

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

December 07, 2022; 11h00; TEAMS

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

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 December 7, 2022, meeting.
- Seconded and carried without dissent.
- Move to approve the minutes of the August 31, 2022, meeting.
  - *The Committee APUO representative had several concerns regarding the minutes of August 31, 2022. Her comments and corrections will follow at a later date.*

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

**a) Review of Action Items from August 31, 2022 meeting.**

- a. Action item 1: The Manager, Environmental Health and Safety, Faculty of Medicine addressed the questions concerning rooms with HEPA filters and has posted the instructions on their use on the filters themselves.
  - *Since the beginning of Covid, Facilities modified all building ventilation systems to maximize intake of external fresh air. The aim is to achieve 5 complete air changes per hour (ACH). Portable filtration units such as this were installed in classrooms where 5 ACH could not be achieved.*
  - *High Efficiency Particulate Air (HEPA) filters are mechanical filters designed to remove airborne particles such as microorganisms, dust, and pollen and pet dander as small as 0.3 microns in size. Contagious viruses that cause respiratory diseases may be airborne directly or enclosed within respiratory droplets released when an infectious person coughs or sneezes. When viruses are within droplets, the size of the airborne droplets is larger and easier to be removed by HEPA filters.*
  - *Prevent the spread of airborne droplets by wearing a mask.*
  - *Turn unit on by turning the knob clockwise to the desired fan speed (low, med, or high).*
  - *To maximize quantity of air filtered, run unit at max speed. Machine noise level increases with fan speed; some may find the noise level intrusive.*
  - *For best results, leave machine running 24/7.*
  - *The unit's filter has a working life of 5 years. Facilities staff will replace filter as required.*
  - *Housekeeping staff will clean air intakes as part of their regular cleaning tasks. Do not block the unit's air intakes.*
  - *Owner's manual enclosed*
- b. It was also indicated that doors to the rooms are to remain closed at all times. The Committee APUO representative had concerns about this instruction indicating that some courses are throughout the entire day and that this may not be an acceptable option.
- c. The Committee APUO representative also had concerns regarding the set 5 ACH benchmark for HEPA filters as the minimum recommended for

COVID is 6. She indicated that it was important to have clearer communication about this.

- b. Action item 2 regarding the confirmation from the Committee management representative on whether the Facilities Manager of the Faculty of Health Sciences can take inventory of all equipment within their rooms for any item that uses over 3 amps **to be discussed offline.**
- c. Action item 3 regarding the Health and Safety Manager of the Faculty of Medicine to disseminate a note to the Faculty of Health Sciences Facilities Manager that there may not be a security guard posted at 200 Lees as Block C is demolished and a new building is being constructed, leaving only Blocks A and E remaining **will be revisited in the next meeting** (March 13, 2023)

### 3) Critical injury / accident / incident / occupational illness reports | Manager, Health & Safety, Medicine

- The Manager, Environmental Health and Safety, Faculty of Medicine 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 description of accidents / Incidents classified as “critical” injuries was presented:
  - a. Places life in jeopardy
  - b. Produces unconsciousness
  - c. Results in substantial loss of blood
  - d. Involves the fracture of a leg or arm, but not a finger or toe
  - e. Involves the amputation of a leg, arm, hand or foot but not a finger or toe
  - f. Consists of burns to a major portion of the body
  - g. Causes the loss of sight in an eye

### 4) Inspections / Impromptu visits | OSSTF Representative

- The Manager, Environmental Health and Safety, indicated that a total of 1762 workplace rooms were completed across RGN, 600 PMD, and 850 PMD. Please see [slide deck](#) for a chart of inspections that were made each month during 2022.
- Charles indicated the importance of having more Cttee involvement in these inspections moving forward.

### 5) Other

- **UJOHSC and Alta Vista FOHSC:** The Committee APUO representative indicated that she was invited to sit at UJOHSC as an APUO representative, as such she will be sitting in both the Alta Vista FOHSC and UJOHSC from January to June 2023.
  - **Action item:** The Risk Management Specialist, Occupational Health and Safety recommended to take a closer look at the Committee terms of reference to arrange for the Committee APUO representative to sit at both Committee meetings more formally.
- **APUO Recommendations re: COVID Management Plan:** The Committee APUO representative informed that Committee that the Employer would be responding to the APUO recommendations by December 16, 2023.



- **Health Sciences move to Lees:** Both the Management Representative and the Committee APUO representative highlighted that most of the Faculty of Health Sciences would be moving to the Lees building in 2023. However, the Management Representative commented that it would still be important to have representation at the Alta Vista FOHSC as there would still be a contingent of members located on the Alta Vista campus.
- **Alta Vista FOHSC mandate:** The Committee work co-chair reminded the Committee that this Committee is a governance committee providing oversight, noting that its mandate does not provide operational updates and that we must continue to rely on university and faculty communications regarding operational updates.

**Summary of Action Items:**

1. **Action item:** The Risk Management Specialist, Occupational Health and Safety (Robert Atkinson) recommended to take a closer look at the Committee terms of reference to arrange for the Committee APUO representative (Dr Guptill) to sit at both Committee meetings more formally.
2. **Action item:** Action item 3 (from August 31 2022 meeting) regarding the Manager, Environmental Health and Safety, Faculty of Medicine (Charles Mulcahy) to disseminate a note to the Faculty of Health Sciences Facilities Manager (Nicolas Leymarie) that there may not be a security guard posted at 200 Lees as Block C is demolished and a new building is being constructed, leaving only Blocks A and E remaining will be revisited in the next meeting (March 13, 2023)

Meeting concluded. Adjourned at 12:00 pm.

*Next meeting: March 13, 2023 @ 2:00pm*

**Signatures**

Worker Co-Chair: *Sandeep Patnaik* Date: 2023-01-11  
 Sandeep Patnaik

Management Co-Chair: (Absent) Date: (Absent)  
 Michelle Emard