

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

Committee members (voting)	Names	Attendance
Vice-President, Finance and Administration (or delegate)	Jean Yves Hinse	X
Vice-President, Research and Innovation (or delegate)	Alison Hosey	X
Vice-President, Academic & Provost (or delegate)	Carl Belanger	X
APUO	Steven Bittle	X
APUO	Christine Guptill	X
APTPUO	Lydia Schriemer	-
APTPUO	Vacant	-
IUOE, 772A	Vacant	-
IUOE, 772B	Vacant	-
SSUO	Scott Dick	X
SSUO	Gabriel Ramsay	X
CUPE, 2626	Agnes Bezerra	X
CUPE, 2626	Daliane Regis	X
CUPE, lifeguards	Jack German	-
UOITP	Vacant	-
Non-unionized group	Vacant	-
<b>Resource Persons (non-voting)</b>		
Advisor, OHS	Paul Bussiere	X
Representing Deans	Paul Bélanger	X
Representing Deans	Daniel Azzi	X
Representing Directors	Lynn-Marie McCarthy	-
Representing Directors	Vacant	-
Health and Wellness	Brigitte Beauseigle	X
Human Rights Office	Marie-Claude Gagnon	X
Office of the Chief Risk Officer	Carolina de Moura	-
Office of the Chief Risk Officer	Graham Nelson	X
<b>Invitees</b>		
OPSEU	Sean Fish	X
IOUE, 772A, Psychological Committee Liaison	Mo Elmoselhi	X
PSUO-SSUO Health and Safety Officer	Michelle Centen	X
<b>Certified Members</b>		
Worker	Scott Dick	
Management	Nicholas Lavoie	

X – denotes attendance to the meeting

**Chairperson:** Jean Yves Hinse

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

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### 1. Roundtable

Several new members were welcomed to the committee, including Alison Hosey (management, Research), Carl Belanger (management, Provost), and Marie-Claude Gagnon (resource, Human Rights). Roundtable conducted.

### 2. Presentations

No presentations scheduled.

### 3. Approval of agenda

The agenda was moved for approval by Gabriel Ramsay; approved unanimously.

### 4. Approval of the minutes – September 19, 2023

A special meeting of the committee on COVID was exceptionally held on November 2 to discuss COVID.

The minutes for September 19, 2023 were moved for approval by Gabriel and Christine; approved unanimously.

### 5. Matters Arising – September 19, 2023

a) **Management system** – Following the launch of the [governance framework](#) and [health and safety program manuals](#), revised [institutional procedures](#) were launched in October. The key procedures (hazard identification and risk assessment, incident management, and hazardous materials) help business units fulfill their requirements under the program manuals. 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. OCRO has conducted various 'roadshows' with faculties/services/groups and remains available to help with change management and sustainment. Further change management and sustainment activities will roll out over the next few months.

**OHS strategy** – with the OHSMS implementation complete and focus turned to sustainment, OCRO is mapping out a plan for the mid-long term OHS strategy. To realize, OCRO invites members to be involved in this process. Members may reach out to Graham Nelson to participate; Gabriel Ramsay and Agnes Bezerra expressed their interest during the meeting.

b) **Terms of reference** – the working group continues to meet, with the first review of backlog comments complete. Meetings continue with the working group and representatives of all unions/associations invited to help shape the future of the committees, including review items one-by-one. The ToR will require approval from all unions/associations, management, and the MLITSD. Target is Q2 2024.

c) **Virtual OHS boards / MS Teams Safety Button** – virtual boards implemented with MS Teams integration expected in December 2023. Discussion on items that are possible to add to the virtual board, including COVID communications / information. The minimum requirements for OHS boards are currently posted and news, upcoming training, and/or other items will be explored. Comment on lag to update the committee membership page – an efficiency process was undertaken to reduce the number of lists to update; a link with the committee database will be established to have the most up-to-date lists.

d) **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, starting with higher-risk workplaces.

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Members are encouraged to share with their colleagues the importance of understanding basic health and safety roles and responsibilities.

- e) **RGN occupational illnesses update** – the investigation is continuing. An update was shared with the union and certified member earlier in November. The next step is obtaining quantitative data to assess and evaluate. An update must be provided to the MLITSD in December and the committee will be kept similarly apprised.
- f) **COVID** – discussion follows the special meeting from November 2, 2023. Two documents were shared 1) COVID management plan for update, and 2) a response from APUO to the employer response to the recommendations from December 2022. Discussion around 3 objectives:
- Collaborative decision-making process, with the lifting of masking mandate cited as an example at RGN.
    - Working rules / communication guidelines for such decisions.
    - Establish evidence-based benchmarks for decision masking. For example, why 3-ply masks provided and not N95s.
  - Communication strategies – virtual BBs conveying public health messaging. Communication plan.
  - Public billboards, including information from Ottawa Public Health. Discussion that the virtual bulletin boards may assist in sharing information. Information on current measures remains available on the [COVID-19 website](#).

Discussion on ventilation data for large classrooms and wastewater data provided last January with request to have updated for 2023. Questions / comments to verify with Facilities:

- What were the criteria for providing HEPA units to classrooms, 5 or 6 ACPH?
- Is there consideration given to ASHRAE 241?
- What is the frequency of testing / maintenance of the HEPA units? People find them loud and turn them off/on lower setting; how can they be left on? Users do not know the purpose of these devices.
- 100 LRR is an old building and should be the priority for interventions. Reference to a previous complaint related to construction activities.

Discussion on the follow-up response from the APUO response to the employer's response to the committee's recommendations. Because there was no new recommendation, there was no subsequent formal employer response. The committee requested a response (6 votes in favour).

## 6. Current Business

- a) **Critical injuries, occupational illnesses, Ministry of Labour, Immigration, Training and Skills Development**
- i. ***Working for Workers Act, 2023*** – now law; the result is an increase in the maximum fine for a corporation convicted under the OHS (from \$1.5 million to \$2 million). The maximum fine is now the highest in Canada.
- b) **Inspections** – presentation shared in the Teams call; to be added post meeting to the UJOHSC Teams group. To date (2023), there have been ~6,500 hazards identified, with ~4,200 appearing in the top 10. Initiatives are planned to follow on the top items (e.g., storage at height, eyewash stations, labelling of hazardous materials, etc.). Response timelines are improving, but there remain ~54% of reports received past 21 days; one report was 132 days late. For 2023, there have been 9 inspections with committee members present; 6 total members participated. Renewed call for participation of members as a core fundamental right. Management co-chair expressed an interest, along a member from CUPE 2626.
- c) **Functional Committees**

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- i. **Office** – committee met in November. No significant matters to discuss.
- ii. **Laboratory** – committee met in October. No significant matters to discuss
- iii. **Facilities/Protection** – committee meets on November 23; new LOTO program roll-out
- iv. **Alta Vista** – current leadership vacancies and require management co-chair to move forward; OCRO to help facilitate meeting.
- v. **Psychological** – draft letter of recommendation was presented for hate incidents, including a H&S plan for hate-based incidents, training program, lead person on hate crime prevention, etc. Terminology for “hate-incident” was unclear due to its wide spectrum of interpretation; a vote was held, and the motion did not pass.  
A survey from Institutional Research and Planning (IRP) was recently launched, purporting to be on campus safety. Post-meeting, it was noted that the survey is related to client service provided by Protection Services. Protection will be happy to share outcome once they have the data. Interest is in EDI data and how Protection is perceived?

## 7. New Business

- a) **Policies 58, 66, 77** – in preparation for the 2024 update, copies of policies 58 (smoking), 66 (violence) and 77 (health and safety) were shared in the Teams group and by email with the committee on November . No changes are proposed to either 66 or 77. Comments remain open until end of week (November 24).
- b) **Workplace violence risk assessment** – to follow on policy 66 is the workplace violence prevention program and the campus violence risk assessment. The program deals with reporting, investigating, etc. situations of violence. The risk assessment serves to identify situations of elevated risk and mitigations in place. Current version is [available online](#), with an update and modernization required. Members encouraged to review in preparation for call for review.
- c) **OHS culture survey** – the second iteration of the OHS culture survey is launching on November 28. The purpose is to understand attitudes and perceptions on safety across campus. Key elements to focus on include roles and responsibilities. The survey is 20 questions and will be open until December 15. Results to be shared in the New Year.

Meeting concluded. Adjourned at 11:38 am.

## 8. Next meetings:

- i. February 6, 2024
- ii. April 23, 2024
- iii. June 18, 2024

## 9. Signatures

Worker Co-Chair: \_\_\_\_\_ Date: \_\_\_\_\_  
Gabriel Ramsay

Management Co-Chair: \_\_\_\_\_ Date: \_\_\_\_\_  
Jean Yves Hinse