

**Comite mixte universitaire sur la sante-sécurité au travail (CMUSST)**  
**University Joint Occupational Health and Safety Committee (UJOHSC)**  
**25 Avril 2023; 13:00; TEAMS**

| <b>Committee members (voting)</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      | -                 |
| Vice-President, Academic & Provost (or delegate)         | Véronic Tardif      | X                 |
| APUO   | Evan Sterling       | X                 |
| APUO   | Christine Guptill   | X                 |
| APTPUO   | Esther Senneville   | X                 |
| APTPUO   | Lydia Schriemer     | X                 |
| IUOE, 772A   | Vacant              | -                 |
| IUOE, 772B   | Vacant              | -                 |
| SSUO   | Scott Dick          | X                 |
| SSUO   | Gabriel Ramsay      | X                 |
| CUPE, 2626   | Agnes Bezerra       | -                 |
| CUPE, 2626   | Rennan Medeiros     | -                 |
| CUPE, lifeguards   | Vacant              | -                 |
| UOITP  | Vacant              | -                 |
| Non-unionized group                                      | Vacant              | -                 |
| <b>Resource Persons (non-voting)</b>                     |                     |                   |
| JHSC Inspector   | Paul Bussiere       | X                 |
| Representing Deans                                       | Paul Bélanger       | -                 |
| Representing Deans                                       | Vacant              | -                 |
| Representing Directors                                   | Lynn-Marie McCarthy | -                 |
| Representing Directors                                   | Vacant              | -                 |
| Health and Wellness                                      | Marie Parish        | X                 |
| Human Rights Office                                      | Tiffany Ticky       | -                 |
| Office of the Chief Risk Officer                         | Carolina de Moura   | X                 |
| Office of the Chief Risk Officer                         | Graham Nelson       | X                 |
| <b>Invitees</b>  |                     |                   |
| CUPE 2626-03   | Emir Almashev       | -                 |
| OPSEU  | Sean Fish           | X                 |
| OPSEU  | Roger Morin         | X                 |
| <b>Certified Members</b>                                 |                     |                   |
| Worker   | Scott Dick          |                   |
| Management   | Marie Parish        |                   |

X – denotes attendance to the meeting

**Chairperson:** Gabriel Ramsay;

**Secretary:** Vacant – minutes prepared by Graham Nelson

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**1. Roundtable**

N/A

**2. Presentations**

No presentations scheduled.

**3. Approval of agenda**

Matter relating to Policy 66 at the Student Health and Wellness Centre added to the agenda. The agenda was moved for approval by Véronic Tardif and Lydia Schriemer; approved unanimously.

**4. Approval of the minutes – February 27, 2023**

The minutes were moved for approval by Véronic Tardif and Esther Senneville; approved unanimously.

**5. Matters Arising – February 27, 2023**

- a. Management system – update to the occupational health and safety management system presented, with a focus on the status of the program manuals that establish the minimum requirements. Implementation continues through emails, workshops with faculties/services, touchpoints with key groups, etc. Institutional procedures at the next step; to launch in the fall. Members thanked for feedback. Comment on past correspondence regarding consideration of items from COVID-19 pandemic. The manuals establish minimum requirements for operations at uOttawa, inclusive of hazard identification and risk assessment.
- b. Terms of reference – a subgroup including all unions/associations has met on several occasions to establish a future structure and resolve outstanding concerns with the current ToR. One proposal was a zone model following the integrated facility management model. Discussions continue and documentation is in the Teams folder (ToR channel). Any feedback back may be raised by members through their unions/associations.
- c. Policy 66 – Prevention of Violence – the CA approved the updated policy; [posted online](#). Formal communication to follow. Next step is the workplace violence prevention program, including the risk assessment. Call for participation to follow. A matter was raised concerning the Student Health and Wellness Centre; document shared in meeting chat. A group of counsellors was moved to 90 UP with different mitigation measures in place. No incident has occurred. Une enquête a été en cours par la gestion du centre. The document shared was created by workers and shared with the UJOHSC for consideration. Members to revisit following opportunity to review document. Possible ways forward include committee recommendation(s), work stoppage, work refusal, escalation to MLITSD, etc.
- d. Training – committee members, certified member, WHMIS, audit – a committee member training framework was established in consultation with the co-chairs to assist members in meeting their duties, roles, and responsibilities. Using the training framework as a base,

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member completion rates were assessed on 10 key workshops, with results between 2 and 87%. Certified member duties were reviewed. Two management members (Tiffany Ticky and Nicholas Lavoie) have started the certified member training; worker members strongly encouraged to declare their interest. OCRO will help facilitate. Discussion on training performance and that an on-boarding package for training for faculty personnel would be helpful (existing with support personnel). Workday will help bringing the process more upstream. Training framework to be shared with members and performance to be reassessed by end of 2023. Based on the results of WHMIS survey, members present did not feel a need to change the current training requirements.

i. **ACTION: OCRO to revisit committee member performance data by December 2023.**

- e. Committee effectiveness – there were 8 total responses to the JHSC effectiveness survey, identifying areas of improvement. Notable results include basic committee functions. A summary of data will be shared post-meeting and help to understand how/where improvements can be made.

## 6. Current Business

- a. Critical injuries, occupational illnesses, Ministry of Labour, Immigration, Training and Skills Development Update – No critical injuries or occupational illnesses since last meeting.
- b. Quarterly reports – simple statistical reports will be sent to the Teams group on a quarterly basis. An example was demonstrated. The report is aggregate in nature, with specific incidents provided weekly to the functional committees. Example shown. Members look forward to year-over-year comparison. Members reminded about confidentiality agreement for situations that require disclosure of personal information.
- c. Inspections
- i. Status update – inspections continue with a progress report presented (Jan-April 2023) including top hazards identified (items at stored at height, unsecured cabinets, labelling of hazardous materials, etc.). Response times improving; OCRO is working with the FM group.
  - ii. iSight Case Management – submission portal nearing completion; testing underway. When ready, a workshop will be offered to members.
  - iii. Member workshops – several workshops have been offered to members on the workplace inspection process. All members encouraged to attend. Paul Bussiere continues to support the inspection process as a member delegate while worker members are on-boarded, trained, and oriented to the inspection process.
  - iv. Question on HEPA units being used in classrooms. Classrooms are inspected when not in use. Units have been observed operating in classrooms. Facility managers should have the necessary details on usage, maintenance, etc. Experience of some members are that units are turned off. Further, when turned on at their maximum setting the units are noisy and personnel turn them off to teach. Takeaway item to verify with FM group.

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- d. Functional Committees
- i. Office – no meeting since November 14, 2022; currently no co-chairs. Member recruitment underway.
  - ii. Laboratory – no items to report from February meeting.
  - iii. Facilities/Protection – introduction of a modified type 2 work procedure to use power tools with shrouds for asbestos containing materials. Modified procedure provides equivalent protection and is presented for committee feedback.
  - iv. Alta Vista – masks now recommended (not required) at Alta Vista campus. Committee sent a message to leadership in Medicine and Health Sciences requesting more consultation with the committee. A response is believed to have been provided; to verify.
  - v. Psychological – members were interested in taking training from Workers Health and Safety Centre on psychosocial hazards and workplace mental health. Funding being explored. Presentation of results from guarding minds survey. Committee was made aware at a high-level of the matter mentioned under policy 66; clarification of mandate of the committee.

**7. New Business**

- a. Procedure review – work refusal, bilateral work stoppage – as part of updating the ToR, the processes (which follow existing provincial steps) must be updated. Members asked to provide feedback by May 23, 2023.
- b. NAOSH Week – May 3-7 – an amazing week of events is planned, including a member recognition BBQ on May 4; all members invited. Additional workshops, games, activities, and opportunities to get involved. Join the team!
- c. Virtual bulletin boards – MLITSD have a very traditional approach to “posting” H&S information and suggest consulting with the JHSC to ensure the intent of the OHS Act is respected. Consideration includes the way in which information is consumed, remote workplaces, and currency of information. uOttawa exploring the possibility of integrating a ‘virtual bulletin board’ into Teams to at least complement, if not replace, physical postings. Members’ feedback is appreciated to [sst-ohs@uOttawa.ca](mailto:sst-ohs@uOttawa.ca).

**8. Next meeting:**

- a. June 19

Meeting concluded. Adjourned at 2:31 pm.

**Signatures**

Worker Co-Chair: *Gabriel Ramsay* Date: 22.06.2023  
Gabriel Ramsay

Management Co-Chair: *Angie Tinor* Date: 22-06-2023  
Angie Tinor