

**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**

**September 14, 2022; 10h00; CRX C323/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)	Janie Larocque	X
APUO	Evan Sterling	X
APUO	Jennifer Dekker	X
APTPUO	Esther Senneville	-
APTPUO	Omer Livvarcin	-
IUOE, 772A	Vacant	-
IUOE, 772B	Vacant	-
OSSTF	Scott Dick	X
OSSTF	Gabriel Ramsay	X
CUPE, 2626	Agnes Bezerra	X
CUPE, 2626	Vacant	-
CUPE, lifeguards	Vacant	-
PIPSC	Alain Le Hénaff	-
Non-unionized group	Vacant	-
JHSC Inspector (non-voting)	Paul Bussiere	X
<b>Resource Persons</b>		
Rep. Deans	Silvana Gandolfini	X
Rep. Deans	Paul Bélanger	-
Rep. Directors	Vacant	-
Rep. Directors	Lynn-Marie McCarthy	-
Health and Wellness	Marie Parish	X
Office of Human Rights	Marie-Claude Gagnon	X
Office of Risk Management	Carolina de Moura	X
Office of Risk Management	Graham Nelson	X
<b>Invitees</b>		
President, APUO	Susan Spronk	X
<b>Certified Members</b>		
Workers	Scott Dick	
Management	Nada Nagy and Marie Parish	

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

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**1. Roundtable**

A brief roundtable was conducted.

Jennifer Dekker was welcomed as a new worker member representing APUO.

Susan Spronk was welcomed as a guest for the discussion on COVID, with approval from the co-chairs.

**2. Approval of agenda**

The agenda was moved for approval by Terry Campbell, seconded by Scott Dick; approved unanimously.

**3. Approval of the minutes from June 22, 2022**

The minutes were moved for approval by Terry Campbell, seconded by Scott Dick; approved unanimously.

**4. Matters Arising from the June 22, 2022**

- COVID

- i. A summary of the measures for fall were presented, including masking, vaccination, etc. The measures are available on the University's COVID-19 website and were sent to the community via email at the end of August.
- ii. Susan Spronk presented a summary of feedback from their members relating to COVID. Evan Sterling presented 11 recommendations that were formulated from a working group of APUO health and safety committee members. The recommendations were circulated to the committee in advance of the meeting and consisted of (among other items):
  - Requiring masking on campus, including the provision of KN95 and N95.
  - Creation of rapid test reporting system and provision of tests free of charge to students.
  - Requiring proof of vaccination within the past 6 months.
  - Making available full ventilation report results and a loan program for CO2 monitors.
- iii. Discussion ensued on advancing all or some of the recommendations, including:
  - Reference to some policies at other institutions.
  - Considering accommodation needs, protected groups and individual requirements.
  - How COVID is currently managed as a workplace exposure via WSIB.
  - Source of information to formulate recommendations, including reviewing literature, policy at other universities, public health information, social media, experts in field, etc.

**Motion advanced by Jennifer Dekker, seconded by Evan Sterling, and by a vote of 4-2 (with 2 abstentions):**

Given the ongoing danger of the pandemic to the health and safety of workers at the University of Ottawa, and especially to the immunocompromised as well as people with disabilities, and in recognition of the fact that the risk from COVID-19 is not individual but rather is shared, the committee is advancing to the University the recommendations that APUO representatives have proposed.

- Occupational health and safety management system (OHSMS) update
  - i. Overview of project, incl. progress to date and document structure.
  - ii. Tier 1 documents (updated policy and individual roles and responsibilities) have been approved by executive management; posting online imminently and kick off communication plan (emails, roadshows, leadership initiatives, etc.). Documentation to be shared with members and request to assist in sharing.
- WSIB Safety Excellence
  - i. Five (5) topics approved by WSIB (leadership and commitment, roles and responsibilities, participation, communication, and control of hazards – PPE). Work continuing to realize a rebate that can be reinvested into the OHS program. A formal status report will be shared in the Teams channel.
- Terms of reference
  - i. Meeting with group of worker members and unions on Sep 13 to discuss ToR. Positive meeting with response to suggestions and recommendations to follow; option to meet again. Current ToR expires December 2024. Goal to incorporate OPSEU and CUPE 2626-03 into structure formally while committees/ToR evolves and updated.
- Scent awareness
  - i. Organizational “scent awareness” campaign spearheaded by Health and Wellness, Human Rights, Facilities, Risk, to bring awareness and standardize the university messaging. Clarification that this initiative is about elective scents, and the current accommodation process remains available.

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

There have been no reported critical injuries or occupational illnesses since the last meeting. Additionally, there has been no visit or inspection by the Ministry of Labour, Immigration, Training and Skills Development.

**6. Inspections**

Paul Bussiere was introduced to the committee and presented an update on inspection progress. Focus has been primarily in the north and central parts of campus, working south toward laboratories. A map of buildings completed/in-progress was shared. Approx. 6000 spaces have been inspected with 1500 hazards identified (including the most frequently occurring hazards). It was noted that reports have been returned late, or not at all; follow-up initiated via email and will be continued during the IFM meetings. An example hazard of an improper eyewash was demonstrated along with the available expectations (i.e., local users to inspect). A video of conducting an eyewash inspection was

also shared for information. A call for members to assist with inspections was made, with Gabriel Ramsay and Angie Tinor volunteering.

A portal for the collection of workplace inspections conducted by committee members is in final development stages. The portal will permit reasonably consistent data collection and management of workplace inspections by all committee members using standard wording, forms, etc. The portal will assist members in focusing on hazard identification and recommending corrective action in university workspaces.

#### 7. Functional Health and Safety Committee Minutes

- Psychological – a summary of items was shared from the meeting on Sep 12, including feedback on the COVID plan and bringing it to the UJOHSC (as presented earlier).
- Laboratory – no matters to report from most recent meeting on August 24.
- Committee liaisons
  - i. There are no formal liaisons between the UJOHSC and other functional committees. The process is established in the ToR, with the UJOHSC naming members. Members interested from the functional committee will be communicated to the UJOHSC.
    - Office – No update to present.
    - Facilities/Protection – No update to present.
    - Alta Vista – No update to present.

#### 8. New Business

- Certified Members
  - i. A call for members interested in pursuing certified member training was made. Resource material is available in the Teams channel outlining the process. Training consists of 2 parts. Any interested member may contact [sst-ohs@uottawa.ca](mailto:sst-ohs@uottawa.ca) to help navigate the process.
- Policy 66 – Violence Prevention
  - i. An update to policy 66 has commenced with initial review. The current policy incorporates many program elements, which will be moved to the program (as necessary). The program will be reviewed next. Committee members were invited to provide feedback via the link in the Teams folder or by email to [sst-ohs@uottawa.ca](mailto:sst-ohs@uottawa.ca) by September 30.

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

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

Meeting concluded. Adjourned at 11h36.

#### Signatures



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Worker Co-Chair: *GRS* Date: 07.12.2022  
Gabriel Ramsay

Management Co-Chair: *Angie Tinor* Date: 08/12/2022  
Angie Tinor