

**Residence Joint Health and Safety Committee Minutes**  
**May 13, 2024**

**Attendance:** A Laranjeira (Co-chair), S Smith (Co-chair), S Desveaux, S Hutchinson, A Shahzad, J Stewart, D Wilson

**Regrets:** M Cosby, M Kenyon, K Newstead

**Guest:** Jesse Bambrick, Co-chair of Health & Safety Cupe 229

**Review of Minutes from March 18, 24 - All**

- The minutes of March 18 were approved.

**General Updates – S Smith and A Laranjeira**

- S Smith gave the following update:
- Matt (Savoie) and I have been talking with Janet (Pollard), Chris Bagshaw, and Gord Meacher, (PPS) as well as universities in Ontario in terms of what their policies are with breaker resets in residences, some institutions do nothing, and others have a very detailed procedure.
- There is a meeting scheduled next week to discuss next steps.
- I spoke with Cupe 229 leadership and gave them a timeline, we were going to maintain the status quo for the remainder of the academic season and use the summer to look at what would be required and what the definition of a competent person is, that is reasonable and defensible, and what training would be required for a single breaker reset.

**Orange QC – Jesse Bambrick**

- S Smith introduced J Bambrick, he added that we are currently using Orange QC to do periodic audits of specific areas and it is essentially data logging, it covers us when we have students or parents who come back and say this area isn't clean, and we can refer to the audit to see the date it was cleaned.
- J Bambrick stated that Orange QC is an app you can download to your phone. He added:
- All the buildings are pre-populated and would be transferred to you, for example, building X has a basement and penthouse I need to inspect. If someone is sick, another staff can pick this up and not waste time going to the third, fourth and fifth floors.
- Everyone is using the same terms - pass/fail/n/a, making it consistent, you can also upload pictures and there is a section for comments.  
i.e. housekeeping pass/fail/n/a, lights functioning pass/fail/n/a, ladders and air quality pass/fail/n/a, fire extinguisher pass/fail/n/a.  
The information then uploads, and work orders are created and ticketed to the proper trades.
- This has made our inspections more efficient.
- Update on fire safety boxes – J Bambrick stated that there are multiple fire safety boxes missing across campus, they were installed, and we were told that some of them were missing due to vandalism. This is something we are going to be integrating and residences might want to consider doing this as well, given that there are sleeping quarters, and the safety boxes are just as important as the fire alarm system working.
- Stairwell signage – J Bambrick queried if stairwell fire signage was being painted on the walls.
- S Smith responded that he has been speaking with James Dick, if they go solely with the raised lettering signs, we can't ensure that they will remain in place or know the replacement time because they are custom. This is a back up measure, I am not saying we should go only with painted signs but

when the signs go missing, there is still something there. He added that he would like to investigate tactile paint that has a raised surface, which may be a substitute.

#### **First Aid Kits – A Laranjeira**

- S Smith stated that S Hawryzko has received updated information from EH&S for what is required in first aid kits, where to get the seals, and is currently sourcing suppliers.
- A Laranjeira added that per the regulations from WSIB, the First Aid station shall be maintained and in the charge of a worker who works in the immediate vicinity of the station and is a qualified first aider. She added that we could go through the list (of first aiders) and assign people to be in charge of the first aid kit(s). The regulations also state:
- The box shall be large enough so that each item is in plain view and easily accessible.
- A checklist to make sure that everything is there as well as inspections that are no less than quarterly, with each box marked with the date and the signature of the person inspecting it.
- S Smith responded that currently, assigning S Hawryzko, (Assistant Manager), to that role is his preferred route because it's consistency across all 18 buildings and there is more value for us to have a single point person to do it.

#### **Agenda/Minute proposal - A Laranjeira**

- A Laranjeira suggested that within the minutes, instead of bullet points, an item is dated for tracking purposes, to identify how long it has been on the agenda.

#### **Inspections – S Smith and A Laranjeira**

- No inspections have been completed to date. S Smith stated that by the next meeting, we should endeavour to have several buildings completed.

#### **Incident/Accident Reports - A Laranjeira**

- An employee reported that the weight in a garbage bag shifted while putting it in the dumpster, causing her hand and arm to turn awkwardly. Three fingers were bent, and a nail was torn, medical attention was sought, and they returned to modified duties, no time was lost from work.
- A worker reported that while she was cleaning a bathroom, she bent forward and struck her head with force on the bathroom door. Her vision was blurred momentarily, she experienced headache and swelling and was diagnosed with a concussion. Time was lost from work.

#### **Mental Injury – A Laranjeira**

- A Laranjeira stated that we often forget that injury just isn't physical but is sometimes mental, this year when staff were switching over to conference season, things could have gone better, and we could have been more proactive. She added:
- Previously we had meetings where everyone was given the same information, that did not happen this year and there was frustration between co-workers trying to be on the same page and meet deadlines.
- I am wondering if it is possible to have the pre-conference season meeting moving forward.
- S Smith will bring this item forward to R Byrom and S Hawryzko.

Meeting adjourned, Next Meeting – July 8, 2024