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COMITÉ FONCTIONNEL DE LA SANTÉ ET DE LA SÉCURITÉ D'ALTA VISTA
ALTA VISTA FUNCTIONAL HEALTH AND SAFETY COMMITTEE

September 17, 2021; 10h00; TEAMS

Representation	Name	Initial	Email
Employees appointed by and representing the deans or directors from faculties or services (2)	Michelle Emard	X	memard2@uOttawa.ca
	Dr. Marijke Taks	X	Marijke.Taks@uottawa.ca
APUO (2)	Dr. Christine Guptill	X	cguptill@uottawa.ca
	Dr. Yan Burelle	X	yburell2@uottawa.ca
APTPUO (2)	Dr. Ruth Bradley-St-Cyr	X	rbradley@uOttawa.ca
	Dr. Mohammad Rafiee	X	mrafiee@uottawa.ca
CUPE, local 2626 (2)	Kisanet Kebedom	-	kkebe061@uottawa.ca
PIPSC (1)	Sandeep Patnaik	X	spatnaik@uOttawa.ca
OSSTF (2)	Nazli Keskin	X	nazli.keskin@uottawa.ca
	Charles Mulcahy	X	cmulcahy@uOttawa.ca
IUOE, local 772A	Vacant	-	N/A
IUOE, local 772B	Vacant	-	N/A
NUEA (1)	Vacant	-	N/A
Non-voting undergraduate student (1)	Vacant	-	operations@uosu-seuo.com
Resource Persons			
Office of Risk Management	Graham Nelson	X	gnelson@uottawa.ca
JHSC Inspector	Robert Atkinson	X	blitz@uottawa.ca
Manager, FoM Facilities	Marie-France English	X	mf.english@uottawa.ca

X – attended

Co-Chairs

Management: Michelle Emard

Worker: Sandeep Patnaik

Meeting Chairperson

Michelle Emard

Secretary

Nazli Keskin



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Minutes

1) Approval of agenda

Move to approve the agenda of the September 17, 2021 meeting.
Seconded and carried without dissent.

Approval of the minutes

Move to approve the minutes of the June 17, 2021 meeting.
Seconded and carried without dissent.

2) Confirmation of committee representatives

The Committee welcomed:

- a) Dr. Marijke Taks, Management representative
- b) Dr. Christine Guptill, APUO representative
- c) Dr. Yan Burelle, APUO representative
- d) Kisanet Kebedom, CUPE representative

3) Business Arising

- a) **Health and Safety Committee Member Orientation Training | Co-Chair Michelle Emard**
 - i) The Committee members were reminded to complete the the [Health and Safety Committee Member Orientation Training](#)
 - ii) It was requested that members send their certificate of completion for this orientation training to Nazli Keskin, Committee secretary, to be uploaded to our shared drive.
- b) **WHMIS Labs training compliance | Co-Chair Michelle Emard**
 - i) All members partaking in site inspections must complete WHMIS Labs– refer to your [individual training portal](#) or the [Faculty of Medicine's Health and Safety webpage](#) for registration.
- c) **Committee Terms of Reference highlights | Co-Chair Michelle Emard**
 - i) Committee members were reminded to read [the Term of Reference](#) if they have not done so already.
- d) **Coordinating with the Faculty of Health Sciences for FOHSC Inspections**
 - i) Michelle indicated that she met with Paul Bélanger, CAO, Faculty of Health Sciences to review the Committee's activity and agreed on the process established for Committee inspections.
 - ii) Space in the Faculty of Health Sciences will be identified and included in the coming inspections.
 - iii) The inspection process will be open for improvement, suggestions and feedback from Alta Vista FOHSC members over the course of the next few inspections.



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- e) Marie-France English, Manager, Facilities has been added to the committee as a resource person on an ongoing basis.
- 4) Critical injury / accident / incident / occupational illness reports | Charles Mulcahy**
 - a) Charles Mulcahy briefly summarized the report of incidents/accidents received as of June 2021. ([reports filed here](#))
 - b) No critical injuries were reported. Definition of critical injury:
 - i) places life in jeopardy,
 - ii) produces unconsciousness,
 - iii) results in substantial loss of blood,
 - iv) involves the fracture of a leg or arm but not a finger or toe,
 - v) involves the amputation of a leg, arm, hand or foot but not a finger or toe,
 - vi) consists of burns to a major portion of the body, or
 - vii) causes the loss of sight in an eye.
- 5) Certified member training and general OHS updates | Graham Nelson**
 - a) Certified member training:
 - i) Graham shared information on Certified Member Training which is a 5 day training consisting of two parts. Part 1 is predominantly theory-based (online) while Part 2 (typically in-person, may be virtual due to COVID-19) includes more sector-specific training. The training cost is reimbursed by the Office of Risk Management.
 - ii) The University is required to have at least 1 management and 1 worker certified member.
 - iii) Members of the Alta Vista FOHSC to consider and confirm their interest in taking this training. (please contact Graham Nelson)
 - b) Other updates:
 - i) Roles and responsibilities training for managers and supervisors: This training builds on the existing supervisor health and safety awareness training and focuses on the individual responsibilities of managers and supervisors.
 - (1) This training will be soft launched in 3 faculties: Engineering, Science, and Medicine.
 - ii) The injury, illness and incident reporting procedure has been updated to align with the provincial standards of WSIB Excellence Program. More information on this can be found on the following links:
 - <https://orm.uottawa.ca/sites/orm.uottawa.ca/files/injury-illness-incident-reporting.pdf>
 - <https://orm.uottawa.ca/sites/orm.uottawa.ca/files/declaration-incidents-blessures-maladies.pdf>
- 6) COVID-safe planning and measures**
 - a) **Reintegration, key updates: Faculty of Health Sciences and Faculty of Medicine | Co-Chair Michelle Emard and Management Representative Dr. Marijke Taks**
 - i) **Faculty of Health Sciences:**
 - (1) Academic: All theoretical courses on delivered online.
 - (2) Administration: Aiming to have all support staff on-site at 50% full time until at least mid-October or until there are any changes in guidance.
 - (3) Research: The research mobilization plan is up to the research team leader to ensure all their new trainees complete all required training. The Research Office no longer

supervises research mobilization and it is up to the research team leader and learners to follow all university guidelines.

- ii) **Faculty of Medicine:** With the recent provincial update indicating that post-secondary institutions, that have vaccination policies in effect, can increase occupancy to 100% in classrooms, research spaces, and libraries, FoM's current status is as follows:
 - (1) Academic:
 - (a) After consulting with the Registrar and the central CRTF (COVID-19 Recovery Task Force), large amphitheatre classrooms can be used at 50% capacity with one empty seat between each learner.
 - (b) Smaller classrooms can increase in-person capacity up to 70%. All safety measures are still in effect including 2m distancing in all other campus spaces.
 - (c) Our library is currently in the process of reviewing its policy to remove capacity limitations in compliance with provincial guidance.
 - (2) Administration: As of late August, administration is up to 50% full time. There are some smaller administrative spaces which were not able to get beyond 30% as FoM has maintained two meters of distance between individuals in open office spaces.
 - (3) Research: With the recent provincial update indicating that post secondary educations that had vaccination policies in effect could increase occupancy to 100% in classrooms, research spaces, and libraries, laboratories can maximize their space capacity with all other COVID-19 safety measures remaining in place (e.g., procedural masks, face shield/goggles where working in close contact (<2m)). Dry labs are now also allowed to come on site if there is a designated space identified for that lab.
 - (4) FoM also has a reception desk in RGN to ensure additional monitoring regarding occupancy rates and compliance.
- b) **Briefing Note:** Indoor air quality (HVAC / Ventilation / Filtration) | Co-Chair Michelle Emard
 - i) The facilities management team centrally has a plan to create a website where they will put measures and reports on air exchange rates and other key measures.
 - ii) **Action Item:** All members to review briefing note regarding indoor air quality, which can be found in our [shared drive](#). There are two versions of the document as there was an update added after the first version was drafted, both remain in the folder until next meeting for your information, after which the updated version will remain for future reference.
 - iii) **Action Item:** All meeting material is intended to be uploaded to our shared drive at least one week in advance. Please ensure to review the folder in preparation for upcoming meetings.
 - iv) **Action Item:** The processes for tracing and addressing COVID positive cases will be discussed at the next Committee meeting.
- c) **Inspections | Charles Mulcahy**
 - i) The Alta Vista inspections include 5 core individuals, Charles, one or two volunteers from this Committee, and our Joint Health and Safety Inspector, Bob Atkinson, if he is available.
 - (1) Sandeep Patnaik, Committee co-chair, will be volunteering for the next inspection taking place on September 21, 2021 which will focus on Block 5.



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- (2) **Action Item:** Committee members interested in volunteering at the next inspection in October to please contact Charles Mulcahy.
- ii) Inspections currently focusing on labs and all associated rooms.
- iii) Please find reports on all inspections from 2019 onward in our [shared drive](#) under "Inspections".
- iv) October's inspection will focus on large, shared labs within the Faculty of Health Sciences
- v) **Action Item:** All Committee members to review inspection processes and information included in our [shared drive](#).
- vi) **Action Item:** Review the composition of our RGN/PMC Emergency Evacuation Team at the next Committee meeting
- vii) **Action Item:** Review Lab Inspection Audit report at next Committee meeting

Summary of Action Items:

1. **Action Item:** All members to review briefing note regarding indoor air quality, which can be found in our [shared drive](#). There are two versions of the document as there was an update added after the first version was drafted, both remain in the folder until next meeting for your information, after which the updated version will remain for future reference.
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Meeting concluded. Adjourned at 11:01 am.

Next meeting: November 2, 2021, 15:00 – 16:00 pm.

Signatures

Sandeep Patnaik

Worker Co-Chair: _____ Date: 2021-09-21
Sandeep Patnaik

M. Emard

Management Co-Chair: _____ Date: 2021-09-21
Michelle Emard