



Université d'Ottawa | University of Ottawa

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

June 17, 2021; 15h00; 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
	Craig Phillips	X	Craig.Phillips@uottawa.ca
APUO (2)	Vacant	-	N/A
	Vacant	-	N/A
APTPUO (2)	Ruth Bradley-St-Cyr	X	rbradley@uOttawa.ca
	Mohammad Rafiee	X	mrafiee@uottawa.ca
CUPE, local 2626 (2)	Heba Khalil	X	hkhal094@uottawa.ca
	Kisanet Kebedom	X	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

- **Approval of agenda**
Move to approve the agenda of the June 17, 2021 meeting.
Seconded and carried without dissent.
- **Approval of the minutes**
Move to approve the minutes of the April 26, 2021 meeting.
Seconded and carried without dissent.
 - The review of COVID-19 safe planning was deferred to the next FOHSC meeting.
 - Review of UJOHSC minutes were deferred to the next FOHSC meeting as they were not finalized.
- **Introduction**
The Committee welcomed Kisanet Kebedom, new CUPE member, and re-introduced themselves.
- **Business Arising**
 - **Health and Safety Committee Member Orientation Training | Co-Chair Michelle Emard**
 - The Committee members were reminded to complete the [Health and Safety Committee Member Orientation Training](#)
 - **ACTION** - It was requested that members send their certificate of completion for this orientation training to Nazli Keskin, Committee secretary, for her to upload it in our shared drive or the members can upload it themselves, if they wish to do so.
 - **WHMIS Labs training compliance | Co-Chair Michelle Emard**
 - **ACTION** – 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.
 - **Committee Terms of Reference highlights | Nazli Keskin / Co-Chair Michelle Emard**
 - A brief overview of highlights regarding the Terms of Reference was presented.
 - Co-chair Michelle Emard highlighted the extent of Alta Vista campus space to be inspected on an annual basis as a risk to be monitored.
 - **ACTION** – The names of the representatives of the Committee will be reconfirmed in the next meeting in September as additions are anticipated.
 - **ACTION** – Committee members were again reminded to read [the Term of Reference](#) if they have not done so already.

- Graham Nelson updated the committee on some changes to the Terms of Reference:
 - Limited impact to Alta Vista FOHSC
 - Two new unions will be incorporated into the Terms of Reference, which mean they would be included in the UJOHSC.
 - OPSEU for Protection Services
 - CUPE 2626-03 for Community Advisors
 - The updates to the Terms of Reference are expected to be finalized by the end of summer.
- **Certified member training overview | Graham Nelson**

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 is paid for by the University.

 - **ACTION** – For members of the Alta Vista FOHSC to consider and confirm their interest in taking this training. (contact Graham Nelson at ORM)
- **Incidents from last reporting period | Charles Mulcahy**

Charles Mulcahy briefly summarized the report of incidents/accidents received as of April 2021. ([reports filed here](#))
No critical injuries were reported.
- **MOL Field Visit Report – March 2021 | Graham Nelson**

The University received a visit from an inspector from the Ministry of Labor citing a complaint made regarding harassment at RGN on March 18, 2021. The details of the complaint remain confidential.

 - The inspector provided the University with two orders:
 1. To ensure that there is a procedure in place which includes a mechanism to report workplace harassment to those other than a direct supervisor.
 2. That an investigation appropriate in the circumstances was conducted by Human Rights Office - which was completed.
 - A worker committee member participated in the investigation and signed off on the Notice of Compliance.
 - The Field Visit Report is posted on the Health and Safety board in various locations at RGN and PMC.
 - The investigation has been reviewed, resolved, and closed as of April 30, 2021.
- **2021 Committee meetings**

The Committee discussed the frequency of future Alta Vista FOHSC meetings.
Decision: A consensus was reached for Alta Vista FOHSC meetings to take place once every two months starting in September 2021.

- **Discuss and plan FOHSC Inspections**

Co-chair Michelle Emard briefly shared the format of the Faculty of Medicine (FoM) health and safety inspections as a framework to leverage for FOHSC inspections. She offered to expand the scope of the inspections and add members of the Alta Vista FOHSC committee to conform with provincial health and safety regulations and guidelines. Michelle also welcomed improvement suggestions and feedback from Alta Vista FOHSC members over the course of the next three inspections – to be discussed at September's meeting. The Alta Vista FOHSC members agreed to follow the current inspection format over the next 3 months and to provide feedback.:

- This FoM Inspection Team operates inspections on a monthly basis in a three hour block.
- It is lead by Charles Mulcahy, working member of this committee and Environmental Health and Safety Officer to the Faculty of Medicine to identify what spaces to inspect after which his team prepares a report to submit to the PI or manager of the space. The PI or Manager is required to address and respond to the report within the prescribed 21 days.
- Moving forward the Inspection Team will include Bob Atkinson, JHSC Inspector, Graham Nelson, Assistant Director of Occ. Health and Safety, and Marie-France English (or delegate, or FHS counterpart) as Facilities Manager.
- Craig Phillips volunteered to take part in the next inspection on June 23, 2021 as a worker committee member.
- Nazli Keskin and Sandeep Patnaik volunteered to take part in the next inspections in July and August respectively, as worker committee members.
- **ACTION** – This team will coordinate with Faculty of Health Sciences to ensure their space is also inspected
- **ACTION** - Improvement suggestions and feedback from Alta Vista FOHSC members over the course of the next three inspections will be discussed at the next meeting in September 2021.

Other Action Items:

- **ACTION** – The Management co-chair will annually contact uOttawa Student Union to invite them to appoint a representative.
- **ACTION** – A follow up will be made with APUO to inquire on missing representation.
- **ACTION** –Marie-France English, Manager, Facilities to be added to this committee as a resource person on an ongoing basis.

Meeting concluded. Adjourned at 15:01 pm.



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Signatures

Worker Co-Chair: Sandeep Patnaik Date: 2021-07-05
Sandeep Patnaik

Management Co-Chair: M. Emard Date: 2021-07-05
Michelle Emard