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

A – Absent   P – Présent
1. **ADOPTION DE L’ORDRE DU JOUR**  
   Approved by Alp Oran, seconded by Gustavo Freire

2. **APPROBATION DU PROCÈS-VERBAL DE LA DERNIÈRE RÉUNION (Jan 28 2021)**  
   Approved by Gustavo Freire, seconded by Allan Hager

3. **AFFAIRE DÉCOULANT DE LA DERNIÈRE RÉUNION (Jan 28 2021)**
   - **COVID-19 update /campus reopening (Marc-Antoine Joly)**
     i. Vaccination clinic – uO is preparing to open a vaccination clinic at the Minto sports complex arena around the end of May but are currently completing validating inspection with the City. The biggest limitation is the availability of the vaccine. The vaccination clinic will serve the uO community, staff then family of staff, then expanding as wide as possible. In preparation, Facilities is actively working with ORM, visiting a nearby clinic to see their setup and operation. The Ford government stated that education workers were selected as a priority, though this applies only to primary and secondary school as of yet.
     ii. PPE – supplementary masks, plexiglass, caution tape etc. have been reordered, over 450 requests have been received from faculties for their return to work plan, and Facilities is installing them as fast as possible, though limited by staffing and supplies.
     iii. Return to work – The changing expectations from OPH and regulations are causing challenges, uO is asking faculties and managers to see if alternative solutions can be adopted: modified schedule etc. While there is fatigue and overload of information, uOttawa continues to maintain awareness and vigilance. Seems there are some concerns with persons coming back to work or whether vaccination will be required to come back to work. OPH is being silent, though current polls suggest that full reopening will take place when 75% of the population has been vaccinated.
     iv. Ambassador reports – out of 4500 visitors weekly, there appears to be 1-2 exceptions weekly of persons not wearing masks, or not following guidelines
     v. Testing clinics – testing rates in clinics city wide are at 10%, whereas uO clinic is at 60%. This shows that uOttawa community are being proactive and vigilant. uOttawa is also assessing wastewater
     vi. Student cases: While there have been a few cases per week on campus, there have been no clusters. The screening findings indicate that covid positive cases were contracted from external community vs on campus.
   - **Asbestos Management Program – (Martine Bergeron)**
     i. Designated substance report project – update schedule
        1. All campus owned building reports have been updated and uploaded to the Facilities website. Those from leased buildings can be obtained upon request since we are not owner of the report.
        2. A project in under way to complete the annual reassessment on the first 13 buildings completed in 2020.
     ii. DSR repairs/abatement project – update schedule
1. The planning for the first 13 buildings is completed, and the RFP for the consultant is closing this week. It will aim to address poor condition material throughout the summer and issue an ‘clean’ annual re-assessment report by the end of summer.

- Syringes on campus (Nicholas Lavoie)
  i. The situation appears in better shape now than before the holidays; the needle reports rate has been lower since going back to “normal” operations.

- Vendor H&S requirements (previously Contractor orientation) (Elisa Koene)
  i. Finalizing updates to the document to complete the roll out and uploading it to the uO website. Also working with procurement to update the vendor management webpage. The RFPs will link to this document, the vendor contracts will have an acknowledgement for having read/received the document and that they will respect the content of document (minimum requirements of safety on campus). Comments and feedback welcome

4. AFFAIRES COURANTES

- Critical injury / accident / incident / occupational illness reports (Allan Hager)
  i. Near miss –
    55 incidents since last meeting, 13 syringes incident, many slips trips and falls due to poor weather, some falling ice from buildings, a flooded elevator, a stolen Kubota from in front of security – found in Vanier days later, a stolen salt truck from one of our contractors, a few social distancing incidents, a few unlocked construction zones and roof access

A few notable incidents:
6736 – fire outside agriculture shed 35 University. The fire started from shopping cart full of personal belongings
6763 – signs of smoke coming from a receptacle at 720 King Edward
6796 – 90U open metal grate/shaft that could’ve resulted in a fall
6801 – injury of a worker at Sports Complex – occupational illness dermatitis from chemical exposure while preparing cooling towers. Follow up on site MOL visit April 14th. Possible causes include lack of training (WHMIS, cooling towers etc.). Facilities is looking into dry chemicals to reduce the transfer of liquid chemicals.

- Inspections (Inspector or Graham Nelson)
  i. New Inspector: Robert (Bob) Atkinson – blitz@uottawa.ca
  ii. Before the holiday, this committee agreed to delegate inspections to operations/facilities workers, to act on behalf of committee members.
  iii. Worker committee members may participate in workplace inspections, while accompanied by operations staff, Facilities management, health and safety managers or the Inspector. If interested in participating, contact prs.safety@uottawa.ca so that we can provide training and schedule inspections. A reminder that committee member training is available Member handbook/Committee training prior to inspections.
  iv. Management inspections: approx. 60% completed in 2020 for facilities, other facility management inspections are ongoing with Facility Managers
  v. 2021 workplace inspections
    1. Facilities – 4 buildings (Sports complex, Montpetit, FSS and Lamoureux) as well as King Edward houses
    2. University - none

- Rapport du comité universitaire (review of past meeting minutes - Graham Nelson or Inspector)
  i. COVID updates
  ii. MLTSD news – Workplace first aid will be under MLTSD and follow CSA standard
  iii. Accidents/incidents – report from 2020 showed a significant reduction in accidents (and injuries), with increase in incidents (reporting)
  iv. Review of policies
v. Request for feedback from an infection & prevention control training

- Training
  i. H&S committee member orientation and training (Graham Nelson) – reminder that committee member, and inspection/practical component to be deployed [Member handbook/Committee training](#)
  
  ii. Certified member training (Graham Nelson) –
      1. The H&S committee is looking to certify members with the provincially accredited/approved Joint Health and Safety committee certified member training. Parts 1 and 2 combined may take up to 5 days. Part 1 covers additional responsibilities of certified members such as representing workers in work refusals, enabling stop works, participating in investigations, being present for MLTSD site visits, being present for air/water quality testing etc. Part 2 presents site specific hazards.
      2. Interest from Gustavo and Zacharie
  iii. Confined Space (Martine Bergeron) – the program has been transferred to facilities. Training is expected to be delivered in the next 2 months. Additional training could be coordinated with engineering and IT
  iv. First Aid (Graham Nelson) – the designated first aider program training is scheduled for May 13/14, with next training scheduled in October. In person training is dependant on public health measures. This training is free for those that would like to become a designated first aider under the program
  v. Hearing protection (Martine Bergeron) – online training has been rolled out, completion of training by operations is expected by end May
  vi. Respiratory protection (Martine Bergeron) – online training has been rolled out, completion of training by operations is expected by end May
  vii. Rigging and Hoisting (Martine Bergeron) – scheduled for April 8, 13, 14, 15
  viii. Legal Obligations and Liabilities (Martine Bergeron/Elisa Koene)
      1. Project management – 2h training for Project Managers and Planners to oversee the role of owner vs constructor, and consultants. Expected scheduling early May
      2. Operations – 8h training for supervisors, persons overseeing workers, or assigning work to workers or contractors for maintenance/repair (not construction project) – in development

5. AFFAIRES NOUVELLES

- Modify/Improve discussions of this committee (Jacques Nadeau)
  1. Given the new members and new structure, this is the chance to change the dynamic of the committee to become more interactive and proactive. Co-chairs would like to hear from the committee members, promote discussion with members to become more engaged. Workers are encouraged to fill out the questionnaire with suggestions.
  2. Current suggestions include:
     i. Receiving updates between meetings
     ii. Assigning specific tasks between meetings,
     iii. Participation in inspections,
     iv. Having an open floor to raise questions,
     v. Following up on : incidents corrective measures, discuss specific actions outstanding, provide timelines to have the recommendations put in place
     vi. Understanding the differences between committees
        o Joint committee – campus wide items, internal responsibility system, review of policies, provide recommendations to the administration committee/governance
vii. Members can reach out to their membership, speak up on behalf of their union or association

viii. Contribute to changes or impact internal and/or external processes. Having management sit on the committee is one way to be heard and enact changes within Facilities/protection. Other resources such as Health & Safety Managers are also sitting on the committees and overseeing programs run by facilities. The committee worker members also have the power to make formal recommendations to management and receive a response with action plan within 21 days.

ix. Review of programs/documents: As a 3rd party, review of document should be clear and flow nicely

Next meeting (June or July) – June 17th

Safety week – Jersey of Courage event (Elisa Koene) – 2h bilingual virtual event taking place May 6th hosted by Rob Ellis, who will share his testimony of loss due to a workplace accident. uO leadership Marc-Antoine Joly will be the guest speaker. The Jersey of Courage will also be introduced to promote health & safety in the workplace and act as a sign of commitment to health & safety. Industry leaders are also invited as a panel to answer questions about health and safety in their workplaces.

1. At the event, uO will also introduce a filter for social media to show support

2. Longer term objective is to have some GGs jerseys signed and displayed in the entrances of Faculty buildings explaining the H&S commitment and have the GG logo used to create a sense of community and belonging

Vendor non-compliance escalation process (Elisa Koene)

1. This process links into the vendor management process along with vendor/project evaluation tools. It has been a challenge responding consistently to vendor non-compliances

2. With the process formalized now, it will be easier to ensure accountability, standardized response and monitoring of non-compliance.

   i. A formal report of non-compliance will be issued

   ii. Vendor response will address root cause

   iii. Depending on the risk of the non-compliance:

   o Low risk will represent a strike. 3 strikes will result in escalation

   o High risk will result in a panel review, which could result in termination of contract without being allowed to bid again on contracts for 24

   The review panel will comprise of:

   • Facilities management

   • Procurement management

   • HSRM

   • ORM

6. PROGRAM REVISIONS (overview/for comments)

Rooftop access program

i. In general, the program discusses the requirement to obtain a request for rooftop access, verification of a working at heights certificate from MLTSD Ontario approved training provider. Some challenges currently experienced include incidents with students or unauthorized persons accessing the roof.

ii. Larger items remain to be addressed

   1. Rooftop assessments where laboratory exhausts (Rooftop modeling/fume study)

   2. Checklist for supervisors indicating hazard, Environmental/situational conditions (ex: snow to access the space etc.)

   3. Keys specific to rooftops – door inventory is being completed

Fume hood management program

i. This program complements the Fume hood for users guideline
ii. Centered on maintenance standards, inspections, shut down process, lock-out tag-out for safety of workers
   1. Should include a summary matrix of types of hoods on campus

Next meeting dates:
June 17, 2021
September 9, 2021
November 18, 2021