

Minutes



Meeting:	Arts and Science Joint Health and Safety Committee	Date & Time:	June 20th, 2024 10:30am – 11:30am
Location:	Microsoft Teams		
Chair(s):	Dan Langham (Interim Chair)		
Attendees:	Monika Holzschuh, Tina McKenna, Emma Battersby, Beatriz Sugarman, Matthew MacArthur, Cormac Evans, Florence Kayode, Oluwadare Seun, Darlene Davis, Dan Langham, Sarah Bernard, Lorena Jessop		
Regrets	Julia Stroud, Alexandra Fox		

Discussion Item	Attachment
<p>1. Call to Order</p> <p>Moved: Monika Holzschuh, Seconded: Cormac Evans, and carried “that the call to order, be adopted.”</p>	
<p>2. Approval of Agenda</p> <p>Moved: Monika Holzschuh, Seconded: Cormac Evans, and carried “that the Agenda, be adopted with the addition of MCCorry AC being added under new business.”</p>	
<p>3. Discussion of Minutes from April 25th, 2024</p> <p>Moved: Beatriz Sugarman, Seconded: Cormac Evans, and carried “that the minutes from the April 25th, 2024 meeting, be adopted.”</p>	X
<p>4. Co-Chair’s Reports</p> <p>1. EHS Training – Joint Health and Safety Committee Certification. Dan informed the committee that emails for EHS Training will be going out to all members who are not already certified on the committee. This is not mandatory training but provides helpful information on Joint Health and Safety committees. Training is provided once a year with a time commitment of 5 days (Part 1 – 3 days, Part 2 – 2 days)</p>	

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<p>2. FAS JHSC Membership Dan noted that there is still a push to fill membership which includes two positions: Non-Union member, and QUPE 254 Member. Cormac and Dan are working on filling the management co-chair position.</p> <p>3. EHS News Email EHS sent out an email which highlights issues associated with field work/ travel over the summer months. Email includes information on safe roadways and information on tick awareness, prevention and resources that are available through Public Health. The email also notes the Off-Campus Safety Activity Policy (OCASP) and noted that the Safe Travel Activity Registration Tool (START) is available to register for university-sanctioned off-campus activities. The progressive web-app for OCASP provides access to information and resources as well as a direct page for emergency contact information.</p>	
<p>5. Report of Injury Employers Report of Injury/Disease Form 7's submitted to WSIB for the following cases (x5)</p> <ol style="list-style-type: none"> 1. Department of Physics (received April 30, 2024) <u>Summary:</u> Worker tripped on laptop cord. <u>Action:</u> Desk was re-arranged/ cords moved to avoid tripping. <u>NOTE:</u> A reminder to JHSC members when completing inspections to inspect workstations for potential hazards. 2. Department of Agnes Etherington Art Centre (received May 1st, 2024) <u>Summary:</u> Worker was cutting cardboard and cut the tip of finger with a cutting knife. <u>Action:</u> Went over proper knife handling procedure. <u>NOTE:</u> Cormac noted that the Agnes Etherington Art Centre does not report to FAS. Dan noted this comment and will investigate. 3. Department of Biology Station at Opinicon (QUBS) (received May 3rd, 2024) <u>Summary:</u> Worker reported they were cleaning exterior of stove, experienced symptoms when moving in and out of kitchen. Worker felt dizzy and lightheaded. Worker rested outside, returned later and began vomiting. <u>Action:</u> After inspection, the cause appeared to be the result of the appliance not being lit properly which resulted in possible exposure to propane. The Rideau Lakes Fire Department was called and inspected the area and noted that there was no build-up of gas in the building. The fire department did flag appliance as the procedure for lighting 	x

Discussion Item	Attachment
<p>appliance was not clear. A procedure has been put in place which outlines a 2-step process to start the appliance and training has been put in place for lighting the appliance.</p> <p>4. Department of Biology Station at Opinincon (QUBS) (received May 29, 2024) <u>Summary:</u> Worker was cutting food when they looked away and cut their finger. <u>Action:</u> Reviewed safe knife handling procedures.</p> <p>5. School of Computing (received May 29, 2024) <u>Summary:</u> Worker was rearranging workspace. They believe they struck their hand during the task which lead to swelling and redness. <u>Action:</u> No further follow up was identified</p>	
<p>6. Inspection Schedule</p> <p>1. Completed Inspection: Department of Classics and Archaeology – Completed by Alexandra Fox and Tina McKenna – May 27th, 2024</p> <ul style="list-style-type: none"> • Noted that the two stand out items was (1) the overpacked storage room and (2) the difficulty to control the radiators <p>Discussion of Upcoming Inspections:</p> <ul style="list-style-type: none"> • Dan School of Music and Drama: Sarah Bernard & Tina McKenna • Gender Studies: Monika Holzschuh & Beatriz Sugarman • French Studies: Darlene Davis & Temitope Oluwadare (pending inspection report) • Physics – Matthew MacArthur & Florence Kayode (pending completion end of June) 	x
<p>7. Other Business/Discussion Item</p> <p>1. Air conditioning in Mackintosh-Corry Hall, specifically in the “D” and “E” wings. It was noted that the part of the AC that needs to be replaced may take ~12 weeks. Discussion was had around portable AC units, and how individuals working in the physical labs can complete their research. It was noted that a possible solution had been found and discussion with facilities is ongoing.</p>	
<p>8. Next meeting: proposed for September – Date TBA</p>	
<p>9. Motion to Adjourn Meeting:</p> <p style="text-align: center;">Moved: Monika Holzschuh, Seconded: Darlene Davis, and carried “that the motion to adjourn the meeting, be adopted.”</p>	