



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

November 24, 2021; 10h00; TEAMS

Committee members	Names	Attendance
Vice-President, Resources (or delegate)	Karina Adam	-
Vice-President, Research (or delegate)	Terry Campbell	-
Vice-President, Academic & Provost (or delegate)	René Houle	X
APUO	Evan Sterling	X
APUO	Alexandra Gregory	X
APTPUO	Esther Senneville	X
APTPUO	Omer Livvarcin (Luc Anger)	X
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)	Robert (Bob) Atkinson	-
Resource Persons		
Rep. Deans	Silvana Gandolfini	-
Rep. Deans	Paul Bélanger	-
Rep. Directors	Chantal Sabourin	X
Rep. Directors	Lynn-Marie McCarthy	-
Health and Wellness	Marie Parish	-
Office of Human Rights	Noël Badiou	X
Office of Risk Management	Carolina de Moura	-
Office of Risk Management	Graham Nelson	X
Invitees		
OPSEU	Ryan Perez Hernandez	X
CUPE 2626-03	Amelie Mignacca	-
Associate Vice-President, Facilities	Marc-Antoine Joly	X
Director, Integrated Facilities Management	Marc St-Amour	X
Certified Members		
Workers	Scott Dick and Alexandra Gregory	
Management	Nada Nagy (in progress), Marie Parish	

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

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1. Ventilation Presentation

Members welcomed Marc-Antoine Joly, who presented an update on ventilation during the COVID-19 pandemic. A short Q&A session followed and the slide deck shared. As a carry forward, Facilities would discuss with Communications publishing a short, point-form summary of the ventilation plan online and sending via email.

2. Approval of agenda

The agenda was moved for approval by Alain Le Hénaff and approved unanimously.

3. Approval of the minutes from September 22, 2021

The minutes were moved for approval by Alain Le Hénaff, seconded by Esther Senneville; approved unanimously.

4. Matters Arising from the September 22, 2021

- Terms of Reference
 - i. The revised terms of reference were sent to union executives for their approval on October 14. Two (2) groups have signed. A third group provided comments on November 15, which the University is currently studying. At members request, a link to the track changes version was shared in the meeting chat.
 - **ACTION – ORM to review comments.**
- Documentation
 - i. A consultant has been hired to assist with the occupational health and safety management system, current state analysis and roadmap for its implementation. The committee will be involved further as the process matures.
- Roles and Responsibilities training
 - i. Given the above (RE: consultant and OHSMS), the launch has been postponed.
- Policy 77 and Procedure 14-1
 - i. Given the above (RE: consultant and OHSMS), the process has been postponed. The policy was last updated in May 2021. The procedure was last updated in 2016. Comments to date have been incorporated.
- Roll out of Workplace First Aid Program
 - i. An outline of the [workplace first aid \(secourisme en milieu de travail\)](#) at uOttawa has been provided to all first aiders and will be shared further with the facility managers.
 - ii. CSA first aid kits being rolled out to faculties/services. At members request, communications for recruitment was shared in the meeting chat.

5. COVID-19

Further to presentation on ventilation, a member asked if there would be spot checks of CO2 levels in a sample of occupied classrooms and labs in January. **Discussion ensued and the committee moved to**

recommend spot checking of CO2 levels in occupied classrooms and labs in January to determine if levels are higher than levels reported at building levels.

- **ACTION:** Recommendation will be shared with Facilities for a response.

A member inquired on whether the university would make available rapid tests to employees, for general use purposes.

- **ACTION:** Matter will be referred to CRTF for a response.

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

Following the two occupational illnesses reported in August, the Ministry of Labour, Training and Skills Development conducted a follow-up and site visit at MNT. Scott Dick, worker certified member, participated. The Inspector verified policies and procedures in place for COVID-19, including provision of information. To enter, the Inspector needed to do the self-assessment and pass the vaccine checkpoint. No orders were issued; however, the MLTSD reminded the employer to:

- Ensure adequate spacing is available when workers are taking meals/breaks (where masking is not required), including contracted workers. Two contractors were observed and one was eating while walking around the building.
- Treat persons as unmasked when they are wearing shirts, gaitors and other face coverings which would not meet the definition of a mask for universal masking. Varsity athletes were observed with their shirts pulled over their face.

Follow-up was completed on both reminders through Student Affairs and Facilities, respectively.

7. **Inspections**

In absence of Bob Atkinson, Alain Le Hénaff presented and shared in the meeting chat a presentation of inspection and findings.

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

- Office – [August 16, 2021](#) – member presented an outstanding item related to the condition of donated materials. The Library does not currently accept donated materials; however, members of the Office committee request the item remains on the agenda. No other matters of major significance.
- Laboratory – August 11, 2021 – no matters of major significance.
- Facilities/Protection – [June 17, 2021](#), September 23, 2021 – reduction observed in the drug paraphernalia recouped; believed to be due to increased presence on campus and efforts to address areas through environmental design.
- Alta Vista – [June 17, 2021](#), September 17, 2021 – no significant matters to discuss.
- Psychological – [April 20, 2021](#), [June 15, 2021](#), [September 8, 2021](#) (next – November 17, 2021) – No formal announcement on the Excellence Canada validation exercise. Brief discussion around terms of reference and potential member imbalance. Recruitment continuing for worker members.

9. **New Business**

The University has replaced its case management system for workplace accidents/incident/occupational illnesses/near misses. The process remains the same (i.e., report to



your supervisor and report), however the tool has changed to be more secure, provide integration with other uOttawa systems and permit easier reporting.

Next meetings (all from 10h00 to 11h30)

February 23, 2022

April 20, 2022

June 16, 2022

Meeting concluded. Adjourned at 11h26.

Signatures

Worker Co-Chair:
Gabriel Ramsay

A handwritten signature in blue ink, appearing to be "G. Ramsay".

Date: _____

17.01.2022

Management Co-Chair:
René Houle (for Karina Adam)

A handwritten signature in blue ink, appearing to be "René Houle".

Date: _____

17 janvier 2022