

**COMITÉ FONCTIONNEL DE LA SANTÉ ET DE LA SÉCURITÉ – IMMEDUBLES ET PROTECTION**  
**FUNCTIONAL HEALTH AND SAFETY COMMITTEE – FACILITIES AND PROTECTION**

**24 Aout, 2023; 10h30; Microsoft Teams**

**MEMBRES DU COMITÉ**

une personne nommée par le Directeur exécutif des Immeubles comme son porte-parole	<b>Jacques Nadeau</b>	A
une personne nommée par le Directeur du Service de la protection comme son porte-parole	<b>Nicholas Lavoie</b>	P
une personne nommée par la section locale 772A de l'IUOML (IOUE)	<b>Allan Hager</b>	P
une personne nommée par la section locale 772B de l'IUOML (IOUE)	<b>Frederic Desjardins</b>	A
une personne nommée par l'APUO	<b>Vacant</b>	-
une personne nommée par l'APTPUO	<b>Gustavo Freire</b>	P
Support staff University of Ottawa (SSUO), OSSTF	<b>Annie Massé</b>	A
Support staff University of Ottawa (SSUO), OSSTF	<b>Zacharie Cadieux</b>	P
une personne nommée par le SCFP (CUPE), unité syndicale 2626	<b>Heba Khalil</b>	A
une personne nommée par le SCFP (CUPE), lifeguards	<b>Vacant (Emma Kaz)</b>	A
un employé nommé par l'IPFPC (PIPSC)	<b>Henryk Leminski</b>	P
un employé élu représentant le groupe non syndiqué	<b>Vacant</b>	-
un employé élu représentant le groupe non syndiqué	<b>Vacant</b>	-
Agent de Santé et Sécurité des Immeubles, Opérations – Facilities Health and Safety Officer Operations	<b>Martine Bergeron</b>	P
Agent de Santé et Sécurité des Immeubles, Construction – Facilities Health and Safety Officer Construction	<b>Elisa Koene</b>	P
Vice-recteur associé, Immeubles – Associate Vice President Facilities	<b>Geoff Frigon</b>	A
Bureau de la gestion du risque, Secteur santé et sécurité au travail	<del>Robert Atkinson</del> <b>Graham Nelson</b>	P
Inspecteur, CUMSST	<b>Paul Bussiere</b>	P

**Réunion présidée par :** Zachary Cadieux  
**Secrétaire :** Martine Bergeron

A – Absent P – Présent

## PROCÈS VERBAL / MINUTES

Also present as non-voting members OPSEU: n/a

### 1. ADOPTION DE L'ORDRE DU JOUR

Adopted by Allan Hager, seconded by Gustavo Freire

### 2. APPROBATION DU PROCÈS-VERBAL DE LA DERNIÈRE RÉUNION (25 Mai 2023)

Adopted by Allan Hager, seconded by Zacharie Cadieux

### 3. AFFAIRE DÉCOULANT DE LA DERNIÈRE RÉUNION (25 Mai 2023)

- 3-year DSR reassessment and abatement – The tender for construction closed on Tuesday, and we are just awaiting on the successful contractor. Part of the scope involving residences was handed off to the housing project. A new 3yr DSR project will be established this fall for the next 3 years. Final reports are uploaded on the website. Suggest removing this discussion item for future meetings.
- Noise Assessment – Following last year's H&S inspections, 58 locations were identified as having possible elevated noise, and were assessed by an environmental consultant. 22 locations came back higher than 80dB to be included in our program, only 3 exceeded legislated level of 85 dB.
- Potable Water Program – Received no comments from the last meeting, so the program can be finalized and translated. Water sampling yr 2 took place in July. Some areas had lead exceedances at T05 and were address. Some locations remain with adverse results at T00, but since T00 is not legislated, uOttawa takes it as a proactive warning. These locations have signage, temporary flushing measures in place pending a change in fixtures or installation of filters. Legionella was also sampled at furthest point from entry during the water sampling. 2 buildings (that were closed for the summer) came back with elevated levels. A notice went out that a temperature shock would take place on campus. Since the water is supplied by the power plant, the water temperature would affect main campus.
- Roles and responsibility training compliance update – New training was implemented June 1. Five weeks post launch, compliance had reached 30% completion campus wide. Facilities being at 78% completion – Excellent relative to the rest of campus.

### 4. AFFAIRES COURANTES

- Critical injury / accident / incident / occupational illness reports (Allan Hager)
  - i. Reports are now sent automatically to this committee's Teams folder, weekly. All members should have access. Teams accident/incident channel: <https://teams.microsoft.com/l/channel/19%3aef9f9ba73e5f4edca95edac2618077d7%40thread.tacv2/Accident-Incident%2520Reports?groupId=b4cce481-70c9-4adf-b032-7ef3f4542908&tenantId=d41fdab1-7e15-4cfd-b5fa-7200e54deb6b>
  - ii. 6 incidents:
    1. 0141 – foot injury during training at Crossroads
    2. 0149 – Protection officer injured during Montpetit arrest
    3. 0161 – back injury lifting skids at Stem
    4. 0171 – crushed finger by filing cabinet at Pembroke
    5. 0182 – sidewalk hazard, sign LRT to FSS
    6. 0203 – Stone broke off 100 Laurier
- Inspections (Inspector: Paul Bussiere)
  - i. Facilities – 100%
  - ii. University – Presentation
    1. Up to now: 4600 hazards in 11000 spaces inspected. Top hazards include damaged lights and items stored at heights, chemical storage and cabinets not secured
    2. Call out for committee members to complete inspections – participation is low but moving forward as next year... committee members are to be tasked with inspections

- iii. Management inspections (Martine Bergeron) – management inspections 100 % completed for 2023. Still need to extract and action some items, however, items like signage for access, PPE or confined spaces were corrected. Same with replacing Hearing protection in spaces.
- Rapport du comité universitaire (review past meeting minutes – Graham Nelson)
  - i. MOL news –
    1. Requested assistance from MLITSD at 200 Lees, in understanding /defining construction work. Proper separation implemented and directors’ designation approved.
    2. In case of MLITSD visits, refer to protocols [FAQ-E](#), [FAQ-F](#)
    3. Notice of consultation from MLITSD regarding [heat stress regulation](#), [outdoor air quality](#). Please share any comment to Graham.
  - ii. UJOHSC update
    1. Management system - program manuals launched in May; these set minimum requirements. Procedures (e.g., hazard identification, incident management, etc.) will launch in October. Refer to <https://www.uottawa.ca/about-us/administration-services/office-risk-management/my-safety/occupational-health-safety/management-system> for more information.
    2. OHS culture survey results presented. Main takeaway is building on internal responsibility system and individual roles and responsibilities.
    3. Terms of Reference update continues, current proposal is 8 committees based on geography. Working group continues to meet.
    4. Training framework for committee members - recommended training for all members to be able to execute their duties and responsibilities: [uOttawa Committee Member Safety Training Framework Final.xlsx](#)
    5. Proposal on safety boards being more static, with information (e.g., basic safety, emergency information) being deployed via Teams link on left hand navigation menu. Verifying possibilities.
- Training (Martine Bergeron)
  - i. Spill Response – held 6 sessions between July and August. Limited attendance but great participation. Will offer additional sessions tailored to Operations/Facilities this fall.
  - ii. Lock-Out Tag-Out – September 22<sup>nd</sup> for managers/supervisors and lead hands. October 17<sup>th</sup> and 26<sup>th</sup> for Operations workers. Subsequent training for faculties (Arts, Science and Engineering) as needed.
  - iii. [Health and Safety - Roles and Responsibilities](#) – now available online
  - iv. [Health and Safety Committee Member Orientation](#) – encourage all committee members to complete
  - v. [Workplace Health and Safety Inspections](#) – now available

## 5. AFFAIRES NOUVELLES

- i. Smoke free campus (Frédéric Desjardins) – deferred to next meeting
- ii. Health & Safety Excellence Program (Graham Nelson) – provincial incentive program for which the University gets recognition from WSIB, and an incentive/rebate for insurance costs for successfully implementing H&S topics. This year, uOttawa was successful with 4 topics: Safety Leadership, Safety Roles and Responsibilities, Safety Communication, Safety Participation.
- iii. Safety Champion (Graham Nelson) – uOttawa recognition award for demonstrating positive safety efforts in their positions and operations, in representing the values and principles of policy 77. Champions are selected and announced every month.
- iv. Lock Out Tag Out Program – Review of the program yielded the following comment: clarify who’s responsibility it is for consistency of padlocks in departments.
- v. Legionella Program – Review of the program yielded the following comments:
  - table of contents to be updated,
  - P.7 what consists of a competent person,

- p. 7-8 training as necessary
- p.8 clarify fairly resistant,
- P.13 humidifier testing – is it actually done? Downstream of ductwork – is 3 months reasonable?
- P.19. checking drinking fountain microbial growth – completed visually and tested in annual potable water program – clarify or remove from Legionella program
- Send out Appendix A and B.

**Next meeting dates:**

on-site/hybrid meetings

- November 23, 2023

**Meeting adjourned: 11:50**

*Nicholas Lavoie*

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Nicholas Lavoie  
Membre de la gestion

*Zacharie Cadieux*

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Zacharie Cadieux  
Co-président travailleur, élu