**COMITÉ FONCTIONNEL DE LA SANTÉ ET DE LA SÉCURITÉ AU BUREAU**

**FUNCTIONAL HEALTH AND SAFETY COMMITTEE FOR OFFICE**

**November 15, 2021; 13h30; TEAMS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Representation** | **Name** | **Initial** | **Email** |
| Deans or directors from all areas (2) | Pierre Thibault Marc Albert | X X | [pierre.thibault@uOttawa.ca](mailto:pierre.thibault@uOttawa.ca)  malbert@uOttawa.ca |
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| CUPE, local 2626 (3) | Radamis Zaky  Farzaneh Davarzani  Suttinee Poolsup | X X X | [rhany@uottawa.ca](mailto:rhany@uottawa.ca)  [fdava018@uottawa.ca](mailto:fdava018@uottawa.ca)  [spool093@uottawa.ca](mailto:spool093@uottawa.ca) |
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| Non-unionized group (1) | Vacant | - | N/A |
| Non-voting undergraduate student (1) | Vacant | - | N/A |
| **Resource Persons** | | | |
| Office of Risk Management | Graham Nelson | X | [gnelson@uottawa.ca](mailto:gnelson@uottawa.ca) |
| JHSC Inspector | Robert (Bob) Atkinson | X | [blitz@uottawa.ca](mailto:blitz@uottawa.ca) |
| **Guests** | | | |
| Facilities | Marc-Antoine Joly | X | [marc.joly@uottawa.ca](mailto:marc.joly@uottawa.ca) |

X – attended

**Co-Chairs**

Management: Pierre Thibault

Worker: Sheri Zhang

**Meeting Chairperson**

Pierre Thibault

**Secretary**

Vacant

**COMITÉ FONCTIONNEL DE LA SANTÉ ET DE LA SÉCURITÉ AU BUREAU**

**FUNCTIONAL HEALTH AND SAFETY COMMITTEE FOR OFFICE**

**August 16, 2021; 13h30; TEAMS**

**Minutes**

* **Member introduction**

Members welcomed Marc-Antoine Joly, Associate Vice-President, Facilities, to present a summary of COVID-19 ventilation measures. The preseantion was presented and shared with the committee in the Teams chat. A Q&A session followed. Members were largely satisfied with the presentation.

* **Approval of agenda**

The agenda was approved unanimously.

* **Approval of the minutes from August 16, 2021**

The minutes of August 16, 2021 were approved unanimously.

* **Matters arising from the minutes of August 16, 2021**
  + Library donations and potentially impacted materials. A member presented that the Library continues to largely work remotely and donations are not being accepted until at least the end of the year. Matter to be revisited at the next meeting.
* **Critical injury / accident / incident / occupational illness reports**

Worker member presented a summary of incidents and included the following notable items:

* + 1. There have been two such incidents in the Library where light diffusers have fallen without warning. The latest incident involved the diffuser striking a student, who did not sustain an injury. The Library facilities team was advised and recommended to verify with central Facilities.
    2. A trip and fall due to the stair nosing becoming damaged in Gendron. A work request was submitted to repair.
    3. A follow-up by the Ministry of Labour, Training and Skills Development was conducted stemming from two reported potential occupational illnesses in August (COVID-19). A field visit was shared with the committee and a certified worker member attended the investigation. The inspector verified COVID-19 measures, including self-assessment, vaccination, mask wearing, distancing and other items. No orders were issues to the University.
* **University Joint Occupational Health and Safety Committee**
  + The last meeting occurred in September 2021, with the following highlights:
    1. COVID-19 update, including vaccination measures and news relevant to that time.
    2. Terms of reference, including the status of the recent proposed amendments to incorporate CUPE 2626-03 and OPSEU into the formal stuctrure.
* **Inspections**

An update on inspections was shared with the committee. The inspector is continuing to move into office spaces on campus, with approximately 34% of the campus complete for 2021 (24 building in progress/complete) with the bulk in science and engineering. A list of common hazards was shared, including items stored on the floor, signage, hazardous waste and learning items. For Office spaces, common hazards included:

* Items stored on the floor (slip/trip/fall hazard)
* Learning items (falling hazard)
* Wires/cables/cords (slip/trip/fall hazard)
* Cabinets not anchored (falling hazard)
* Items overhanging from shelving (falling hazard)
* Lighting
* Leaks

Inspections are continuing throughout campus.

* **Upcoming training sessions** (fees may apply - <https://web47.uottawa.ca/en/lrs>)

No in-class sessions are planned until the new year. Published workshops appear on the LRS.

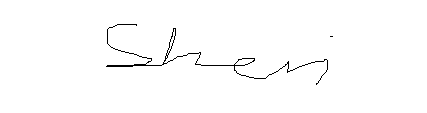
* **Other / New Business**
  + Workplace First Aid Program – an updated first aid program presentation was shared wit the committee outlining the updated first aid program. The program takes into consideration the CSA standard on workplace first aid kits and assigns a risk level to buildings (e.g., historical injury frequency, building operations, distance to medical care, emergency equipment, etc.). New first aid kits are being deployed in the coming days. The presentation provides information about the first aid program and members are encouraged to provide feedback and share with their colleagues.
  + Meeting schedule for 2022 – initial dates proposed are January 31, with dates to follow in March, June and September.

Meeting concluded. Adjourned at 2:28 pm.

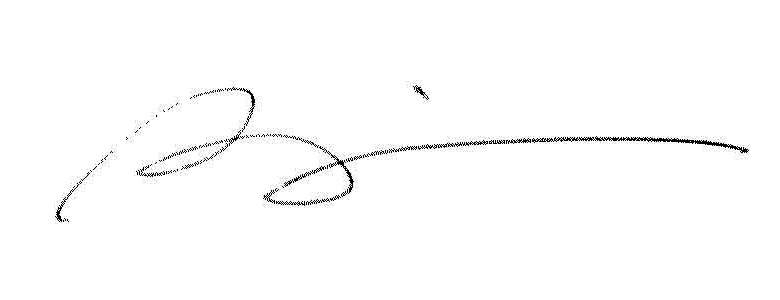
**Next meeting:**

January 31, 2022

**Signatures**

Worker Co-Chair:  Date: November 16, 2021

Sheri Zhang

Management Co-Chair:  Date: 16-11-2021

Pierre Thibault