

TYNDALE UNIVERSITY COLLEGE AND SEMINARY
Joint Health and Safety Committee
Meeting Minutes
June 13, 2006
Seminary Boardroom
10:00 – 11:00

Attendees: Cynthia Tang, Chris Ricci, Hilikka Aavasalmi, Peter Chow, Trevor Russell
Regrets: Kaarina Hsieh

Prayer: Trevor opened the meeting with prayer

Items for Review

1. **New Member Search**

- Welcome to Chris Ricci and Cynthia Tang, both of whom have joined the Health & Safety Committee and attended their first meeting.
- Becky Wismer has resigned from the committee. Her service on the committee was very much appreciated and her contribution will be missed. Thank-you Becky.
- Kaarina and Chris will be working on recruiting one additional committee member.

Action Items

1. **Function of the JHSC**

The function and role of the JHSC was reviewed and discussed for the benefit of new members and also review for current members. Items discussed included:

- ***How many members must a committee have?***
“If 50 or more workers are regularly employed, the committee must have at least four member [section9(6)(b)].”
- ***Who can serve as a committee member? How are members chosen?***
“At least half the members on the committee must represent workers [section 9(7)].”
“An employee who has the authority to discipline, hire, fire or recommend discipline, hiring or firing is considered a managerial employee. He or she can serve on the committee, but not as a worker representative.”
“The members representing workers must be chosen by the workers...”
“...at least one worker and one management representative must be certified.”
- ***How should a committee operate?***
“The committee must meet at thw workplace at least once every three months”.
“The committee must be co-chaired by two members. One of the co-chairs is chosen by the members who represent workers, the other by the members representing the employer.”
“The committee must keep a record (minutes) of its meetings.”

Powers of the Joint Health and Safety Committee

- ***Identify Workplace Hazards***
“... through carrying out inspections of the workplace.”
- ***Obtain Information from the Employer***
“... about any actual or potential hazards in the workplace.”
“... about the health and safety experience and work practices and standards in other

workplaces of which the employer is aware.”

“... about workplace testing... for occupational health and safety purposes.”

- ***Make recommendations to the Employer***

“... on ways to improve workplace health and safety.”

- ***Investigate Work Refusals***

“The committee members who represent workers must designate one of their group to be present at the investigation of a work refusal.”

- ***Investigate Serious Injuries***

2. Workplace Inspections and Hazard Analysis

- Teams: **Kaarina/Cynthia** – Seminary, Hall of Missions, Admissions Office

Peter/Chris – Business Office Wing, Basement, Boiler Room, Dining Hall,
Exterior grounds, Residence

Hilkka/New Recruit– Adjunct Hall, Front Hall, Reception, Bookstore,
Muffin

Shop, Gym, Katimavik, Library, 2nd Floor College
classes, Faculty Hall, Chapel, Student Life Wing.

- Peter will send an email to the Tyndale Community announcing our inspections during the week of July 24-28 so that everyone is aware that we will be entering offices, classrooms, etc.
- Full inspection reports will be submitted to Peter after the inspections are complete so that the MRM's can be submitted.
- A thorough examination of the results of our inspections will be conducted during our next meeting

3. Other business

- **Tabled to next meeting for discussion:** Emergency Procedures regarding outbreaks of diseases (ie. Norwalk) and review of emergency protocol when dealing with illnesses on campus where an ambulance might need to be called.
- Peter Chow was designated as one “Co-chair”. The 2nd co-chair will be determined in the coming weeks.
- Chris raised the issue of “Fall Arrest” training for our Maintenance staff as required by law when working on a ladder or scaffolding over 10’ high. Peter will look into the cost of training with OSG and Chris will inquire at People’s Church to see if there is an opportunity to join them for the training. A suitable harness will also be priced.

4. Next Meeting – August 15, 2006

Closing Prayer: Hilkka closed the meeting with prayer