

Comite mixte universitaire sur la sante-sécurité au travail (CMUSST)
University Joint Occupational Health and Safety Committee (UJOHSC)
19 septembre 2023; 10:00; TEAMS

Committee members (voting)	Names	Attendance
Vice-President, Finance and Administration (or delegate)	Jean Yves Hinse	-
Vice-President, Research and Innovation (or delegate)	Terry Campbell	-
Vice-President, Academic & Provost (or delegate)	Véronic Tardif	X
APUO	Steven Bittle	X
APUO	Christine Guptill	X
APTPUO	Lydia Schriemer	X
APTPUO	Vacant	-
IUOE, 772A	Vacant	-
IUOE, 772B	Vacant	-
SSUO	Scott Dick	X
SSUO	Gabriel Ramsay	X
CUPE, 2626	Agnes Bezerra	X
CUPE, 2626	Rennan Medeiros	-
CUPE, lifeguards	Jack German	-
UOITP	Vacant	-
Non-unionized group	Vacant	-
Resource Persons (non-voting)		
Advisor, OHS	Paul Bussiere	X
Representing Deans	Paul Bélanger	-
Representing Deans	Daniel Azzi	X
Representing Directors	Lynn-Marie McCarthy	-
Representing Directors	Vacant	-
Health and Wellness	Brigitte Beauseigle	X
Human Rights Office	Tiffany Ticky	X
Office of the Chief Risk Officer	Carolina de Moura	-
Office of the Chief Risk Officer	Graham Nelson	X
Invitees		
OPSEU	Sean Fish	X
IOUE, 772A, Psychological Committee Liaison	Mo Elmoselhi	-
PSUO-SSUO Health and Safety Officer	Alp Oran	X
Certified Members		
Worker	Scott Dick	
Management	Vacant	

X – denotes attendance to the meeting

Chairperson: Gabriel Ramsay;

Secretary: Vacant – minutes prepared by Graham Nelson

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1. Roundtable

Members introduced themselves and their role, as well as a stated individual priority for the year. Common items included psychological safety, greater participation in the workplace inspection process, lessons learned from the uWaterloo incident, improving communications between committees, and measuring the committee's effectiveness. The priorities will be summarized in consultation with the co-chairs and shared with the committee as part of objectives and performance measurement.

2. Presentations

No presentations scheduled.

3. Approval of agenda

The agenda was moved for approval by Lydia Schriemer and Agnes Bezerra; approved unanimously.

4. Approval of the minutes – June 21, 2023

The minutes were moved for approval by Agnes Bezerra and Véronic Tardif; approved unanimously.

5. Matters Arising – June 21, 2023

- a) **90UP violence prevention measures** – the opportunity arose for the counselling service to move from 90UP to UCU. The manager reported it is a better choice for the team and team members are much more comfortable there. Protection was also requested to help identify opportunities for improvement, with a camera suggested at the entrance. No new concerns have been raised to the committee's knowledge. Matter went through appropriate procedures to get concerns heard. Item resolved.
- b) **Management system** – Following the launch of the [governance framework](#) and [health and safety program manuals](#), revised institutional procedures will be launched in October. The key procedures (mainly hazard identification and risk assessment, incident management, and hazardous materials) help business units fulfill their requirements under the program manuals. For example, the COVID management being a wide-reaching document, would undergo formal inclusion of committee members into its conception, review, and implementation, at the appropriate level (e.g., CA). Details of the [entire management system are available online](#). Members are encouraged to share the documents and procedures with their colleagues and the groups they represent and keep an eye out for resources and tools to help implement the procedures.
- c) **Terms of reference** – a working model of an updated tentative structure was presented to the committee. The structure consists of 8 committees (including a UJOHSC, with 7 committees for dedicated campuses). The working group members are validating with their respective constituents. If the structure is tentatively approved, the focus will shift to specific functioning based on this model (e.g., specific sections, clauses, etc.). Next meeting is October 4.
- d) **Procedure review** – comments received as part of the consultation for [work refusal](#) and the [bilateral work stoppage](#) procedures were incorporated. Documents finalized and posted online. Item resolved.
- e) **Virtual OHS boards / MS Teams Safety Button** – Proposal that OHS boards become more static (e.g., mandatory postings) with QR codes (or similar) to safety information. Members agreed that information is now consumed differently and support the idea, provided links/QR codes are maintained. Additionally, a button in Teams is proposed, which would link to basic safety information (e.g., reporting of safety concerns, violence, harassment, etc., list of members, minutes, etc.). The button would be deployed as a default feature

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in all employee Teams accounts. Members unanimously agreed that they only see benefits from such a proposal. **ACTION ITEM: OCRO to implement static boards, with QR codes to basic safety information. OCRO to meet with IT to discuss implementation of MS Teams button.**

- f) **Roles and responsibilities training** – a brief update was presented on uptake of the recently launch health and safety roles and responsibilities workshop. Overall campus is at about 30% complete. Faculties/Services will be met to share individual performance and their plan to achieve. Members are encouraged to share with their colleagues the importance of understanding basic health and safety roles and responsibilities.

6. Current Business

- a) **Critical injuries, occupational illnesses, Ministry of Labour, Immigration, Training and Skills Development** – since the last meeting, there has been 1 visit investigating 3 matters:
- i. **RGN** – a report regarding a perceived preponderance of cases of occupational illness – possibly linked to the workplace – in a department at the Faculty of Medicine. Investigation on-going. [Field visit form shared in the Teams group.](#)
UCU – response to a complaint submitted by the UOSU regarding the damage / falling of ceiling tiles of asbestos-containing materials. MLITSD Inspector spoke with UOSU – concerns have been addressed; ceiling tiles were not asbestos-containing materials. Matter resolved. [Field visit form shared in the Teams group.](#)
FTX – response to a harassment complaint. Key personnel unavailable for the meeting. Investigation on-going. [Field visit form shared in the Teams group.](#)
 - ii. **uGuelph fine** – uGuelph was recently fined following a workplace incident. The case is being used as an example for owners of lifting equipment to ensure that training and instruction are also provided by the manufacturer operating matter and that documentation is maintained to this effect.
- b) **Inspections** – update on inspections of campus presented, including top 10 hazards, member participate rate, and timelines for the response concerning recommendations. Renewed call for worker members to participate via blitz@uottawa.ca. Presentation update added to [Teams group](#).
- c) **Functional Committees**
- i. **Office** – committee has not met recently. Redoubling efforts to ensure a meeting is scheduled.
 - ii. **Laboratory** – committee has not met recently. Meeting scheduled for first week of October.
 - iii. **Facilities/Protection** – new lockout/tagout procedure rolling out
 - iv. **Alta Vista** – some vacancies, leadership vacancies. Reiterated no response from the letter sent RE: consultation on decisions for masking. **ACTION ITEM: OCRO to follow-up with faculties.**
 - v. **Psychological** – Management co-chair has left uOttawa. Discussing inspections in new business.

7. New Business

- a) **uWaterloo incident** – members raised concern about incidents referenced in the Provost's email (RE: incidents on campus, including hate, targeting students and professors, those working with minorities), however were content to see the letter condemning such actions. Members also noted that large employers like uOttawa have larger community responsibility to show solidarity, for example, participating in the Ottawa Pride Parade. As part of more global workplace violence considerations, the policy was recently updated and a call for participation of the workplace violence prevention program will follow shortly. Members encouraged to participate.

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- b) **Masks** – the committee still supports the masking recommendation and the provision of masks at building entrances. Some members noted that they have seen more students wearing masks. Members agreed that having masks present is an appreciated effort across campus. Discussion on if dispensers are at 200 Lees given the new construction. Further discussion from APUO representative on the consideration for providing increased protection masks, such as KN95s, given strong evidence of transmission. **ACTION ITEM: OCRO to follow-up with Facilities.**
- c) **Temporary ventilation reduction** – discussion on the email regarding a period (20 mins) of reduced ventilation in certain downtown campus buildings during the September heat warning. The message sent was reported as somewhat confusing as the reduction in ventilation doesn't appear to correlate with periods of increased viral transmission. Context provided given the late summer heat wave. Members suggested that communications could be further modified to include suggestions regarding masking during such periods. Further discussion on importance of HEPA filtration units and communication of their purpose, including maintenance processes, signage not to turn off, etc. **ACTION ITEM: OCRO to follow-up with Facilities.**
- d) **Investigation guidelines** – deferred to the next meeting.
- e) **Psychological hazards inspections** – members indicated at the start of the meeting that psychological safety is an important and priority consideration. It is recognized this is challenging to inspect for at an individual level; however, members suggested to communally to think about ways to constructively contribute to the program and identify, assess, and recommend control. Guarding Minds was one tool used – unclear if appropriate for all members of the university. HR site shared as part of work done with Excellence Canada. Another example of an [inspection tool from the Ontario Nurses Association](#) was also shared in the meeting chat.

Meeting concluded. Adjourned at 11:35 am.

8. Next meetings:

- i. November 21, 2023
- ii. February 6, 2024
- iii. April 23, 2024
- iv. June 18, 2024

9. Signatures

Worker Co-Chair: _____ Date: _____
Gabriel Ramsay

Management Representative: V Tardif Date: 23 novembre 2023
Véronique Tardif