

COMITÉ FONCTIONNEL DE LA SANTÉ ET DE LA SÉCURITÉ D'ALTA VISTA
ALTA VISTA FUNCTIONAL HEALTH AND SAFETY COMMITTEE

August 31, 2022; 11h00; TEAMS

Representation	Name	Attendance	Email
Employees appointed by and representing the deans or directors from faculties or services (2)	Michelle Emard	A	memard2@uOttawa.ca
	Dr. Marijke Taks	P	Marijke.Taks@uottawa.ca
APUO (2)	Dr. Christine Guptill	P	cguptill@uottawa.ca
	Dr. Yan Burelle	P	yburell2@uottawa.ca
APTPUO (2)	Vacant	-	N/A
	Dr. Mohammad Rafiee	P	mrafiee@uottawa.ca
CUPE, local 2626 (2)	Andrew Hefferman	P	aharr036@uottawa.ca
	Saba Diaratee	P	sdida039@uottawa.ca
PIPSC (1)	Sandeep Patnaik	P	spatnaik@uOttawa.ca
OSSTF (2)	Nazli Keskin	P	nazli.keskin@uottawa.ca
	Charles Mulcahy	P	cmulcahy@uOttawa.ca
IUOE, local 772A	Allan Hager	P	ahager@uottawa.ca
IUOE, local 772B	Vacant	-	N/A
NUEA (1)	Vacant	-	N/A
Non-voting undergraduate student (1)	Vacant	-	operations@uosu-seuo.com
Resource Persons			
Office of Risk Management	Graham Nelson	A	gnelson@uottawa.ca
JHSC Inspector	Paul Bussiere	P	pbussier@uottawa.ca
Risk Management Specialist, Occupational Health and Safety	Robert Atkinson	P	ratkinso@uottawa.ca
Manager, FoM Facilities	Marie-France English	P	mf.english@uottawa.ca

P – Present, A - Absent

Co-Chairs

Management: Michelle Emard

Worker: Sandeep Patnaik

Meeting Chairperson

Sandeep Patnaik

Secretary

Nazli Keskin

Minutes

1) **Approval of agenda and minutes | Worker Co-Chair**

- Move to approve the agenda of the August 31, 2022, meeting.
- Seconded and carried without dissent.
- Move to approve the minutes of the June 29, 2022, meeting.
- Seconded and carried without dissent.

2) **Business arising | Worker Co-Chair**

a) **Communication between the Faculty of Health Sciences and the Faculty of Medicine regarding incidents (e.g. leak in RGN 2117) | Charles Mulcahy / Dr. Taks**

- Charles is in communication with Marie-France's counterpart, Nicolas Leymarie to continue improving communication guidelines and processes between FoM and FHS. Dr. Taks approved of this ongoing discussion.

b) **Update on mice incident | Charles Mulcahy**

- Charles provided an update on the previous meeting discussion regarding the box of mouse carcasses in a freezer. Charles reached on to the professor who reported it, there has been no resolution to this incident (i.e., no one has claimed responsibility, no one has indicated ownership of the freezer nor the mice). The lab that works with mice confirmed that they have not been in that room in recent instances. There was no harm done; however, currently, there is no resolution. The lab manager and other supervisors were briefed on the protocols regarding laboratory animal use to ensure a repeat of such an incident. Going forward, Charles has suggested higher monitoring of the access to this laboratory space should the supervisors wish to do so in terms of prevention.

c) **Contacts for questions regarding COVID-19, HEPA filters, etc. | Sandeep Patnaik**

- Regarding the use of HEPA filters, the reliance is on the Facilities Department who manages rooms based on allocation. We do not have control over all the rooms as not all rooms belong to the Faculty of Medicine. We also depend on the clearance from Facilities when it comes to plugs in the wall regarding wattage of a particular item due to electrical distribution in the facility.
 - As a follow-up item, Sandeep noted there is an on-going project in the Faculty of Medicine portfolio that calls for the use of a software solution to be more efficient in managing these facility items, rather than the current manual-tracking. However, items remain to be addressed with Facilities.
- Sandeep reviewed the recently released COVID management plan. There was more reliance on the provincial assessment guidelines going forward, whereas previously we were holding our own assessment.
 - Dr. Guptill raised concerns of the guidelines and terms of use of the HEPA equipment specific to when the equipment should be turned on and the duration of the use.
 - Marie-France explained the inventory procedure that is conducted each week regarding any item that uses over 3 amps that is moved, relocated, or purchased. This list is circulated via email to Central and then reviewed by the engineer for approval which Nicolas Leymarie is copied in. If possible, Nicolas could start an inventory of all Dr. Guptill's rooms and equipment within those rooms. He would need to gather all the specs, the voltage and amperage of each piece of equipment and the circuits to which they are connected. Dr. Guptill added Nicolas is also aware of the electrical issues within this classroom and they will continue to discuss this offline.

- Allen Hager indicated he has five rooms listed for the HEPA filters: room 1007, 1009, 2049, 3070 and 3248. The only maintenance performed is by the cleaners is to vacuum the outside of the equipment.
 - **Action item:** Alan will investigate finding a manual that can address these questions and concerns, specifically to room 2048. Dr Taks also raised the idea of having these manuals posted with the HEPA filters for instruction.
 - **Action item:** Dr. Taks will follow-up with their COO to confirm if Nicolas is taking on the inventory in his portfolio. She will further suggest that Nicolas Leymarie is in contact with Marie-France for procedural inquiries, if needed.
- 3) Critical injury / accident / incident / occupational illness reports | OSSTF Representative**
- Charles Mulcahy presented a slide deck of all critical injury, accident, incident, and occupational illness reports that have been submitted. No critical injuries were reported. Please see [slide deck](#) for more information regarding the reports submitted.
 - A brief discussion was raised by Dr. Taks around the inspections of eye-wash stations at the Lees campus and RGN campus. Charles reminded that the university through Office of Risk Management has encouraged the use of standard templates for inspection recording; any urgent inspection requests or flags should be reported to 2222. Paul Bussiere added that he personally has noted malfunctions of the eyewash stations in the labs and has proceeded to inform the facilities managers. Robert confirmed the lab supervisors are responsible to ensure that all the equipment in their lab is working, as they are responsible for the safety of the people and the work taking place in the lab across the university.
 - Allan also raised point that there may not be a security guard posted at 200 Lees as the Block C is demolished and a new building is being constructed, leaving only Blocks A and E remaining.
 - **Action item:** Charles will disseminate this note to Faculty of Health Sciences to recommunicate with laboratory supervisors that due to the construction, the reaction time from security will be 10 minutes or so rather than immediate.
- 4) Inspections / Impromptu visits | OSSTF Representative**
- Charles indicated that the progressions of the workplace inspections is at about 1/3 complete. Both Peter Morand buildings and a substantial portion of the first floor and 2nd floor of RGN are completely finished. The remaining are underway, having partial disruptions due to summer holidays, but all remain on target.
- 5) New Business / Other**
- a) Feedback re: COVID-19 Management Plan**
- Sandeep provided an overview of the COVID-19 Management Plan, indicating it has been distributed to the committee members. Once the support is confirmed from the committee, this document will be distributed to a much wider audience to ensure an overall understanding of the framework for COVID-19 related incidents.
 - Dr. Guptill raised the point to have the committee vote to whether they would agree to distribute this document to a wider audience. Dr. Taks responded with the support of distributing both the APUO documentation and COVID-19 Management Plan. She will abstain if the committee wants to vote, as the Faculty of Health Sciences discussed yesterday the rules and regulations for the fall, which will be communicated as soon as Dr. Taks can endorse the message.

- **Action item:** A quorum was accepted to forward the items to the joint committee for review and consideration, with the proposed items for potential improvement and/or feedback.
 - Further discussion will be addressed upon the feedback from the joint committee regarding the implementation of this plan.
- Two new members have been added to the committee:
 - Ph.D. student, Andrew Heffernan, joined the CUPE Health and Safety representation to oversee and report back on any of the key issues that transpire.
 - As well as another Ph.D. student, Saba Didarataee, who has recently completed her training and is ready to onboard.

Summary of Action Items:

1. **Action item:** Alan will investigate finding a manual that can address these questions and concerns, specifically to room 2048. Dr Taks also raised the idea of having these manuals posted with the HEPA filters for instruction.
2. **Action item:** Dr. Taks will follow-up with their COO to confirm if Nicolas is taking on the inventory in his portfolio. She will further suggest that Nicolas Leymarie is in contact with Marie-France for procedural inquiries, if needed.
3. **Action item:** Charles will disseminate this note to Faculty of Health Sciences to recommunicate with laboratory supervisors that due to the construction, the reaction time from security will be 10 minutes or so rather than immediate.
4. **Action item:** A quorum was accepted to forward the items to the joint committee for review and consideration, with the proposed items for potential improvement and/or feedback.

Meeting concluded. Adjourned at 12:00 pm.

Next meeting: December 7, 2022 @ 11:00am

Signatures

Worker Co-Chair:
Sandeep Patnaik

Sandeep Patnaik

Date: 2022-09-20

Management Co-Chair:
Michelle Emard

(Absent)

Date: (Absent)