



# Victoria University

in the University of Toronto



## JOINT HEALTH AND SAFETY COMMITTEE

### WORKER REPRESENTATIVES:

MILLY WEIDHAAS (Co-Chair, USW)  
SHELDON NAGAZINA (USW)  
CARMEN SOCKNAT (UTFA)  
EVAN MAY (USW)  
MARK AUSTIN (USW)

MERLIN CHARLES (CUPE)  
SINITTA D'SOUZA (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  
PATRIK BAGHDASSARIANS (Alternate)  
CHRISTINE SAATI (Alternate)

### Minutes of Meeting

**Tuesday, December 3<sup>rd</sup>, 2019 at 10:30 a.m. to 12:00 p.m.**

**Location: Regents Room, GSC**

**Present:** Joanne Evans (Chair), Milly Weidhaas, Paul Kutasi, Carmen Socknat, Peter Athanasopoulos, Jennifer McCann, Evan May, Asha Bridgemohan, Lyndon Nobre

**Absent:** Sheldon Nagazina, Mark Austin, Merlin Charles

Prior to the meeting, Bursar Ray deSouza gave a presentation about Victoria University's Emergency Preparedness Planning process. This is ongoing in tandem with the University of Toronto. It was provoked by the lock-down, which occurred in 2016 involving Queen's Park and the Faculty of Law. The handling of the incident gave light to gaps in communication and emergency management across campus divisions, and amongst staff. The Bursar is a member of the University of Toronto Task Force, which is developing the Emergency Preparedness Plan. As a federated College of U of T, Victoria University will adapt and modify this plan/policy for implementation based on our campus needs. Ownership of this program will rest in the highest office of the institution, the Office of the President. The projected date is summer 2020, going operational in the fall 2020.

Mr. deSouza's presentation gave rise to discussion about Business Continuity Planning for the University.

### Minutes of Previous Meeting:

- Motion to approve amended minutes of previous meeting: Carmen Socknat, seconded by Paul Kutasi

### Business Arising from Previous Minutes:

- Campus No Smoking Policy: It was confirmed that this policy is reviewed with students during Orientation and appears in the Residence Handbook
- No-slip shoe subsidy: It was confirmed that shoe covers in a variety of sizes are in Burwash Dining Hall and available to staff who use them on a sign out/sign back in policy
- Guidelines on the Use of Perfume and Scented Products and the Critical Injury Reporting Procedure: These documents have been approved and will be communicated to the community. It was suggested that it is emailed, published on the web or intranet when available, and that Managers are asked to post it in their units.

### **Workplace Inspection Reports:**

Inspection Reports were distributed prior to the meeting and the Inspector provided a brief highlight to the JHSC.

- **Goldring Student Centre-** Follow up required on incomplete minor issues in student spaces
- **Rowell Jackman -** Minor issues require follow up
- **Birge Carnegie-** Minor issues require follow up
- **Pratt Library-** One issue in the basement requires follow up
- **Grounds-** Inspection will take place after the winter thaw

### **Follow-up Reports to Previous Workplace Inspections:**

- **Burwash** – Resending follow up report so issues can be completed
- **Emmanuel College** – Resending follow up report so issues can be completed

### **Accident / Incidents Reports: September to Dec 2019:**

- A worker tripped on uneven ground, no time lost
- A worker received hand injury when furniture fell, received training, no time lost
- A worker cut finger on garbage lid, no time lost
- A worker cut finger weeding, wasn't wearing gloves, no time lost
- A worker received burn from hot liquid, more training was completed regarding communication, safety equipment (gloves) and handling hot liquid, 12 days time lost
- A worker cut finger due to improper use of equipment, training completed, 1 day lost

### **Hazard Reports:**

- None

### **NEER Statement:**

- We received a 4 rating, the highest possible, due to 1 significant injury on campus during the rating period
- Discussion ensued regarding Workplace Health & Safety Training, expanding offerings to an online platform beyond simply WHMIS, which Veronique Morris coordinates. Ms. Evans shared about the Workplace Excellence Program and efforts to improve our employee onboarding procedures with respect to training

### **Health and Safety Training:**

- Genie lift training has been rescheduled due to space requirements: training is specific to various department staff who are required to be annually recertified
- Veronique Morris will publish a new training schedule for 2020
- There is a possibility of moving the tracking of employee training to DayForce

### **New Business:**

- 2020 Inspection Tour schedule was completed
- Holiday Newsletter was circulated for feedback

### **Recommendations:**

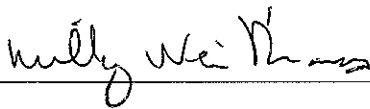
- A special acknowledgement and thank you to Veronique Morris for her coordination behind the scenes
- A request was made to revisit offering free yoga to staff on campus

### **Next Meeting Date:**

- The next meeting will be Tuesday, March 3<sup>rd</sup>, 2020 from 10:30 am to 12:00 pm in the Regent's Room

### **Adjournment:**

Motion to adjourn by Carmen Socknat.

  
Milly Weidhaas (Co-Chair)

  
Joanne Evans (Co-Chair)

