation, setting expectations for action items, which JHSC members will be involved, priority areas: all to be determined
    - Suggestion to complete meetings in the same way as inspections and use the assessment tool as an added checklist: worker & management representatives then visit different areas with a Covid checklist and talk to as many different workers in the area as possible
    - Suggestion to have checklist circulated to JHSC prior to implementation following up in person; determine how many areas are open
    - Covid Inspection Committee was struck: Mark Austin, Lyndon Nobre, Milly Weidhaas, Carmen Socknat, Joanne Evans will work on proposal
- Library Report: Carmen Socknat: library is open for staff, WSPS assessment and Covid updates have been completed: new measures being implemented, no security presence in the library to monitor patrons, some floors will be closed, limited occupancy. Joanne Evans noted that the Victoria University Reopening Committee hasn't yet approved plans to reopen the Library; some decisions will need to be made regarding access, security, enforcement, and

which services will be provided upon reopening. Request for security presence to be taken to the Reopening Committee for consideration.

- It was noted that security and monitoring measures implemented at the library apply across all buildings accessible. Cost implications for security/monitoring staff were mentioned.

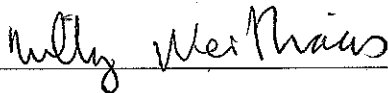
### **Recommendations**

**Next Special Meeting Date:** Tuesday October 27<sup>th</sup>, 10:30-noon

**Next Regular Meeting Date:** Tuesday December 1<sup>st</sup>; 10:30-noon

### **Adjournment**

- Motion by Paul Kutasi, seconded by Lyndon Nobre



Milly Weidhaas (Co-Chair)



Joanne Evans (Co-Chair)