



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

Tuesday, October 27, 2020 at 10:30 a.m. to 12:00 p.m.

Via Teams Meeting

Attendance

Present: Joanne Evans, Milly Weidhaas, Carmen Socknat, Peter Athanasopoulos, Jennifer McCann, Asha Bridgemohan, Lyndon Nobre, Mark Austin, Christine Saati, Candace Zinkweg, Evan May, Grace Santos

Absent: Paul Kutasi, Merlin Charles

Review and Approval of Agenda

- Lyndon Nobre moved, Carmen Socknat seconded

Review and Approval of Previous Meeting Minutes: September 15, 2020

- Lyndon Nobre moved, Peter Athanasopoulos seconded

Business Arising from Previous Minutes

- Emergency Call Stations: Asha Bridgemohan: parts have been ordered for the stations, Covid causing delays. **Action**: Will ask to have stations bagged at meeting with UoFT.
- Dayforce Learning App: Christine Saati: access to training (including Covid) available on Dayforce learning app. Mobile browser can also be used to access Dayforce website. Lyndon Nobre: **Action**: HR to provide instructions/communication to staff on mobile access options.

- WSPS Training Programs: Joanne Evans: consultations ongoing with Physical Plant staff who have relationship with WSPS to determine which programs can be offered through remote learning. **Action**: Training Schedule to be posted to website.

Workplace Inspections Reports

- Lilian Massey: Milly Weidhaas and Asha Bridgemohan completed
- Rowell Jackman Hall: Milly Weidhaas and Asha Bridgemohan completed
- Annesley Hall: Evan May and Peter Athanasopoulos completed

Accident/Incident Reports

- One food service employee fingers squeezed between both dumbwaiter doors. Lyndon Nobre: signage to be posted regarding proper use and to handle with care. No lost time.
- One employee was administered first aid, leg and hand struck by falling stacked chairs on a dolly that was over capacity. No lost time. Mark Austin: requested specialized dolly. Lyndon Nobre: will implement a policy on max number chairs to be moved at once.

Hazard Reports

- None

Health and Safety Training

COVID-19

- General Assessment Tool (GAT): Joanne Evans : A member of the JHSC requested that copies of this tool/document that was used to assess Covid 19 exposure reducing safety measures, outlining strategies in place to ensure safety of workspace be provided to the JHSC Categories: Scheduling/workflow (staggered shifts/modifications); Physical Environment (space assessment, workstations, furniture physical distance: WSPS helped); Vehicles (physical plant only); Hand hygiene/disinfection; Comms/signage (workplace, staff, students, visitors re safety precautions); Barriers (WSPS helped re plexiglass); PPE (what jobs require extra PPE). Unit head completed for each unit, submitted to the Vic U Reopening Committee. There were no further questions or comments from the JHSC about the completed GAT's.
- COVID-19 Safety Survey Sub Committee: Carmen Socknat Committee met 2-3 times. Worked through creation of survey ~24 questions. Members of Committee testing document on Google forms. Created separate email address & password so 2 co-chairs can access and provide information to JHSC and management. Pie charts, graphs and spreadsheets can be generated. Comms: letter to all staff to go out with link to survey for responses. Link also can be posted on JHSC/HR websites. Nearing launch. Joanne Evans: survey is specifically for people who are working on campus. The recommendation for a COVID-19 Safety Survey went to Sr. Management and was supported by President. Management eager to learn concerns of staff, and ideas/suggestions for improvement. **Action**: Results of COVID-19 Safety Survey will be brought back to JHSC.
- Mark Austin: requested inspections of a workplace be done in addition to survey. Carmen Socknat: survey questions can be used during site inspections: Marg Add, Kitchen, Physical Plant (trades, grounds, housekeeping, mailroom), Dean's Office, Library all

have people on campus regularly. Mark Austin: stressed importance of listening to the community during in-person assessments due to serious nature of the pandemic. Milly Weidhaas: requested a tour schedule: to start the middle of November: Margaret Addison Hall: Milly & Lyndon. Kitchen: Mark & Jennifer. EJ Pratt & EC Libraries: Evan & Asha. Dean's Office: Milly & Carmen. Physical Plant: Evan & Asha. No staff on site at the Registrar's Office. Library: remains closed to public, access by appointment only for students needing access to special collections, doing curbside pick up. No formal decision about if/when will be open to wider public.

- Milly Weidhaas: workers feel forced to do COVID-19 Safety Awareness Training and other training on their own time, difficulties accessing technology to complete required and suggested training specifically from Food Services and Physical Plant staff. Lyndon Nobre: computers are in lead hands' offices, staff are able to request a time to complete training. Joanne Evans: asked about communication from Managers in those areas re available technology. Peter Athanasopoulos: computers are in maintenance shop for maintenance office, or lead hands' offices upon request, even after hours for evening shift workers. Lyndon Nobre: a sign was posted in Food Services. Staff were also spoken to verbally, who haven't taken the training. Peter Athanasopoulos: computers available for sign-out from IT. **Action:** Peter A and Lyndon N to follow up with their staff (Physical Plant and Food Services) who have not taken COVID-19 in their areas and ensure that staff are aware of process for signing out computers and taking courses.

New Business

- Covid Screening forms: Joanne Evans: Ontario regulation dictated as of September 25th that employers must have employees fill out the screening tool every day they attend work. Lyndon Nobre: some staff aren't reading the entire communication instead of just the check boxes and assume that checking one box means they have to go home. Clarity is important. Joanne Evans: people who get seasonal colds/allergies to specify if symptoms are new or getting progressively worse. Mark Austin: how to differentiate between seasonal/annual allergies vs cold/flu/Covid symptoms? Joanne Evans: if unsure, contact family physician re risks and whether testing and isolation are necessary. Milly Weidhaas: if worried and symptomatic for more than two days, recommendation is to reach out to public health or primary care provider for guidance on next steps.
- Website: Christine Saati: Health & Safety section of website being updated to include JHSC: section to include membership list; meeting minutes; workplace inspection form; workplace checklist; accident/incident reporting forms; forms for managers. Joanne Evans: site to be where staff and members go to learn about the Committee, and who to contact as necessary. Digital bulletin board will be available to include Health & Safety issues and events. There is now a general email address for JH&S where people can send questions. Milly Weidhaas: please update the Committee with a communication when the site goes live. **Action:** JHSC to be informed when Health & Safety website is launched
- COVID-19 Disclosure Communication Update: Mark Austin: request for clarity after Meghan Kilty, Director of Communications sent out the FAQs to address some Covid concerns. Joanne Evans: there are incidences of self-isolation happening in residences. As flu season approaches people are self-isolating per best practices. Staff will be made aware of which areas/rooms students are isolating in to take precautions. Section on disclosure: University's responsibility in the event of isolation or positive. Privacy requirements and relying on contact tracing by EHS at UofT who has occupational health nurses monitoring cases/symptoms/progress. This is done in consultation with Toronto

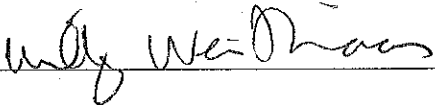
Public Health. Milly Weidhaas: because of the language, people are worried about who is positive. Joanne Evans: FAQ speaks to protocols in the event of presumptive exposure – isolation doesn't always mean presumptive positive.

Next Regular Meeting Date

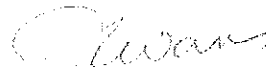
- Tuesday December 1st; 10:30-noon

Adjournment

- Mark Austin moved, Jennifer McCann seconded



Milly Weidhaas (Co-Chair)



Joanne Evans (Co-Chair)