



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)

GRACE SANTOS (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

CHRISTINE SAATI (ALTERNATE)
PATRIK BAGHDASSARIANS (ALTERNATE)

Minutes of Meeting

December 1, 2020 at 10:30 a.m. to 12:00 p.m.

Via Teams Meeting

Attendance

Present: Joanne Evans, Milly Weidhaas, Carmen Socknat, Jennifer McCann, Asha Bridgemohan, Lyndon Nobre, Christine Saati, Evan May, Grace Santos, Paul Kutasi, Merlin Charles

Absent: Peter Athanasopoulos, Mark Austin, Candace Zinkweg

Review and Approval of Agenda

- Lyndon Nobre moved, Milly Weidhaas seconded

Review and Approval of Previous Meeting Minutes: October 27, 2020

- Milly Weidhaas moved, Lyndon seconded (provided Paul Kutasi marked absent)

Business Arising from Previous Minutes

- Emergency Call Stations: Asha Bridgemohan: stations are now fully functional as of October 30, 2020. One call received. False alarm.
- Dayforce Learning App Communication: Christine Saati: details were sent to Communications team and instructions were included in Inside Victoria last Friday November 27, 2020
- Access to Computers for Health & Safety Training: Lyndon Nobre: confirmed availability upon request of shared desktop computer for lead hands in Burwash. Has been communicated to staff. **Action:** Peter Athanasopoulos to update at next meeting.

Lead Hand office has a computer available. Possibility of using the lunch room and physical plant office. Maintenance has iPads. **Action:** Joanne Evans to follow up for opportunities to increase access to technology for staff to complete training.

- COVID-19 Safety Survey: Subcommittee: Carmen Socknat, Mark Austin, Milly Weidhaas, Lyndon Nobre, Joanne Evans: met multiple times, Update: Lyndon Nobre: high level summary of survey results: 4 main components: 31% response rate: 1) face coverings: staff/students/public not wearing, or not wearing properly. Enforce message about face coverings. Improvements noted. Mask breaks available upon request. 2) Traffic flow/signage: visible. Compliance is the challenge. 3) Anxiety by 36% of employees – source unstated. Communications ongoing regarding supports available. 4) Communication: messaging, connection with front line staff. Strategic placement of signage. Highlights: cleaning/sanitization/ventilation got high marks. 100% staff responding completed Covid training. Comments of thanks. 83% feel safe and that safety is paramount.
 - i. Milly Weidhaas: Some notification emails aren't being received by staff. Can we print it for manual input? How can we assist with literacy and language barrier issues? Those with issues/concerns need to mention it at building inspections or bring it to their managers. In Food Services a lot of people aren't getting the communications. The committee discussed the use of emails and the importance of employees receiving and using staff emails. The on-site inspections are intended to give employees who may not have responded to the survey an opportunity to provide suggestions or concerns to the JHSC inspection team. A recommendation was made to provide advance notice of workplace inspections so staff can prepare questions or concerns. Post paper list of questions on punch clock before on site inspections. Post paper survey in Food Services and Physical Plant. Inform Managers prior.
 - ii. Thank you to Asad who created the survey online.
 - iii. Covid in person inspections: haven't begun. These are to finish before the end of December. Inspection teams will inform managers to advise of arrival. A hard copy of survey will be circulated for use as a guide. Food Services and Housekeeping – JHSC Inspection team will ask manager to post word version near punch clock a few days in advance of their inspection.

Workplace Inspections Reports

- Goldring Student Centre: no issues
- Grounds: follow up: drain cover was taken care of, emergency poles are now operable
- Lillian Massey: no follow up scheduled because Club Monaco is closed – no entry available
- The following schedule was agreed upon for the first part of 2021

Insp ec	Month	Inspection Location**	Inspection Team*	Dept. Supervisor (who needs to sign inspection)
1	January	Burwash Dining Hall**	Asha Bridgemohan & Milly Weidhaas	Ray De Souza, Bursar
2	February	Isabel Bader Theatre**	Lyndon Nobre & Grace Santos	Ray De Souza, Bursar
3	March	**Emmanuel College	Asha Bridgemohan & Evan May	Michelle Voss Roberts, Principal
4	April	63-65 Charles Street***	Lyndon Nobre & Milly Weidhaas	Vikas Mehta, Director Physical
5	May	Margaret Addison Hall**	Carmen Socknat & Jennifer McCann	Kelley Castle, Dean of Students
6	May	Burwash Residences**	Peter Athanasopoulos & Candace Zinkweg	Kelley Castle, Dean of Students

Accident/Incident Reports

- None

Hazard Reports

- None

Health and Safety Training

- Christine Saati: Implementing some of our formerly in person training on Dayforce as e-learning digital training sessions. Also offering virtual classroom sessions. Schedule is being developed for 2021.
- JHSC on HR web pages: Communications team is finalizing JHSC web pages: more informative; Minutes; Forms and more will be live online.
- Recommendation: Create a sharepoint/OneDrive site with access to inspection reports instead of emails. **Action:** Paul Kutasi will contact Veronique to enquire if this has already happened.

COVID-19 Health & Safety

- For privacy and confidentiality reasons, no further follow up communications will be issued to the campus community regarding the individual on campus who had previously tested positive for COVID-19.

New Business

- None

Next Regular Meeting Date

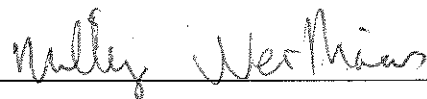
- Tuesday March 2nd 2021, 10:30-noon MS Teams

Proposed Regular Meeting Dates 2021

June 1st 2021; September 14th 2021; December 7th 2021

Adjournment

- Paul Kutasi moved, Carmen Socknat seconded



Milly Weidhaas (Co-Chair)



Joanne Evans (Co-Chair)

Post Script

- Milly Weidhaas: on behalf of the co-chairs thank you to Laura McCann for another year as Secretary, Veronique Morris for all of her hard work behind the scenes, and to Christine Saati for assisting the Co-Chairs.