

**Le Comité Mixte Universitaire sur la Santé et la Sécurité au Travail (CMUSST)**  
**The University Joint Occupational Health and Safety Committee (UJOHSC)**  
**Procès-Verbal / Minutes**

**June 22, 2022; 10h00; DMS 8161/TEAMS**

<b>Committee members</b>	<b>Names</b>	<b>Attendance</b>
Vice-President, Finance and Administration (or delegate)	Angie Tinor	X
Vice-President, Research and Innovation (or delegate)	Terry Campbell	X
Vice-President, Academic & Provost (or delegate)	Michelle Sultan	X
APUO	Christine Moncrieff (for Evan Sterling)	X
APUO	Alexandra Gregory	X
APTPUO	Esther Senneville	X
APTPUO	Omer Livvarcin	-
IUOE, 772A	Vacant	-
IUOE, 772B	Vacant	-
OSSTF	Scott Dick	X
OSSTF	Gabriel Ramsay	X
CUPE, 2626	Seema Shafei	-
CUPE, 2626	Agnes Bezerra	X
CUPE, lifeguards	Vacant	-
PIPSC	Alain Le Hénaff	X
Non-unionized group	Vacant	-
JHSC Inspector (non-voting)	Vacant	-
<b>Resource Persons</b>		
Rep. Deans	Silvana Gandolfini	-
Rep. Deans	Paul Bélanger	X
Rep. Directors	Vacant	-
Rep. Directors	Lynn-Marie McCarthy	-
Health and Wellness	Marie Parish	-
Office of Human Rights	Noël Badiou	X
Office of Risk Management	Carolina de Moura	X
Office of Risk Management	Graham Nelson	X
<b>Invitees</b>		
OPSEU	Ryan Perez Hernandez	X
OPSEU	Lisa Debransky	X
CUPE 2626-03	Amelie Mignacca	-
Special Advisor, Campus Reintegration	Claude Laguë	X
Director, Office of Emergency Management	Dana Fleming	X
SSUO Health and Safety Officer	Alp Oran	X
<b>Certified Members</b>		
Workers	Scott Dick and Alexandra Gregory	
Management	Nada Nagy and Marie Parish	

**Chairperson:** Gabriel Ramsay; **Secretary:** Vacant – minutes prepared by Graham Nelson    X – Attended

**Le Comité Mixte Universitaire sur la Santé et la Sécurité au Travail (CMUSST)**  
***The University Joint Occupational Health and Safety Committee (UJOHSC)***

**June 22, 2022; 10h00; DMS 8161/TEAMS**

**1. Roundtable**

A brief roundtable was conducted. Angie Tinor was welcomed as the new management co-chair.

**2. CRTF Presentation**

Members welcomed Dana Fleming and Claude Laguë to briefly outline current COVID-19 measures and respond to questions.

- Most protective measures have been relaxed
  - There has been no change to cleaning or ventilation measures, which remain enhanced.
  - Mandatory masking remains in place at Roger Guindon due to their proximity with The Ottawa Hospital (TOH) and CHEO.
  - For the rest of campus, the University encourages community members to mask to the degree they feel is best to protect themselves, particularly when indoors and when distancing cannot be maintained; and asks that everyone respect the choices of their colleagues and fellow students. Dispensers continue to be available at building entrances.
  - Hand sanitizer stations also remain in place at building entrances.
  - Proof of vaccination is no longer required however the University strongly recommends that everyone who can get vaccinated, ensure they get the maximum dose they are eligible for. The portal for uploading vaccine documents remains available.
  - The daily screening tool also remains available to community members, and everyone is encouraged to use it when they require extra guidance.
- CRTF activities will be suspended as of July 1, with their responsibilities being adopted into existing and regular operational and reporting structures. The Emergency Operations Centre (EOC) will continue to monitor the COVID situation and is ready to activate if the situation warrants. An updated institutional COVID plan will be available in the coming weeks to reflect these changes. To be shared.
- Questions/comments:
  - Role of CRTF and decision-making authority with respect to the re-institution of public health measures
    - All institutional decisions related to the management of COVID-19 will continue to be made by the comité administratif (CA), as has been the case to date. The CRTF made recommendations for approval. Going forward, recommendations will be made by the Emergency Operations Centre (EOC) rather than by the CRTF.
  - Consultation on COVID plan
    - The CRTF & EOC is accountable to the CA and its recommendations are based on the requirements and recommendations of public health authorities. If the

situations changes, the committee will be engaged at the appropriate time. Members are invited to provide feedback to the university through their internal reporting structure or Office of Risk Management for escalation.

- Return to public health measures
  - The university will continue to abide by public health recommendations, including the re-institution of past measures, if/when appropriate.

**3. Approval of agenda**

The agenda was approved unanimously.

**4. Approval of the minutes from April 20, 2022**

The minutes were approved unanimously.

**5. Matters Arising from the April 20, 2022**

- Occupational health and safety management system (OHSMS) update
  - i. Overview of consultation and project governance, including steering and project committees.
  - ii. Progress to date includes a renewed operating model, formalized mandates and roles and responsibilities, redesigned documentation (governance framework, program manuals, recommended procedures, etc.), a lab safety training framework, alignment of OHS-related positions to international standards, and development of digital solutions.
  - iii. Implementation and change management process of 12-18 months.
- WSIB Safety Excellence
  - i. Five (5) topics approved by WSIB (leadership and commitment, roles and responsibilities, participation, communication, and control of hazards – PPE).
  - ii. A survey will be distributed to the campus community in the coming weeks to measure institutional health and safety culture. Results will follow.
- Terms of reference – unions gotten together, joint response.
  - i. No update to provide; a member indicated that the university should expect a response shortly.
- Annual report (lost days 2020 v 2021; reports on remote work)
  - i. Clarification provided in Teams groups. Zero reports for remote work in 2021. Difference in lost-time days in 2020 vs. 2021 related to time lost waiting for a non-essential medical procedure.
- Naloxone
  - i. Naloxone kits installed into campus AED cabinets. Communications to follow.
- Policy 67b
  - i. Follow-up consultations completed. The revised policy was approved by the CA. An awareness campaign will follow in the summer/fall.
- Policy 77
  - i. Consultations completed for policy and procedure 14-1 (roles and responsibilities). Projected to go to CA end of June.
- Scent awareness

- i. Organizational “scent awareness” campaign to bring awareness and standardize the university message. Projected for fall 2022.

**6. Critical Injury / Occupational Illness Report**

Matters since the previous meeting included the following situations:

- The Ministry of Labour, Training and Skills Development conducted follow-up on 2 reported occupational illnesses, both relating to noise induced hearing loss submitted on behalf of retired workers (IT and Facilities). Summary of hearing conservation program discussed. Field visit forms added to Teams page. No orders to uOttawa.

**7. Inspections**

- A candidate was selected and will start on June 27. Inspections have continued through functional committees, specifically Alta Vista and Facilities. Both committees are managing their inspections processes internally to their committees. The university is studying the existing inspection model (e.g., a JHSC inspector) to determine if this is best for the university moving forward. A JHSC Inspector will provide support for the short-near term.

**8. Functional Health and Safety Committee Minutes**

- Office – [January 31, 2022](#) (next – TBC) – there has been no meeting since January.
- Laboratory – [February 16, 2022](#), May 4, 2022 (next – TBC) – no matters to report.
- Facilities/Protection – [November 25, 2021](#), [February 10, 2022](#), [April 21, 2022](#) (next – September 15, 2022) – no update.
- Alta Vista – [March 30, 2022](#) (next – June 29, 2022) – no update.
- Psychological – [December 2, 2021](#), [January 26, 2022](#), April 6, 2022 (next – TBD) – the “disconnect from work” policy was launched.

A member noted that the terms of reference provides for a ‘worker representative’ from each of the five functional committees on the UJOHSC, to ensure back and forth communication. This can be achieved by having a member sitting on both committees (as is currently the case for two committees (Office and Lab)). The alternate method is inviting a member to be a representative from each functional committee, as a non-voting member and selected by worker committee members from each functional committee to attend the UJOHSC. To carry forward for the functional committees.

**9. New Business**


- Physical / virtual health and safety boards
  - i. The employer is required to post information in the workplace “where it is most likely to come to the attention of the workers...”. There are numerous physical health and safety bulletin board on campus; an equivalent virtual board is also maintained. Discussion around the merits of maintaining a virtual board with QR codes posted in every building to access health and safety information virtually (e.g., for workers working at home, ensuring most up-to-date information, etc.). Mixed reactions; to be studied further.

**Next meetings (all from 10h00 to 11h30)**

- i. September 21, 2022
- ii. November 23, 2022
- iii. February 22, 2023
- iv. April 19, 2023
- v. June 21, 2023

Meeting concluded. Adjourned at 11h22.

**Signatures**

Worker Co-Chair:  Date: 16.09.22  
Gabriel Ramsay

Management Co-Chair:  Date: 15/09/2022  
Angie Tinor