Minutes of the meeting held Thursday, December 10, 2020, 2:30 pm, via Zoom

Present:

Worker Representatives:  
Kate Brooks  
Christine Currie  
Amy Kissel – Alternate  
Kara White *

Employer Representatives:  
Lynn Meyers  
Fiona Puszka (left at 2:35)  
Chris Smith

Committee Resources:  
Gavin St. Michael

Regrets:  
Pat Shade

1. Welcome

2. Approval of Agenda and Minutes

2.1 The agenda was approved with the following changes in the order (the Minutes will still reflect the agenda items in numerical order):

  • 3.4 Personal Safety Coordinator/CSEC update to be discussed following 2.2 Approval of Minutes (to accommodate a conflict in Fiona’s schedule)
  • 5.1 Environmental Health and Safety Policy Consultation to be discussed following 3.4 (to accommodate the schedule of our guest speaker, Andy Mavretic)

2.2 The minutes of the November 12, 2020 meeting were approved.

3. Business Arising

3.1 COVID-19 update

Gavin reported the following:

  • Daily Health Screening – The new updates from the PHO require daily health checks for anyone coming on campus. For faculty and staff, they need to report to their supervisor that they have completed the daily assessment. For example, in the HR/OHS&E office we
report to our supervisor before we come into the office, and we have added a button on our MS Teams to streamline this reporting process; Faculty of Law using a generic email. The important, key message is that whenever you come on campus you need to do it.

- **Mask Update** – The wearing of masks is now required indoors in common areas. You are permitted to take off the mask when sitting at your workstation but you have to put it back on when moving around.
- **Safe Work Plans** (SWPs) – OHS&E is still reviewing SWPs, and those for face-to-face classes for January are just wrapping up. A SWP is being developed for the Climbing Wall. OHS&E has completed over 700 SWPs so far.

**Questions/Comments:**
- Chris Smith noted the in the Library, the Daily Health Check has to be done before coming to campus. The Library uses a sign-up sheet for anyone entering the building and they ask all employees to tick off; presumed that is adequate. Gavin responded that as long as everyone remembers do it every time, and Chris added that they also have to remember to do it when they sign out as well.
- Gavin noted that the PHO orders had quite an impact on Athletics as well, reducing team sports activities and Athletics to zero. There are some still allowed, such as basketball.

### 3.2 Local Safety Committee Update

Gavin provided the following update:
- Nothing much to report. LSCs are still happening, by Zoom, and people are showing up.

**Questions/Comments:**
- Kara asked whether the website has been updated with who is chair/co-chair for each LSC. Gavin advised that it is up-to-date.

### 3.3 University Safety Committee Update

Gavin advised that the following was reported at USC (*in the absence of a 951 member report)*:
- Emergency Planning and the emergency assembly site was reviewed, and all procedures were discussed as well.
- The Transition Team has been quite busy with the new PHO orders – this was discussed at length at USC.
- Darryl H. reviewed confined spaces.
- The university had 5 claims for November – 3 time-loss and 2 health-care.
Questions/Comments:
- Kara questioned whether the snow-extreme weather page has been updated because there are still quite a few people coming on campus these days, and whether it will be updated with what paths and areas will be cleared. Gavin confirmed that the website is regularly updated, and he believes the plans are still the same with regard to what paths/areas get cleared.

3.4 Personal Safety Coordinator/CSEC update

Fiona (PSC) provided the following update:
- Virtual fire drills are completed, which is great for this year.
- Continue to provide safety training for Classroom Ambassadors, which is going well. The Ambassadors will be working on campus until December 21st. We are hearing great things from the Safety Committees.
- Crime prevention tips are displayed on the digicasters, with the help of UC+M, and are on the website, and provided to the AOs. Reminder to be very mindful of locking doors and windows when you leave, and to report any suspicious activities to Campus Security.
- Working with Student Life for students in need, and getting them the support they need.

Questions/Comments:
- Kara wanted the Committee to be aware that there will be research activity over the Holiday Closure. She has heard that some students aren’t going home over the Holiday Closure and are planning to continue their research during this period so there may be some shipments delivered through the holidays. This is problematic for Science Stores because it will be closed and courier companies have been advised there are to be no deliveries during the break.
- Fiona advised that she will keep that in mind with the Sciences, and she will advise Keith Cascon, Manager, Security of this update.

4. Incident Reports


5. New Business

5.1 Environmental Health and Safety Policy Consultation - Andy Mavretic, Guest Speaker
Andy reported on the following non-COVID issue:

- Pre-COVID work was underway on an update on the **EH&S Policy**, which was scheduled for an update. Mainly getting the Policy up-to-date on new information and requirements that have come into place over the past 10 years. It is a presidential, Board of Governors approved Policy so there is a lot of consultation required to update it.

- Just prior to COVID it was at the Unions consultation stage, and having just finished with the Faculty Association, we were going to meet with the union leaders for the CUPE Locals & PEA. This step was restarted just recently and we met with the CUPE Executives.

- Prior to going to the University Safety Committee, I was asked to come to this Committee to get any input on the Policy. I believe Gavin sent this Committee a clean version and a marked-up version:
  - A lot of the changes are housekeeping, and cleaning up things that were old and dated, and not current any more;
  - Where we had a thick Guidelines section, we were able to really weed through that, getting rid of a lot of extraneous information, and updating existing information and language;
  - Back when we were starting this update cannabis was a big thing, so we added workplace impairment
  - We also looked at who is an employee on campus, given the diversity of employee groups, collective agreements, legal definitions and labour relations definitions.

- Core of the Policy hasn’t changed much, mainly just streamlining the Guidelines. The clean version is hopefully reflective of what we’re doing on campus today and now has some staying power.

- With that, we just wanted to provide this Committee an opportunity for a Q&A before we bring it to the University Safety Committee. It is tabled for next week, then there will be a full discussion in January, and then it goes before the Board of Governors after that.

**Questions/Comments:**

- Kara noted that some of this applies to Science Stores. She asked if the external companies working on campus are they part of this policy, and if so, where are they worked into this policy? Andy indicated that they would be covered under Section 3.08, that talks about visitors, which is a fairly broad definition. Also Section 3.09 would probably, more so address these external companies working on campus, which speaks to the swath of people that have some sort of relationship with the university that are integrated into our space. What we say is they have to abide by, everything is applicable to them, under our Policy.
  - As an example, WHMIS, waste management, how you move product around, how you store chemicals – all of these would apply to them. There are some rules they don’t
have to follow if they are legally not applicable, but a fume hood, for example, they would.

- Gavin advised that we can also pass any other questions from this Committee to Pat Shade and he can bring them to USC.
- Andy agreed with that approach, and indicated that there is a lot here, and he is not here today to tease out what is or is not relevant, so anyone who wants to provide additional comments, can do so before the end of January.

6. Adjournment:

The meeting adjourned at 2:53 pm.
The next meeting is scheduled for **Thursday January 14, 2021 at 2:30 p.m. via Zoom**