Joint Worksite Health and Safety Committee Meeting (Q1 2022/23)

July 19, 2022 | 1.30pm to 3.00pm | Zoom

**In attendance:** Paulette Harrison, Frank Snow, James Rendell, Janice Cummins, Sumana Dasgupta, Anders Nygren, Mike Leaist, Denise Howitt, Darren Ferleyko, Bob Maber, Darren MacLean, Melanie Spencer, Brian Pshyk, Justin Huseby, Lorinda Hammond, Colleen Bishop, Rosa Marceau, Meaghan Carrier, Brittany Lindsay, Angie Price, Nicole O’Brien, Kate Williams, Francine Smith, Nigel Caulkett, Kyle Miles, Mehdi Mohammadi, Becky Hartwell

**Regrets:** Kristina Benson, Cindy Graham, Eoin O’Grady, Nathalie Vega, Brendan Webster, Rick Gysen, Nicholas Beckie, Kristen Kalbleisch, Keira Gunn, Tracy Beauregard, Catherine Hume, Abhijeet Alase, Elizabeth Rohlman, Elena Tyminski

**Observers:** Jennifer Krygier

**Call to order** - The Q1 2022/23 JWHSC meeting was called to order by Co-Chair, James R at 1.32pm. James welcomed all in attendance, followed by the reading of the territorial land acknowledgment.

1. **Approval of agenda and minutes** - James R presented the agenda which was approved by the Committee with no changes and minutes from the Q4 2021/22 meeting held on Apr 19, 2022 were accepted with no changes.

2. **Safety moment** - Paulette H delivered a safety moment on returning to campus post pandemic, discussing community resilience and shared some resources including a link to *six foundations for community resilience*.

3. **Membership update** - James R delivered an update on the recent changes to the membership and addressed the recent change in Co-Chairs. Previous Employer Co-Chair, Mike Van Hee, will now act as the Committee’s escalation point given his new role as VP of Services.

4. **Review of open action items** - James R led the Committee through a review of active action items.

**ID 80** – Denise H provided an update on the automated re-enrollments of EHS courses.

**Update:** On Jul 8, 2022, the People, Process and Solutions Team in HR advised that the fix is being tested. If all goes well, the fix should be implemented this month.

**Status:** Item will be marked closed post Q1 meeting.

**ID 82** – Darren F provided an update on the consideration to communicate WCB coverage when telecommuting.

**Update:** UCalgary will not provide guidance on what WCB will cover when working at home because UCalgary cannot predict what the WCB will cover given varying specifics of each situation and the overall complex nature of claim decisions.

**Status:** Item will be marked closed post Q1 meeting.

**ID 83** – Paulette H provided an update on the identification of participants for the working group.

**Update:** Awaiting terms of reference approval.

**Status:** Active.

**ID 84** – Denise H provided an update on the worker meeting regarding purpose/focus of the Committee.

**Update:** Denise H attended the worker meeting on Jul 6, 2022 to review the purpose and proposed structure for the sub-committee. Call for interest in membership is on the agenda for this meeting.

**Status:** Item will be marked closed post Q1 meeting.
ID 85 – Denise H provided an update on the Committee’s updated terms of reference.
   **Update:** Drafted terms of reference for the JWHSC and sub-committee were provided to the Co-Chairs on Jul 7, 2022. Refer to agenda item 9 for further update.
   **Status:** Item will be marked closed post Q1 meeting.

ID 86 – Mike L provided an update on the COVID related concerns expressed during the previous meeting.
   **Update:** Concern regarding masking was conveyed to Mike Van Hee who raised it with the COVID Decision Making Group.
   **Status:** Item will be marked closed post Q1 meeting.

ID 88 – Mike L provided an update on the concerns raised during the Apr 2022 meeting regarding employer members not in attendance
   **Update:** Several membership changes have been made to employer members and alternates have been identified for all employer members which will address employer member attendance.
   **Status:** Item will be marked closed post Q1 meeting.

5. **Issues log summary** - James R led the Committee through a review of active issue items.

ID 28 – Bob M provided an update on the issue bought forward regarding evacuation procedures during agenda item 11.
   **Status:** Item will be marked closed post Q1 meeting.

ID 34 – James R provided an update on the issue of campus cleanliness and training of new caretaking members.
   **Update:** With limited resources, classrooms will be cleaned once/twice per week; offices, once per month; and washrooms, once/twice per day. James ensured cleaning of all UC buildings will be monitored and if there are any questions or concerns members were advised to contact the Customer Care Centre or contact the Caretaking Area Manager. Additional cleaning can be requested through Customer Care at departmental cost.
   **Status:** Item will be marked closed post Q1 meeting.

ID 35 – Denise H provided an update on an issue bought forward regarding graduate students without direct supervision in laboratories who are unsure where to find information about health and safety.
   **Update:** Denise H met with Associate Dean, Student Experience in Faculty of Graduate Studies (FGS) on Jul 13, 2022. FGS are working on graduate student onboarding and plan to include content on key contacts and resources for all graduate students including contacts for EHS issues and concerns.
   **Status:** Item will be marked closed post-meeting with FGS.

6. **Safety performance** - Mike L provided an update on the University’s Q1 2022/23 safety performance summary.

   **Serious incident review** - Further to the pre-meeting materials distributed to the Committee on Jul 12, 2022, Mike L spoke to a serious incident investigation which resulted in a lost time claim injury.

   **OHS contact** – Denise H updated the Committee on a visit from OHS on Jun 21 and 24, 2022, following receipt of an Asbestos Notice of Project. Contractor has made a commitment to ensure all workers entering the containment area are clean shaven following an observation of one worker who was not.

   **Inspections** - On Apr 11, 2022, members of the Committee participated on an inspection of the Physical Plant with representation from Facilities and EHS. Area’s inspected included admin areas, fleet garage, Millwright workshop and Distribution Services warehouse. A total of 42 deficiencies were noted. As of Jul 19 2022, 37 had been completed.

   On May 31, 2022, members of the Committee participated on an inspection of the Barrier Lake Field Station with representation from EHS. Areas inspected included, duplex 8B, garage, library, wet lab and kitchen. A total of 25 deficiencies were noted. Assignment of action items is in progress.

   **Potentially Serious Incident (PSI) Surveillance Program** – Denise H spoke to a newly established PSI Surveillance Program from Alberta OHS. UCalgary was notified of organizations within the Education Sector receiving letters in
Jun, 2022 regarding non-reporting of potential PSI’s based on WCB data. UCalgary did not receive a letter from OHS.

**Hazard alert** – Mike L informed the Committee that on May 2, 2022 a hazard alert on time sensitive chemicals was distributed to all Laboratory Principal Investigators and Supervisors.

**7. OHS concern/recommendation reports** - Denise H provided an update on a concern reported that was related to a near miss in an Engineering lab/workshop.

**Action taken** - EHS consultant, Chris Pinter met with the individual who submitted the report to follow up on the concern. The near miss incident involved a disk sander where the adhesive sandpaper disk was ejected from the machine during operation. It was determined that the adhesive had degraded over time. No injury occurred, as the individual was standing in the correct position while using the equipment. An OARS report was completed. Corrective actions included replacing the adhesive materials on the disk sander as well as inspecting and replacing similar adhesive materials on other equipment.

**8. 2022 JWHSC calendar** - James R advised the Committee’s Q2 2022/23 meeting is scheduled on Oct 18, 2022 and the next inspection by the Committee will take place at Foothills Campus, more details to follow.

**9. Terms of reference** - James R opened the floor for final comments and questions on the drafted terms of reference. With no further comment, the document is considered as final and approved.

As per the revised terms of reference, Denise requested volunteers for the Sub-Committee working group. Kate Williams, Brian Pshyk and Nigel Caulkett volunteered. James advised for further interest to contact Denise H.

**10. EHS programs review** - Mike L updated the Committee on the Field Safety Standard and procedural steps. The Faculty of Science will pilot the standard before university wide implementation.

**11. Emergency evacuation procedure and responsibilities & COVID update** - Bob M spoke to the responsibilities for evacuation and procedures for Supervisors, Managers and Instructors. Communication will commence end of Aug through to the third week of Sep 2022. Information on the evacuation drills and buddy system is available on the Emergency Management website. The Committee suggested some additions to the communications which Bob M confirmed will be included in the roll out.

- Fire Extinguishers should only be deployed by those who are trained to do so and,
- Notification that the warden program is no longer active.

The UCalgary Alertus Emergency App will also be promoted to all University community to download and use.

The Committee raised a concern regarding fire extinguisher refresher training in Facilities Management. James R noted that discussions are underway to offer this and will provide an update at the next meeting.

As the Province remains in Step 3, there are currently no COVID requirements. Bob stated that the University is looking into scenario planning should the situation change.

**12. Details of next meeting** - October 18, 2022 | 1.30pm | Safety moment: TUCFA Representative

**Adjourned** - Meeting was adjourned at 2.38pm by Co-Chair, James R.

**JWHSC Q1 - Summary of Actions:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Assignee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 19 2022</td>
<td>Identify names for sub-committee membership.</td>
<td>James R &amp; Paulette H</td>
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<tr>
<td>Jul 19 2022</td>
<td>Investigate why TI 2nd floor does not have pull down fire stations.</td>
<td>Bob M</td>
</tr>
<tr>
<td>Jul 19 2022</td>
<td>Update the Committee on plans for fire extinguisher refresher training in Facilities Management.</td>
<td>James R</td>
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