



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

April 26, 2021; 14h00; 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	-	hkhal094@uottawa.ca
	Vacant	-	N/A
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

X – attended

Co-Chairs

Management: Michelle Emard

Worker: Vacant

Meeting Chairperson

Michelle Emard

Secretary

Vacant

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Minutes

- **Member introduction**

A roundtable introduction was conducted of all persons present. While not present at the meeting, members did not express any objections if the Faculty of Medicine Facility Manager Marie-France English participated to future meetings as a resource to the committee.

- **Introductory Presentation**

This is the inaugural meeting of the Alta Vista Functional Occupational Health and Safety Committee. A presentation was presented summarizing the committee structure and framework. The mandate of the committee was presented and members encouraged to be actively involved in the meetings, workplace inspections and the organizational health and safety program. Committee roles were also established:

- Election of worker co-chair – worker members elected Sandeep Patnaik.
- Worker member to investigate accidents/incidents – Charles Mulcahy.
- Secretary – Nazli Keskin.
- Resource personnel – Marie-France English.
 - i. **ACTION – Committee members were recommended to complete the [Health and Safety Committee Member Orientation](#) and read the [Terms of Reference](#) before the next committee meeting.**

- **Approval of agenda**

The agenda was approved unanimously.

- **Approval of the minutes**

There were no previous minutes to approve.

- **Matters arising from the minutes**

There were no previous minutes.

- **Critical injury / accident / incident / occupational illness reports**

Accident / incident reports occurring within the mandate of the Alta Vista Functional Occupational Health and Safety Committee will be provided weekly (or sooner, as the case may be) to the designated worker representative to investigate on behalf of the committee.

A summary presentation of accidents/incidents from 2020 throughout campus will be shared with the committee as information.

- i. **ACTION – Graham to share the presentation with the co-chairs for distribution with the minutes.**
 - ii. **ACTION – Co-chairs to schedule a review of the COVID-safe planning and measures for the next meeting, as requested.**
- **University Joint Occupational Health and Safety Committee (UJOHSC)**

In the interest of time, a brief report on the most recent committee meeting consisted primarily of updated measures related to COVID-19. At the request of the committee, a more thorough update would be on the next committee meeting agenda, including information for vaccines and bi-modal teaching. A member requested to know when the most recent minutes from the UJOHSC were available. All minutes are posted on the Office of Risk Management website and on health and safety boards.

 - i. **ACTION – Graham to share the last minutes with the committee, once they are available.**
 - **Inspections**

The nuance between management inspections and JHSC inspection was briefly discussed. At the request of the committee, a more thorough update on workplace inspections would be on the next committee meeting agenda.

 - i. **ACTION – Co-chairs to schedule a review and planning session for site inspections for the next meeting.**
 - **Other / New Business**
 - **Certified member training**

A brief discussion on certified member training ensued. In the interest of time, additional information would be sent by email following the meeting.

 - i. **ACTION – Graham to share the certified member FAQ with the co-chairs for distribution with the minutes.**
 - **MOL Field Visit Report – March 2021**

Deferred until the next meeting.
 - **Meetings for 2021**

In the interest of time, the next meeting will be scheduled offline and will be communicated to the committee, once confirmed.

 - i. ~~April 26, 2021~~
 - ii. TBD



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Meeting concluded. Adjourned at 15:02 pm.

Signatures

Sandeep Patnaik

Worker Co-Chair: _____ Date: 2021-04-27
Sandeep Patnaik

M. Emard

Management Co-Chair: _____ Date: 2021-04-27
Michelle Emard