

COMITÉ FONCTIONNEL DE LA SANTÉ ET DE LA SÉCURITÉ D'ALTA VISTA
ALTA VISTA FUNCTIONAL HEALTH AND SAFETY COMMITTEE

August 24, 2023; 14h00; TEAMS

Representation	Name	Attendance	Email
Employees appointed by and representing the deans or directors from faculties or services (2)	Dr Jocelyn Côté	P	jcote@uottawa.ca
	Dr. Holly Orlando	A	horlando@uottawa.ca
	Charlene Clow	P	cclow@uottawa.ca
APUO (2)	Dr. Christine Guptill	P	cguptill@uottawa.ca
	Dr. Yan Burelle	P	yburell2@uottawa.ca
APTPUO (2)	Nelson A. Ovalle Diaz	P	novalled@uottawa.ca
	Vacant	-	N/A
CUPE, local 2626 (2)	Toka Hussein	P	thussein@uottawa.ca
	Vacant	-	mailto:sdida039@uottawa.ca
PIPSC (1)	Vacant	-	
OSSTF (2)	Vacant	-	N/A
	Vacant	-	N/A
IUOE, local 772A	Allan Hager	P	ahager@uottawa.ca
IUOE, local 772B	Vacant	-	N/A
NUEA (1)	Vacant	-	N/A
Non-voting undergraduate student (1)	Vacant	-	operations@uosu-seuo.com
Resource Persons			
Manager, Occupational Health and Safety	Charles Mulcahy	P	cmulcahy@uOttawa.ca
Office of Risk Management	Graham Nelson	P	gnelson@uottawa.ca
JHSC Inspector	Paul Bussiere	P	pbussier@uottawa.ca
Risk Management Specialist, Occupational Health and Safety	Robert Atkinson	A	ratkinso@uottawa.ca
Manager, FoM Facilities	Marie-France English	P	mf.english@uottawa.ca
Manager, FHS Facilities	Nicolas Leymarie	P	n.leymarie@uottawa.ca

P – Present, A - Absent

Co-Chairs

Management: unnamed

Worker: unnamed

Meeting Chairperson & Secretary

Charles Mulcahy

Minutes

1) **Approval of agenda and minutes | Worker Co-Chair**

- Move to approve the agenda of the August 24, 2023, meeting.
 - Seconded and carried without dissent.
- Move to approve the minutes of the March 13, 2023, meeting.
 - Seconded and carried without dissent.

2) **Overview of Committee voting members**

- a. The chair welcomed our new committee Management members:
 - Dr Jocelyn Côté, representing the Dean of Medicine
 - Charlene Clow, representing the Dean of Medicine, and
 - Toka Hussein, representing CUPE, Local 2626.
- b. The Chair highlighted the many Worker Representative vacancies. Graham Nelson explained that the committee must have a balance between Management and Workers if it is to be successful. OCRO will reach out to the Unions about nominating new committee members. Other permutations are being explored/considered.
- c. For this committee to be successful, we require two co-chairs and a secretary. One co-chair must represent Management, and the other must represent the Workers.
 - i. **Action Item:** Dr Côté and Dr Orlando must select a co-Chair.
 - ii. **Action Item:** The Worker members must select a co-Chair as well as a Secretary.
- d. The Committee APTPUO representative, Nelson A. Ovalle Diaz, indicated that he would reach out to the union to look for another APTPUO representative to fill the vacancy.
 - i. **Action item:** APTPUO representative to liaise with union.

3) **Business arising | Worker Co-Chair**

- a. Review of Action Items from March 13, 2023 meeting.
Masking Guidance. Following the previous meeting, the Committee put forth a recommendation on April 12, 2023, to the Deans of Medicine and Health Sciences strongly recommending that the Alta Vista FHSC be consulted and given the opportunity to provide input on matters related to health and safety. On June 8, 2023, the Dean of the Faculty of Medicine, Dr Jasmin, took our concern to the Faculty Operations (Ops) committee; no additional comments were raised other than the fact that our recommendation was acknowledged.
- b. **Recommendation:** The Committee's motion to the management of both faculties may be found, along with the Dean's response, in our [shared drive](#) within Teams in the **Recommendations** folder.

4) **Review of UJOHSC minutes**

- a. The Meeting Chair presented the draft minutes of the [UJOHSC meeting of April 25, 2023](#).
- b. Committee members are reminded to review the UJOHSC minutes in advance and raise any questions they may have. This will help create more time to review other items on the agenda.

5) Critical injury / accident / incident / occupational illness reports | Manager of Occupational Health and Safety

- a. Charles Mulcahy, Manager, Occupational Health and Safety, at the Faculty of Medicine presented a slide deck of all critical injury, accident, incident, and occupational illness reports that have been submitted. No critical injuries were reported.
- b. Reports are shared via the Committee Teams group every Friday.
- c. Please see [slide deck](#) for more information regarding the reports submitted.

6) Inspections / Impromptu visits | Manager of Occupational Health and Safety

- a. **Recommendation:** Charles Mulcahy, Manager, Occupational Health and Safety, again recommended that all Committee members participate in Workplace Health and Safety Inspections.
 - i. Paul Bussiere, JHSC Inspector, informed that Committee that he would be hosting two workplace inspection workshops in September, one in French (Sept 13) and one in English (Sept 27). See <https://web47.uottawa.ca/en/lrs/>
 - ii. This workshop gives insight to participants as to why inspections are done, what to look for, how to prepare a report, etc.
- b. The Manager, Occupational Health and Safety, confirmed that his new staff members, Alanna Cantelon and Evan Pilon, were steadily making their way through RGN completing Workplace inspections. 600 and 850 Peter Morand have been completed; RGN is 64% complete.

Summary of Action Items / Recommendations:

- 1. **Action item:** Dr Cote and Dr Orlando to discuss and decide who will serve as Management Co-Chair.
- 2. **Action item:** Worker members to discuss and decide who will serve as Worker Co-Chair as well as Secretary.
- 3. **Action item:** APTPUO representative to liaise with union.
- 4. **Recommendation:** Anyone who hasn't completed the Workplace Inspection workshop is encouraged to do so. See link above.

Meeting concluded. Adjourned at 3:30 pm.

Next meeting: March 2024

Signatures

Meeting Chair: Charles Mulcahy

Date: 2024-02-23

Charles Mulcahy
Management Co-Chair: (Absent)

Date: