



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

December 6, 2022; 14h30; DMS 3105/TEAMS

Committee members	Names	Attendance
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)	Véronic Tardif	X
APUO	Evan Sterling	X
APUO	Vacant (Jennifer Dekker)	X
APTPUO	Esther Senneville	X
APTPUO	Lydia Schriemer	X
IUOE, 772A	Vacant	-
IUOE, 772B	Vacant	-
OSSTF	Scott Dick	X
OSSTF	Gabriel Ramsay	X
CUPE, 2626	Agnes Bezerra	X
CUPE, 2626	Rennan Medeiros	X
CUPE, lifeguards	Vacant	-
PIPSC	Alain Le Hénaff	X
Non-unionized group	Vacant	-
JHSC Inspector (non-voting)	Paul Bussiere	X
Rep. Deans		
Rep. Deans	Silvana Gandolfini	X
Rep. Deans	Paul Bélanger	X
Rep. Directors		
Rep. Directors	Vacant	-
Rep. Directors	Lynn-Marie McCarthy	-
Health and Wellness	Marie Parish	X
Office of Human Rights	Marie-Claude Gagnon	-
Office of Risk Management	Carolina de Moura	X
Office of Risk Management	Graham Nelson	X
Invitees		
OPSEU	Lisa Debransky	X
APUO	Susan Spronk	X
SSUO	Alp Oran	X
CUPE	Catherine Larocque	X
Certified Members		
Workers	Scott Dick	
Management	Marie Parish	

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

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1. Approval of agenda

The agenda was moved for approval by Alain Le Hénaff, seconded by Angie Tinor; approved unanimously.

2. Approval of the minutes from September 14, 2022

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

3. Matters Arising from the September 14, 2022

- COVID
 - i. A global response to the committee recommendations was provided in October. Members requested, via letters on November 25th & 28th from APUO and PSUO-SSUO (respectively) to the Vice-President, Finance and Administration, a more fulsome response to the individual items. University management will respond to the individual items.
 - ii. Discussion on current public health recommendations, including masking. uOttawa is continuing to follow public health guidance via recommended masking, provision of masks at entrances. COVID information remains on [uOttawa website](#); however, individual cases are no longer tracked.
 - iii. Discussion on absenteeism data for APUO. Data is already provided to APUO for APUO personnel and additional requests may be directed to Health and Wellness.
- Terms of reference
 - i. Meetings were held with group of worker members and unions to discuss ToR. Positive meeting with questions and responses to suggestions and recommendations. A new DocuSign envelope will be prepared to amend the ToR to formally incorporate OPSEU and CUPE 2626-03 into the structure. Current ToR expires in 2024 and work will continue collaboratively to update.
- Management system (OHSMS) update
 - i. Status update of project, incl. tier 1 policy/procedure implementation.
 - ii. Tier 2 governance framework shared for feedback in the UJOHSC Teams folder.
 - iii. Tier 3 program manuals introduced; to be shared in New Year. Feedback from members is valued and encouraged. Presentation to be shared post meeting in Teams group: [PRES-OHSMS-UJOHSC-December-2022.ppsx](#).
- 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. Campus health and safety culture survey was launched on December 2 ([Français](#); [Anglais](#)). The

anonymous survey is broken down into 4 parts and all are open until December 23. Results to be collected, analyzed, and communicated in the New Year.

- Scent awareness
 - i. Discussion continues regarding awareness campaign with Facilities and Human Rights Office. Best way forward is combination of digital signage, promotion of scent free logo on campus map page.
- Policy 66
 - i. Comments from draft policy incorporated into version presented for approval; to be presented to CA in January. Workplace violence program is next, including review of campus violence risk assessment. Projected to commence in New Year; members encouraged to declare their interest early in review process.
- Certified member training
 - i. Currently only 2 certified members. Members invited to participate; process is in Teams group ([Certified-Members-Framework- rev 20210721.pdf](#) and [Membres-agrees-rev20210721.pdf](#)). Office of the Chief Risk Officer will pay for the member's registration fee. Discussion on payment of member's time. Persons completing training are considered to be at work, under OHSA. Discussion on remuneration for CUPE to be taken offline.

4. Critical Injury / Occupational Illness Report

- Overview of uOttawa LTI/NLTI performance from WSIB Safety Check and in comparison to other Ontario universities. Presentation to be shared post meeting in Teams group: [PRES-OHSMS-UJOHSC-December-2022.ppsx](#).
- There was 1 critical injury reported in October involving a graduate student losing consciousness in a lab and sustaining multiple bee stings (bee lab). The matter was reported to MLITSD (could occur to a worker) and the scene released. Report shared with the committee. Science HSRM followed-up with recommendations to management. Member asked about communication of reports to the committee. Automated reports are being set-up/tested that will deliver serious incidents to the UJOHSC. OCRO attempting delivery via Teams group; to verify if privacy/security implications. All accidents / incidents / occupational illness / near misses continue to be reported to the appropriate functional committees (appointed worker member and co-chairs).
- Members are reminded to sign confidentiality agreement: [6iii - Confidentiality Agreement.url](#)
- OCRO was notified of an anonymous complaint to MLITSD regarding "carcinogenic dust". MLITSD Inspector inspected on December 6 the classrooms at TBT 333, MNT 202 and CBY C03, which were the substance of the complaint. A class was underway at TBT at the time of visit, no inspection. MNT 202 was inspected and minor dust was observed at the front of the class. CBY C03 was inspected and a chair at the front of the class was observed to be somewhat heavily coated in a pinkish dust. The dust is believed to be chalk dust. No order issued; however, employer was reminded of general housekeeping and the following of the internal responsibility system (i.e., escalating matters to supervisor, committee, etc.). Field visit to be shared, once delivered by Inspector.

5. Inspections

Paul Bussiere presented an update on inspection progress. A list of “top 10” hazards was presented with XYZ the top 3. A summary of delays in responding was provided, with some reports not having received a response well past their due date. OCRO is following-up with the respective management on these items. An overview of a presentation for the Facility Manager was presented to the committee. Five (5) members have participated in workplace inspections since July; call for more members to participate. Question regarding the scheduling of inspections and responses – is it possible to do parts of buildings for shorter reports? Inspections were scheduled by the local faculty/service resources based on available times. Inspections next year will also be more rotational and less focused on physical areas. Presentations in Teams group: [Status](#) and [Facility Managers](#).

6. Functional Health and Safety Committee Minutes

- Psychological – Mo Elmoselhi was introduced as liaison from the committee; however, was unable to be present.
- Laboratory – bee incident, as discussed in point 4.
- Office – no update.
- Facilities/Protection – no update.
- Alta Vista – no update.

7. New Business

- Committee training – OCRO is proposing to create a subgroup (3-5) members to establish a committee member training framework. This group will consider currently available training as well as what is needed for committee members to fulfill their responsibilities. Please declare interest to Graham Nelson.
- WHMIS training – the training requirement was specified in collaboration with uOttawa/UJOHSC during the WHMIS 2015 transition and was based on interaction with hazardous materials, in lieu of all workers. OCRO is proposing to revisit the current process as documented in the UJOHSC minutes on March 27, 2019. Members are asked to review in preparation for the next meeting.
- Committee effectiveness – survey tool to help evaluate the committee’s effectiveness and based on health-care setting. Tool has been modified to fit university. Members encouraged to fill to evaluate future committee focus, improve process, etc. Tool will be shared with functional committees in the New Year. Link: [9iii - JHSC Effectiveness Tool.url](#)
- Participation – a fundamental worker right, members are encouraged to be involved (meetings, inspections, document review, reporting, etc.).

Next meetings (all from 10h00 to 11h30)

- i. February 22, 2023
- ii. April 19, 2023
- iii. June 21, 2023

Meeting concluded. Adjourned at 16h05.



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Signatures

Worker Co-Chair: *GR* Date: 2023.02.28
Gabriel Ramsay

Management Co-Chair: *Angie Tinor* Date: 2023.02.28
Angie Tinor