

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

January 18, 2022; 15h00; TEAMS

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

P – Present, A - Absent

**Co-Chairs**

Management: Michelle Emard

Worker: Sandeep Patnaik

**Meeting Chairperson**

Sandeep Patnaik

**Secretary**

Nazli Keskin

## Minutes

### 1) Approval of agenda

Move to approve the agenda of the January 18, 2022 meeting.  
Seconded and carried without dissent.

### Approval of the minutes

Move to approve the minutes of the November 12, 2021 meeting.  
Seconded and carried without dissent.

### 2) Business Arising

#### a) Health and Safety notifications concerning the Alta Vista campus:

- i) Dr. Taks recommended having one line of communication for any updates regarding health and safety for the Alta Vista community.
- ii) **Action item:** Charles Mulcahy and Dr. Taks will continue to work together to look at the best method of communication to deliver updates concerning Alta Vista.

#### b) Faculty of Health Sciences' training framework for lab health and safety. (Recommendation 7 of the Lab Audit Report)

- i) Dr. Taks inquired what the Faculty of Medicine had in place for this recommendation and whether the Faculty of Health Sciences could use it as a starting point.
- ii) Charles confirmed that there is one training course for laboratory safety pertaining to the Faculty of Health Sciences which can be completed through the online training portal, LADO.
- iii) Charles indicated that PI's can use the training profile to view the training completed by their staff/students.
- iv) ORM recently announced a new tool to assist individuals regarding what trainings they should be taking. Please see below for all links pertaining to health and safety training:
  - (1) For job specific training: <https://orm.uottawa.ca/training/job-specific>
  - (2) For general information: <https://orm.uottawa.ca/training>
  - (3) Mandatory training: <https://virtuo.uottawa.ca/en/career-talent-development-learning/workshops/mandatory-training-sessions>
  - (4) PIs can use this link to access "My Profile" to confirm their staff/students are properly depicted and to confirm which courses they've completed:  
<https://web47.uottawa.ca/en/person/login>
- v) **Action Item:** Charles to connect with Dr. Burelle to go over the process to confirm if their lab personnel have successfully completed the required health and safety training.

### 3) Critical injury / accident / incident / occupational illness reports (Confidential) | Charles Mulcahy

- a) Charles Mulcahy briefly summarized the report of incidents/accidents received since the last Committee meeting.
- b) No critical injuries were reported.

### 4) Inspections

#### a) Key Findings | Charles Mulcahy:

- i) The last inspection took place on December 1, 2021. The BMI department on the 4<sup>th</sup> floor in block 5 was inspected.
- ii) Findings included: improper labelling of items, unprotected items on the floor, general housekeeping issues.

- iii) No major items were reported.
- iv) With the increase of recourses within Charles Mulcahy's team, more impromptu visits will be taking place to ensure findings have been resolved.
- v) Detailed reports can be found on the [inspections folder](#) of our shared drive.
- b) **Inspection Schedule | Michelle Emard :**
  - i) Michelle Emard proposed suspending inspections for January and February and resuming as of March, to minimize less critical interactions and avoid administrative disruption if plans for reintegration are to change due to the recent developments regarding COVID-19.
  - ii) Charles Mulcahy and the team will ensure that informal drop-ins continue during these months to retain continuity.
  - iii) The proposal passed without objection.

## 5) New Business

- a) **Alta Vista FOHSC Mandate | Michelle Emard**
  - i) Michelle Emard addressed a few items regarding the governance of the Committee:
    - (1) Michelle Emard (management representative) and Sandeep Patnaik (worker representative) are co-chairs of this Committee.
    - (2) The ToR details that each co-chair take turns chairing the Committee, today's meeting marks the first transition of alternating the chairing of the meeting and will continue as such moving forward.
    - (3) As public health guidelines with regards to COVID-19 continues to change, Michelle highlighted that this Committee is a governance committee providing oversight, noting that its mandate does not provide operational updates and that we must continue to rely on university and faculty communications regarding operational updates.
- b) **Changes in COVID-19 measures as directed by CRTF**
  - i) A decision by the CRTF recommended the use of (unfitted) N95 masks in learning environments and clinical skills training, in addition to the labs, for staff, faculty members, and learners, where there may be close proximity.
  - ii) The university is currently sufficiently stocked with 3-ply medical grade masks, however an additional order for 3-ply and N95 masks have been filed with the government which is expected soon.
  - iii) We are expecting communication about the decisions made by the University administration regarding reintegration in the coming weeks.
  - iv) The Committee discussed if a fit test would be required for N95s
    - (1) Graham noted the University would be providing N95s in name only as a source control device, but in terms of a performance rated N95, we currently do not have the logistics to offer services for a fit test at this time. Messaging regarding this will be clear.
- c) **New case management system for incidents, accidents | Charles Mulcahy, Graham Nelson**
  - i) A new system called i-Sight has been launched to report incidents/accidents to create greater collaboration amongst faculties and services.
  - ii) It's a centralized records management system and creates an institutional memory for every ticket submitted.
  - iii) Graham noted that there was an unanticipated permissions issue regarding the broadcasting of the reports which is typically uploaded to our shared drive. This is expected to be resolved in the coming days.
  - iv) With the new system, the reports will be automated and sent on a weekly or monthly basis moving forward.
- d) **Tracing and addressing positive COVID-19 cases | Michelle Emard**

- i) The guidance from Central has been to report COVID positive cases or symptoms to a central email that would engage further conversations with the individual: *Any researcher, learner, staff, or faculty member with COVID symptoms who has been on campus recently must self-isolate and advise the Office of Risk Management (ORM) by emailing [sst-ohs@uottawa.ca](mailto:sst-ohs@uottawa.ca) . The individual will be contacted to conduct contact tracing for interactions on campus.*
- ii) The Faculty of Medicine has recommended that individuals also reach out to our HR partner and to our on-site health and safety team for additional support in its communications.
- e) **Review composition of RGN/PMC Emergency Evacuation Team | Charles Mulcahy**
  - i) There are 59 evacuation zones in RGN. We aim for two building wardens per zone to allow for periods when someone is not onsite, on vacation, etc.
  - ii) Charles noted that the Alta Vista campus presently has 10 zones with no coverage; we would need 38 new wardens to give us the necessary coverage and redundancy. **Action item:** Charles to propose an action plan to invite and confirm additional wardens. To be discussed in greater detail at the next committee meeting.
- f) **RGN Scent Policy | Charles Mulcahy / Graham Nelson**
  - i) Charles expressed many incidents where individuals reached out regarding their allergic reactions to scents. Previously there was no University policy regarding this.
  - ii) Graham noted that this has now changed. **Action item:** Charles and Graham to connect offline to prepare an update regarding scent policy at our next meeting.

#### Summary of Action Items:

1. **Action item:** Charles Mulcahy and Dr. Taks will continue to work together to look at the best method of communication to deliver updates concerning Alta Vista.
2. **Deferred Action Item:** Dr. Taks will inquire with the Faculty of Health Sciences regarding a training framework for lab health and safety. (Recommendation 7) This recommendation is currently being met by the Faculty of Medicine.
3. **Action Item:** Charles to connect with Dr. Burelle to go over the process to confirm if their lab personnel have successfully completed the required health and safety training.
4. **Action item:** Charles to propose an action plan to invite and confirm additional wardens. To be discussed in greater detail at the next committee meeting.
5. **Action item:** Charles and Graham to connect offline to prepare an update regarding scent policy at our next meeting.
6. **Standing Action Item:** This Committee will continue to track our progress or any changes against these listed recommendations during subsequent meetings and will revisit on a semi-annual or annual basis as appropriate.

Meeting concluded. Adjourned at 3:02 pm.

*Next meeting: March 1, 2022, 3:00 – 4:00 pm.*

#### Signatures

Worker Co-Chair: Sandeep Patnaik Date: 2022-01-27  
 Sandeep Patnaik

Management Co-Chair: Michelle Emard Date: 2022-01-27  
 Michelle Emard