

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

23 Sept, 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	Heba Khalil	P
un employé élu représentant le groupe non syndiqué	Lorraine Devanthey	A
un employé élu représentant le groupe non syndiqué	Vacant	-
Support staff University of Ottawa (SSUO), OSSTF	Annie Massé	A
Support staff University of Ottawa (SSUO), OSSTF	Zacharie Cadieux	P
Non-voting undergraduate student member (UOSU)	Babacar Faye	-
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
Inspecteur, CUMSST	Robert Atkinson	A

Réunion présidée par : Jacques Nadeau
Secrétaire : Martine Bergeron

A – Absent P – Présent

PROCÈS VERBAL / MINUTES

Also present as non-voting members OPS: Ryan Pérez-Hernandez

1. ADOPTION DE L'ORDRE DU JOUR

Motioned by Zacharie Cadieux, seconded by Allan Hager

2. APPROBATION DU PROCÈS-VERBAL DE LA DERNIÈRE RÉUNION (17 Juin 2021)

Motioned by Allan Hager, seconded by Zacharie Cadieux

3. AFFAIRE DÉCOULANT DE LA DERNIÈRE RÉUNION (17 Juin 2021)

- COVID-19 update /campus reopening (Marc-Antoine Joly)
 - i. Mandatory Vaccine policy, PPE, accommodation
 - 1. Site de vaccination ouvert à Minto, Centre de dépistage ouvert au 2^e étage de Minto pour ceux non-vacciné, centre additionnel de dépistage PCR à Minto en discussion
 - 2. OPH difficulté à faire du dépistage donc uO doit faire ses propres évaluations de point de contact
 - 3. 90-95% de la population universitaire sont doublement vaccinés
 - 4. Enjeux : Contracteur se présentent sur le campus avec un mandat du ministère – mais l'uO demande preuve de vaccination. Doit clarifier les mandats nécessaires.
 - 5. Inventaire adéquat d'équipement de protection individuel – les commandes sont traitées en moyenne en 4-5 jours
 - 6. Plusieurs rassemblement et groupes sur la terrasse de Tabaret continuent d'être interrompu par le Service de protection
 - ii. Water quality
 - 1. Résultats normaux pour la réouverture. Rapport sera produit avec les mesures prises
 - iii. Air quality
 - 1. Qualité d'air est normale. uO publiera des résultats, mais avec une éducation pour comprendre les chiffres des taux de ventilation. Les taux varient dépendant de la capacité des salles, des conditions physiques et environnementales, du port du masque etc.
- Designated Substances project (Martine Bergeron)
 - i. 13 building reassessments completed, finalizing some repairs prior to issuing an updated DSR
 - ii. Small works completion of poor condition ACM repairs of non-residential buildings
 - iii. Steps taken to hire an Environmental Consultant for a 3-year re-assessment contract of all buildings
- Syringes on campus (Nicholas Lavoie)
 - i. Increased patrols of problematic areas, meeting with supervisor of needle program to add route verification locations including along the LRT path and residential complexes
 - ii. Facilities increased lighting and cleaned grounds of problematic areas
 - iii. # of syringes has diminished since students have come back, based on incident reports
- Modify/Improve discussions of this committee (Martine Bergeron)
 - i. Weekly incident information has been circulated. Committee members would like this to continue
 - ii. Survey monkey results ([questionnaire](#))
 - 1. Are you satisfied with the flow/function of this committee: 33% somewhat, 66% yes
 - 2. What could make this committee more efficient?
 - a. Receiving weekly updates
 - b. Dedicated resource for administration of this committee
 - c. Receive updates and things to work on in between meetings. Get specific tasks for the next meeting
 - 3. Are there additional topics you'd like addressed/or included as part of the agenda?

- a. Conditions / Uniform standards for member of the university who must work outdoors as part of their duties. Heat response, etc.
 - b. Risk Matrix Review, incident action items that would apply more broadly, audit committee findings that apply
 - 4. Are there any concerns you'd like management to know/to be aware of?
 - a. Incidents not being resolved, heat map, emerging trends
 - b. what is considered essential work on campus
- Document revision –
 - i. Vendor H&S requirements – final version (Elisa Koene)
 - 1. To be uploaded on website, contractor management linked on procurement page, tender docs and contract language will link to this document
 - 2. Training of Project Managers with Pascal Simard (ORM's Environmental H&S) for Environmental component
 - ii. Occupational Health & Safety Management System (Graham Nelson) –
 - 1. Will take time to implement with a team, will need buy in from campus. Adopting CSA 45001
 - 2. Much feedback received from the version circulated. Changes coming to the rather large document will include focusing the Management system on framework and program elements. Operational elements such as first aid, incident reporting and lab safety etc., will be separated.
 - iii. Roles and responsibilities (Graham Nelson) – Will align policies with CSA 45001. Supervisor H&S awareness training workshop has been redesigned to include Roles and Responsibilities and provide tools for supervisor or manager to be able to execute their tasks
 - 1. To launch Oct 15
 - iv. Workplace violence program (Graham Nelson)
 - 1. Posted an interim version, review will continue with positions being filled in Protection, ORM and human rights

4. AFFAIRES COURANTES

- Critical injury / accident / incident / occupational illness reports (Allan Hager)
 - i. +150 total incidents
 - ii. Near miss –
 - 1. 6983 – site roof no harness
 - 2. 7027 – mould possibility on ceiling vents/diffusers at 141 LPR
 - 3. 7038 & 7040 – Power Plant, sparks resulted in small explosion (5 secs)
 - 4. 7075 – 100 Marie-Curie, pavement work resulted in fenced off emergency exits
 - 5. 7088 – Morisset, crane blocking pathway with no notifications or protective measures
 - 6. 7100 – smoking marijuana on campus
 - 7. 7132 – 15-17 Copernicus unauthorized entry into asbestos zone – result from miscommunication
 - 8. 7194 – Fauteux, unsafe scaffold erected/used
 - 9. 7232 – Tunnel, head hit on a cable tray

→Request for additional information in reports from Protection/Parking when responding to calls involving contractors

→Protection requests additional guidance from H&S for responding to H&S incidents and smoking calls

- Inspections (Inspector: Robert Atkinson)
 - i. Facilities – 91%
 - ii. University – no data available
 - The Inspector's priority has been completing south campus and laboratory inspections
- Rapport du comité universitaire (review past meeting minutes - Graham Nelson)

- i. COVID
 - ii. Roles & Responsibilities
 - iii. Terms of reference – adding Ops and CUPE 2626, final version to be approved by unions and associations before sending to MLTSD
 - iv. 2024 will entail a full review of the Terms of Reference of the Joint H&S Committee
 - v. 2 Reported covid cases (OPH investigated)
 - vi. 2 policy reviews
 - vii. Safety excellence program – premium reduction having completed 4 of 5 goals to date
- Training
 - i. Working at heights (Graham Nelson) – Sept 23 French, 29 Sept English
 - ii. First Aid (Graham Nelson) – October 14&15 English

5. AFFAIRES NOUVELLES

- Protection items
 - i. Heat response – Difficult for Protection employees to work outdoors in extreme heat temperatures when fully suited/geared up. Would like a formal response program/procedure for such circumstances. A ‘Thermal comfort and heat stress’ document owned and published by ORM focuses on office workers. Facilities is updating the document to ‘Heat stress & Cold stress management’ to address trades, protection, and other workers in hot/cold/outdoor environments. Supervisors are responsible for making decisions based on information in the document. New program to be shared with this committee for review
 - ii. Request for Job hazard analysis, Risk assessment and ergonomic assessment
 - 1. Protection would like a full assessment of their jobs for both the parking and operations groups. Intent would be to assess tasks and associated risks ranging from Ergonomics (carrying items), to weapons & syringes calls, workstations, and equipment used. Protection would like to receive recommendations on making their jobs and work environment safer
 - a. For ergonomic assessments, we have Pauline Borris – internal ergonomist that can make departmental assessments, however for office workers and workstations, generally that is initiated by a physician letter and addressed on a case-by-case basis. Nicolas Lavoie indicates an assessment is already in the works for PPE and office chairs.
 - b. Job Hazard Analysis templates already exist, and some task specific assessments are already made. They are simple to understand and generally completed by the supervisor. ORM can assist
 - iii. Noise assessment – The Roger Guindon servers in the protection office produce a significant amount of noise and request for the noise to be measured. The Hearing conservation program is in place to address the concerns, control measures etc. ORM to complete noise assessment
 - iv. Training (deferred to next meeting) – Protection would like to create a training program for uO community like the mandatory internet security course. Training would cover topics such as Roles & responsibilities of Protection, Response expectations, how/when to contact protection etc. Goal is to make Protection more approachable and ensure that everyone understands what to do in case of an emergency
 - v. PPE requirement (steel toe boots) – Protection Services Members are required to enter spaces such as mechanical rooms, electrical rooms, and tunnel system as part of their duties. To date, steel toe boots have not been implemented as a requirement (Exempted in the past), however, this is to be reviewed because of risks associated.
- 2022 Dates – to be scheduled

Next meeting dates:

November 18 2021



Jacques Nadeau
Co-Président, Membre de la gestion

Zacharie Cadieux

Zacharie Cadieux
Co-président travailleur, élu