

.....

Office Functional Health and Safety Committee Meeting Minutes

Date: 20240207

Meeting started: 10:38

Quorum: 5 workers, 1 management, 1 co-chair

Attendance:

Management: Marc Albert (co-chair)

Workers : Mawy Bouchard, Sophie Rietti, Linnea Lofstrom-Abary, Elizabeth Campbell-Brown, Alain Leger, Henryk Leminski, Agnes Bezerra

Resource: Robert Atkinson, Paul Bussiere

Member changes: 3 new members to be added to the invitation and mailing list. (Ali Mahdi, Eslin Ustun Karatop, Mohammed Faisal.)

Worker member voting:

Co-chair: Eslin Ustun Karatop was elected as the new worker co-chair.

Secretary: A vote for secretary was inclusive, Elizabeth Campbell Brown has offered to handle to secretary duties until a member was elected. The worker co-chair will update the committee when the secretary has been selected.

1) Previous minutes review and approval : Henryk, Keith

2) Agenda review and approval: Henryk, Keith

3) Injury Review: Robert

- Staff member's bicycle stolen from in front of MRT between 7pm and 11pm on Thursday, January 4th. Grey Triban RC100, serial number 000000-0032-2522. Bike was locked with a Kryptonite brand U-lock through the frame and a cable through both wheels.
- I was explaining a concept on the chalk board beside the projector screen in WLD110. As I was walking back to the podium, the blue light from the projector refracted into my eye. I felt a very brief moment of pain. Then, when I went to look at my lecture slides on the computer screen, some of the letters were missing and I saw kaleidoscope colours.
- Slipped on stairs – bruise hand and knee D'Iorio
- Critical Injury Reported to MILTSD -worker at the pool

4) University Joint Occupational Health and Safety Committee :

Agnes provided an update regarding the part of UJOHSC she attended including an issue at the swimming pool regarding sharp edges on recently installed surfaces.

5) Inspections:

- Paul shared the final inspection progress report for 2023.
 - i. 93 buildings / 17000 spaces / 7000 hazards identified during these inspections.
 - ii. Top 10 hazards account for over 4400 hazards.
 - iii. Top 3 hazards - Lights not working or damaged, items stored at heights and chemicals found not labelled, not stored properly or not in a secondary container. There were 270 inspection reports sent to the facility managers and only 46% were returned on time within the 21 calendar days required under the OHSA. These numbers seem low, but they have improved by 18% compared to 2022.
- There were over 200 days where an inspection was completed. There were only 12 days where a committee members participated. There were only 8 members who joined the inspection and some participating multiple times.
- Paul hosted 10 workshops in 2023 for hazard identification and conducting inspections.
- There will be a workshop offered in the next few weeks, on how to create a workplace inspection using the I-Sight (Case IQ) platform.
- One of the faculties no longer want to participate with office inspections as they feel it is a low-risk area. There will be a pilot project where three buildings will be solely inspected by the JHSC inspector.
- Paul has asked members to try and find at least an hour to come and participate on an inspection in 2024. The inspection calendar can be found at blitz@uottawa.ca. with all the details of up coming inspections. Send Paul an email for dates you might want to participate, and he will send you all the details.

6) Training : No update

7) Next meeting:

- Mgt. Co-chair proposed that the meetings for 2023, be on the 1st Tuesday afternoon in February, May, September, and November.

8) Meeting adjourned

Management Co-Chair: Marc Albert

Worker Co-Chair: Absent

