



Université d'Ottawa | University of Ottawa

COMITÉ FONCTIONNEL DE LA SANTÉ ET DE LA SÉCURITÉ AU BUREAU FUNCTIONAL HEALTH AND SAFETY COMMITTEE FOR OFFICE

January 31, 2022; 13h30; TEAMS

Representation	Name	Initial	Email
Deans or directors from all areas (2)	Pierre Thibault	X	pierre.thibault@uOttawa.ca
	Marc Albert	X	malbert@uOttawa.ca
APUO (3)	Alexandra Gregory	X	agregory@uOttawa.ca
	Agnieszka Szczotka	X	agnieszka.szczotka@uottawa.ca
	Vacant	-	N/A
APTPUO (2)	Keith McCuaig	X	kmccuaig@uottawa.ca
	Sheri Zhang	X	senquanzhang@hotmail.com
CUPE, local 2626 (3)	Radamis Zaky	-	rhany@uottawa.ca
	Farzaneh Davarzani	X	fdava018@uottawa.ca
	Suttinee Poolsup	X	spool093@uottawa.ca
PIPSC (2)	Thomas Hayes	X	thayes@uOttawa.ca
	Henryk Leminski	-	hleminsk@uOttawa.ca
OSSTF (3)	Alain Léger	X	alege2@uottawa.ca
	Elizabeth Campbell-Brown	X	elizabeth.campbell@uottawa.ca
	Alp Oran	-	aoran@uOttawa.ca
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
JHSC Inspector	Bob Atkinson	X	blitz@uottawa.ca

X – attended

Co-Chairs

Management: Pierre Thibault

Worker: Sheri Zhang

Meeting Chairperson

Pierre Thibault

Secretary

Vacant



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Minutes

1. Approval of agenda

The agenda was approved unanimously.

2. Approval of the minutes from November 5, 2021

The minutes of November 5, 2021 were approved unanimously.

3. Matters arising from the minutes of August 16, 2021

- a. No matters to note; the item related to the donation of materials to the Library will be raised when donations resume.

4. Critical injury / accident / incident / occupational illness reports

- a. No office-related items to discuss.
- b. Sending of weekly reports to committees delayed due to implementation of case management system. Expected to resume in the next 7-10 days.
- c. Other incidents of note:
 - i. A slip and fall, resulting in a fracture to a worker's wrist. The matter was reported to the MLTSD. On investigation, the slip/fall occurred off campus outside of the university's jurisdiction.
 - ii. Reports of potential occupational illness (COVID-19) at Facilities. Matter was reported to MLTSD and investigated. The COVID-19 measures were reviewed by MLTSD and no orders were issued.

5. University Joint Occupational Health and Safety Committee

- a. The last meeting occurred in November 2021, with the following highlights:
 - i. COVID-19 update.
 1. A follow-up question from a member of the Office Committee centred around masking and eating in shared offices. Follow-up after the meeting.
 2. A follow-up question from a member of the Office Committee centred around the telework procedure. The procedure is outlined on the HR website and managed by the work unit/employee.
 - ii. Terms of reference.
 1. Comments were brought forth during the approval process that were ultimately agreed to by the employer. Approval process cancelled while amendments incorporated. Process to recommence.

6. Inspections

An update on inspections was shared with the committee. A total of 55% of the campus was completed for 2021 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.

It was also announced that Bob Atkinson will transition into the Risk Management Specialist, Occupational Health and Safety role within the Office of Risk Management effective February 1, 2022. The position of Inspector will be vacant, with a hiring process underway. Members encouraged to continue workplace inspections through the established inspection process.

7. Other / New Business

- a. Workplace First Aid Program – the program was redesigned and new first aid kits have been distributed to faculties/services.
- b. A member asked a question regarding to process to report an incident – they were encouraged to contact ORM for clarification
- c. Dates of 2022 meeting to be sent out – following clarification as to the number of meetings that are required.

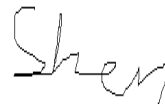
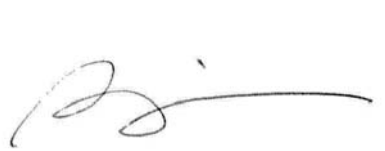
Meeting concluded. Adjourned at 2:09 pm.

Next meeting:
TBD

Signatures

Worker Co-Chair:
Sheri Zhang

Date:



Management Co-Chair:
Pierre Thibault

Date: February 9, 2022