

**HEALTH & SAFETY
MINUTES
MONDAY NOVEMBER 10TH, 2006**

Present: John Bisset, Ken Robb, Judy Kellar, Janet Martin, Kim Lutes-McKay, Julie Helps, William Clymer, Shelley Nowlan, Doug Lucyk

Regrets: David Gorman, Elaine Wannamaker, Deb Kinkaid, Evan Muller-Cheng, Kathy Lazenby

Additions to Agenda

Approval of Agenda

Approval of Minutes

STANDING ITEMS

1. Accident & Injury Report

Majority of accident/injury reports are students in lab with needle pricks. Potential outsourcing company that is hired to investigate claims. There is no lost money to DC as payment is through 50% of savings in premium dues. The shooting from 3 years ago resulted in DC being put into MOL investigation scheduling.

2. Campus Safety Report

The 5th team member was hired and added to the pub shift. Statistics show that they have escorted 7 clients. On Nov 18th there will be a conflict resolution street survival training session for Resident Advisors.

3. Inspection Reports

None to report.

4. Training

Question: Is anyone trained to do "Train the Trainer"?

WHMIS available to all employees.

5. Policies

Accident/Injury Report:

Request for any further feedback by end of Nov 10th. Judy in process of putting together Emergency Kits including witness statement forms. Ken suggests having 1 official up to date policies page for consistency to avoid incomplete manuals. Quick discussion on intranet to be launched in Spring 2007. The H&S policy approved by the board. Needs

to be posted throughout the college by facilities. Total 30 postings including satellite campuses.

ACTION ITEMS:

All policies will go on the website under H&S policies.

OLD BUSINESS

- a) Recommendations regarding Emergency Response/Evacuation Procedures
 Preliminary update by end of November. Team devises the plans. Question on how procedures connect with Durham Regions' emergency plans.
- ACTION ITEMS:
 Deb to update at December meeting.
- b) HR/Health & Safety website
 If you have any feedback or suggestions please email Judy. Need to replace logos with new branding. Suggestion to post JHSC meeting minutes along with staff lounge posting.
- c) Room Sizes
 Difficulties due to two lost scheduling employees. There is a draft for Winter scheduling. Inform scheduling of specific incidents of overcrowding and under crowding for follow up. Some of class sizes are larger than classrooms from an H&S perspective.
- d) Defibrillators
 Nothing to report from last meeting.
- e) Accident Investigation
 Please see Policies update. Remove from agenda.
- f) Parking Lot (Pedestrian Passageway)
- 1) The wheelchair accessibility by the Simcoe daycare needs to be investigated to confirm if it is possible to grade down the sidewalk to allow access. Suggestion to curve on both sides to avoid encouraging walking across in front of cars.
 - 2) The crosswalk by the H wing to the other side is a problem. Wheelchairs must go south of the cross walk.
 - 3) Founders 2-new parking lot needs more accessibility.
 - 4) Traffic congestion in front of UA and UB buildings.
 (le) service truck trying to get into lot, talking to parking dept

Suggestion of having a camera at speaker to visualize that it is a work related vehicle or having a contractor code to enter the lot to avoid backing up traffic.

ACTION ITEMS:

Doug to look for wheelchair in accessibility around campus.

g) Cabinet – Print Shop

Chemical storage cabinet has not been mounted or ventilated yet but in work order status. Greg Taylor removed old one.

ACTION ITEMS:

Doug to speak to Facilities.

NEW BUSINESS

a) Workplace Inspection

Must add the Advancement and Foundations office to the inspection schedule. Support staff to designate 2 more member as representatives for inspections. When doing inspections you must give the Dean in the area a few chances to schedule a time to do inspection with you. If this fails then you can perform the inspection alone. Suggestion of having checklists online and examples of previous inspection reports. Goal is to complete all inspections by end of January 2007.

b) Training

2 planned training sessions: workplace inspections and accident injuries. Open to committee, Sodexo and Chartwells participants. Must secure minimum of 10 participants for ESAO instructor to do training.

c) MSD

There is legislation providing guidelines of awareness and procedures regarding muscle-skeletal injury. 42% of lost time claims are RSI related resulting in up to 50% of days lost. May be due to aging population.

d) Health & Safety Posting

Going forward with candidate search.

e) PAD Program

Public Access Defibrillators program with ongoing training. Will update with new information as it arises.

- f) Women's Handicap Washroom
Shelley addressed an issue in the main foyers handicap washroom. An employee with a walker is constantly bumped in the arm with a lower level coat hook on the back of the door. When the door slams it hits her in the arm. Suggested to put a call into facilities helpdesk to remove the hook.

ADDITIONS

- 1) Chemicals located in the H Wing
Confirmed removal of benzoyl peroxide for \$1700 fee. No one took responsibility for chemical.

New issue is on the 2nd floor near Lou Bertrand and Paul Sheenan offices. It is a container with an unknown chemical with no labels. Dextox Environmental will have to come in and test the substance.

ACTION ITEMS:

Doug to figure out with Deb on who pays for the removal

MSDS updates to come in the winter 2007