

**COMITÉ FONCTIONNEL DE LA SANTÉ ET DE LA SÉCURITÉ – IMMEDUBLES ET PROTECTION
FUNCTIONAL HEALTH AND SAFETY COMMITTEE – FACILITIES AND PROTECTION**

January 28, 2021; 10h00; Microsoft Teams

MEMBRES DU COMITÉ

une personne nommée par le Directeur exécutif des Immeubles comme son porte-parole	Jacques Nadeau	P
une personne nommée par le Directeur du Service de la protection comme son porte-parole	Nicholas Lavoie	P
une personne nommée par la section locale 772A de l'IUOML (IOUE)	Allan Hager	P
une personne nommée par la section locale 772B de l'IUOML (IOUE)	Dominique Lévesque-Lirette	P
une personne nommée par l'APUO	Vacant	-
une personne nommée par l'APTPUO	Gustavo Freire	P
un employé nommé par l'IPFPC (PIPSC)	Henryk Leminski	P
une personne nommée par le SCFP (CUPE), unité syndicale 2626	Vacant	-
un employé élu représentant le groupe non syndiqué	Lorraine Devanthey	P
un employé élu représentant le groupe non syndiqué	Vacant	-
Support staff University of Ottawa (SSUO), OSSTF	Vacant	-
Support staff University of Ottawa (SSUO), OSSTF	Zacharie Cadieux	P
Non-voting undergraduate student member (UOSU)	Babacar Faye	P
Agent de Santé et Sécurité des Immeubles, Opérations – Facilities Health and Safety Officer Operations	Martine Bergeron	P
Agent de Santé et Sécurité des Immeubles, Construction – Facilities Health and Safety Officer Construction	Elisa Koene	P
Vice-recteur associé, Immeubles – Associate Vice President Facilities	Marc-Antoine Joly	P
Bureau de la gestion du risque, Secteur santé et sécurité au travail	Graham Nelson	P
Inspectrice, CUMSST	Vacant	-

A – Absent P – Présent

Réunion présidée par : Jacques Nadeau
Secrétaire : Martine Bergeron

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PROCES VERBAL/MINUTES

1. ROUND TABLE – NEW MEMBERS

2. OVERVIEW – NEW STRUCTURE (Graham Nelson)

- MOL approved new terms of reference over 1 year ago
- Multi-site committee under OHSA
- [Terms of Reference](#) valid until Dec 30th 2024
- This committee was granted 14 voting members
- [Member handbook/Committee training](#)
- Looking for certified members – additional training required to represent with work refusals, stop works, MOL visits, investigations etc.
- Be engaged, get involved, raise your concerns
- Participate in workplace inspections
- Speak up on behalf of your union or association
- Quorum for meeting is 50% +1 worker member participation/presence at the meeting
- Management is responsible for ensuring a healthy and safe workplace
- JHSC Inspector role is to assist workers and management work together in completing workplace inspections to identify and report hazards.

3. ELECTION – WORKER CO-CHAIR

- Roles include verification of meeting minutes, planning agenda and chairing alternating meeting with the management co-chair. Involved a 30-60 minutes additional commitment
- Zacharie Cadieux was elected as worker co-chair

4. VOTE ON INVITED PERSONNEL (including standing invitations)

- Marc-Antoine Joly (AVP), Elisa Koene (H&S Construction), Martine Bergeron (H&S Operations) accepted at this committee as resource persons

5. ROLES OF SECRETARY, ACCIDENT/INCIDENT REPORT CONTACT (Graham Nelson)

- Allan Hager to continue reporting on accidents/incidents
- Martine Bergeron to continue as secretary

6. ADOPTION DE L'ORDRE DU JOUR

- Approved by Dominique Lévesque-Lirette, seconded by Allan Hager

7. APPROBATION DU PROCÈS-VERBAL DE LA DERNIÈRE RÉUNION (November 26 2020)

- Approved by Allan Hager, seconded by Dominique Lévesque-Lirette

8. AFFAIRE DÉCOULANT DE LA DERNIÈRE RÉUNION (November 26 2020)

- COVID-19 update (Marc-Antoine Joly)
 - i. Still working through the lockdown, building schedules are still greatly reduced (tentative opening is pending the lockdown status February 5)
 - ii. Additional measures are being taken on the north end of campus in conjunction with Ottawa Police and our community partners (290 Rideau, University Centre, Desmarais specifically)
 - iii. New travel and personal protective equipment (PPE) measures are supposed to be announced within the next day or so, these may need for us to adjust PPE that is distributed and the frequency, it will be communicated as soon as we know
 - iv. On-going success stories in maintaining the public health guidelines by Ambassadors, our staff and the Facility Managers. These are essential to continue to avoid having outbreaks

- Asbestos Management Program – (Martine Bergeron)
 - i. Designated substance report project – update schedule
All reports are finalized with exception of 6 residence houses that are missing floor plans. Reports are to be uploaded on the website shortly
 - ii. DSR repairs/abatement project – update schedule
The planning for the first 13 buildings is completed. It will aim to address poor condition material and issue an annual re-assessment report
- Syringes on campus (Nicholas Lavoie)
 - i. 24 reports in 2019 vs 183 reports in 2020
 - ii. Working with police and community partners to maintain presence in problematic areas
 - iii. Slow decrease in 2021 – cold weather is suspected to help lower lingering persons

9. AFFAIRES COURANTES

- Critical injury / accident / incident / occupational illness reports (Allan Hager)
 - i. Near miss (of note) –
 - 6565 – Persons suspected of smoking marijuana in a vehicle sped off hitting a person
 - 6572 – Nails on sidewalk (leftover from construction) pierced the bottom of someone’s shoe
 - 6573 – Handrail needed better lighting, resulted in a fall
 - 6577 – MOL inspection on 200 Lees construction progress, noted stairs entering 200 Lees block C needed repair
 - 6581 – radiator hot water pipe burst, flooding the diesel room. Ottawa Fire Department responded to alarm
 - 6584 – cut finger due to piece of glass in lab garbage
 - 6585 – 290 Rideau, items and human bodily fluids in stairwell due to homeless occupying it
 - 6589 – 290 Rideau, unhygienic stairwell due to homeless occupying it
 - 6613 – Genie lift left on, unattended
- Inspections (Inspector or Graham Nelson)
 - i. Facilities – 0%
 - ii. University – 97% (not including Facilities), outstanding spaces are offsite or leased
- Rapport du comité universitaire (Review of past meeting minutes - Graham Nelson or Inspector)
 - i. No meeting held as there was no quorum
- Training
 - i. CSST member orientation and training (Graham Nelson) - [Member handbook/Committee training](#)
 - ii. Confined Space (Graham Nelson) – program completed, transferring to facilities, training to be scheduled shortly
 - iii. First Aid (Graham Nelson) – Usually in May and October. In person training is dependant on public health measures and might be put on hold
 - iv. Hearing protection (Martine Bergeron) – available now online
 - v. Respiratory protection (Martine Bergeron) – available now online

10. AFFAIRES NOUVELLES

- 2020 H&S construction accomplishments
 - Implemented walkabouts and verification on construction sites
 - Implemented Director’s designation – MOL applications for separation of time and space for construction projects in the same building
 - Improvement on holding contractors accountable
- 2021 H&S goals (presentation)
 - Implementing GGs logo as a H&S logo, as to brand everyone as Gee Gees. Representing ‘One team, each with a role, achieving goals together’

- Maturity Level – Working hard to improve Safety Excellence Maturity Model since its start in 2020. We are still at a beginner level on the maturity scale, establishing processes, programs, culture and awareness. Improvements have certainly been made and the aim is to increase levels by end of 2021
- 3 Facilities Goals:
 - Improving H&S culture & awareness – through safety talks, inspections, risk management and community involvement in events
 - H&S Processes – Development and implementation of programs and processes to control hazards
 - H&S knowledge – Information sessions or trainings to be offered, including with program rollouts. Level of detail/training will depend on the audience and roles they operate.
- Vendor H&S requirements (document – old Contractor orientation)
 - Lists expectations, policies and requirements from Contractors on campus
 - Send to worker members for review

11. WORK IN PROGRESS (information only)

- Risk Matrix Facilities
- Gap analysis of facilities operations – **Finalized**
- Water management program – with consultant/first review
- lifting devices program – **First review**
 - i. pre-start checklists
 - ii. process for annual inspections
- rooftop access program – second review
- mould control program – with consultant/**second review**
- fume hood management program – **first review**

Suggested next meeting dates:

~~January 28 2021~~

April 15 2021

June 17 2021 (or July 15 2021)

September 9 2021

November 18 2021



Jacques Nadeau
Co-Président, Membre de la gestion



Zacharie Cadieux
Co-président travailleur, élu