

# Tyndale University College & Seminary

## Joint Health & Safety Committee

### MINUTES

**Date:** September 19, 2012

**Location:** Ballyconnor room 1001

**Time:** 10:10 am

**Present:** Cynthia Yoon, Jessica Brisco, Brian Bertrim, Karen Soltau, Becky Wismer, Matt Murray, Scott Rough, Albert Villaruz, Phil Kay

**Regrets:** n/a

ITEM	MINUTES	ACTION BY
1.	Accident and incident reports	
	a. KS reports of paper cuts, sprains and many icepacks being used. At the Bayview campus, there were reports of many blisters, another who fell during an activity, and another who tripped while walking up the stairs and skinned both knees. Some people claim the stairs feels high to climb, yet SR measured the height of the stairs and it seems to be fine. If tripping on these set of stairs becomes a repeated issue we will re-examine this more closely.	INFO
	b. There was also a student who had an allergic reaction while on his way to a Blue Jay's game with Student Life. Two staff members were there to respond and follow-up with the hospital has been conducted with the student. A reminder was given that staff members should still complete an incident report for offsite activities.	INFO
2.	Inspection reports	
	a. SR reports that all of the class A and class B incidents have been taken care of right away. The class C incidents still have to be taken care of.	INFO
	b. KS asked who is responsible for inspection of fire extinguishers at Bayview. SR said the SOSJ engineers are supposed to check the Bayview extinguishers, but lately they've dropped a lot of maintenance requests so we may have to start doing it. Recommended maintenance add to their checklist of things for Bayview.	SR / BB

### 3. Action items and “In Progress” updates

- a. WHMIS/H&S training for summer/new employees: CY reports that we did have training for all summer students, and for new employees we decided to train in the Fall. CY and SR will set up a date for staff/faculty training. CY / SR
- b. H&S policy changes: SR reports that changes have been started and has to be reformatted. CY reminded SR that team.tyndale.ca website must also be updated once the changes are done. SR
- c. ACME cleaners WHMIS training: KS reports they all have their training and are up to date. Aramark are also fully trained and we will check on their training status on a yearly basis. KS asked whether we should keep as part of our files, their health and safety binder. SR suggested that as long as we have access to it, we don't need to keep it. INFO
- d. Access to medical/emergency info:
  - i. SR reports that for situations where emergency information for employees and students need to be obtained by first aid responders, the plan to create a secure system with authentication was put on hold until I.T.S. completed the implementation of team.tyndale.ca. Once this is done, HR, Student Life, etc, will have appropriate access to certain information accordingly. SR
  - ii. PK suggested to change “First aid responders/EMS” to “Emergency Response Team” on the application form when we ask for emergency contact info. CY will make the change on the employee form. CY
  - iii. PK also suggested to have emergency contact info on paper to begin with; at least some info is better than none, especially if power goes down. SR  
CY mentioned the employee info is all in a binder with security. MM asked if we should ask for a health card number; PK responded that perhaps that info can be obtained at the Registration office once an applicant becomes a student. CY recommended that Student Life can ask students to provide the info when
  - iv. registering for Student Life events off campus. INFO
- e. First aid & CPR training:
  - i. CY reports we had 19 people trained last session including resident advisors, PK, Andrew Friesen and 3 part-time receptionists. The training company used was FastRescue; the general feedback was good, but the trainer was not a paramedic. CY suggests we should stick with HeartSafe because they're up to date, but FastRescue is a good secondary source. INFO
  - ii. SR reports that resident advisors, including Shannon Loewen (the new residence director) would like more live training with Preston--the CPR practice dummy. SR
- f. First Aid kits: SR reports that he discarded old kits, one of which was growing mold inside, perhaps due to a student who practiced first aid on himself then put the bandages back. All kits are new and updated, including all resident advisor kits. Also janitor closets will have secondary items. Student Life has also purchased some for the Athletics department. INFO
- g. Accident/Incident form: the new form is done and emailed to everyone—feedback was good. The accident/incident form still has to be uploaded to team.tyndale.ca and health & safety webpage. MM
- h. Fall arrest training: BB will find out when OSG offers training on Fall arrest. BB

- i. AODA training: CY reports that we were having issues with moodle for a while so we couldn't find out which staff had their training. Once moodle is fixed, we can find out who should be trained. AODA training was done in December last year. Nancy Dodsworth mentioned to Larry Hopperton, that we want to be doing more AODA, prevention of workplace violence and harassment training, but he hasn't had time to implement the course. Once this is done, everyone also has to complete the harassment training as well. CY
  - j. Aramark:
    - i. CY reports that Carol's request be on the health and safety committee was a concern due to confidentiality reasons. As a result, any issues brought forth will be addressed via Matt on the Food Committee, who in turn can bring forth the issue to health and safety committee INFO
    - ii. KS checked and compared Aramark's "redbook" which is indeed the exact same as Our "greenbook" (i.e. 2012 OH&S Act & Regulations pocketbook). The redbook is Aramark approved and prints them in red. We have given them a greenbook copy as well. Carol has been on health and safety committees for years and invites inspections anytime without her knowing when. Her only request is for inspectors to wear hair nets, and not to wear high heels. BB will let maintenance staff know about hair nets, etc., when they need to work there. BB
    - iii. CY observed a muffin shop employee touch money then prepare food afterward without washing hands--she corrected the employee. CY asked if we observe an issue like that, who do we tell? SR said that we should normally go through KS. KS indicated that as H&S reps, we should be responsible to let the kitchen staff know immediately and then inform her. INFO
4. New business:
- a. H&S website: MM reports that with team.tyndale.ca being launched recently, we need to upload incident report forms, as well as access to the minutes. SR mentioned a lot of the PDF links don't work on <http://tyndale.ca/healthandsafety>. MM
  - b. Medical room at Bayview: SR reports there has been a room designated on the first floor. We purchased on hospital bed from SOSJ and other items will include a stretcher and first aid kit. The room will also be on the generator power in case of power outages. We don't currently have access to the room now, but it has been designated. INFO
5. Other business
- a. MM asked earlier, about whether or not to report Tyndale offsite events since there was one individual MM rescued at a Seminary retreat over the weekend from a possible drowning, and there was a lady who had multiple seizures—fortunately there was a retired paramedic who helped. SR said that since it is a Tyndale event, then we have to do our health and safety report and follow-up. KS asked if we should have first aid responders for offsite events, so that from our end, someone is in charge. MM mentioned that UC Resident Advisors go through first aid training, but the Seminary Council doesn't, which was evident as they didn't know how to respond when the incidents happened. CY mentioned that Kaarina Hsieh, who is trained, normally attends but since she is no longer employed at Tyndale, and since the new resident director wasn't there, nor Sharolyn McLeod, perhaps both Deans of

- Student Life needs to be trained and must attend offsite Tyndale events such as retreats. BW mentioned the camp itself should have people trained also. CY
- b. CY mentioned earlier that we have a responsibility for employees especially, such as Christmas banquets, Admissions or Development dept. on the road, etc. PK brought up the idea of inspection of the cars of Admissions staff. BW suggested to have many first aid kits so that an Admissions staff member can bring it along with them on their road trip. SR agreed this is something we can certainly do. PK will ensure cars are inspected, come up with checklist and forward to Development for their staff as well. SR/PK
  - c. JB earlier asked, “How do you know when to write an incident report if it’s minor?” KS mentioned that when in doubt, fill the report in. The concern is delayed affects that may occur days after the incident happened. For example, what if the next morning the person can’t walk because they hit their knees but didn’t report it.
  - d. BB asked, “Who fills first aid kits?” SR said that on Ballyconnor, the security verifies the kits, but security at Bayview does not. (Resident Advisors check theirs, MM and/or Louie Dauphin check the sports related kits). MM mentioned that it might be a good idea to have a form in each kit so you know what stock to fill back up. Scott will check with Bayview security to ensure they inspect first aid kits also. SR
  - e. CY mentioned that every year we are supposed to conduct a prevention of violence risk assessment. Nancy Dodsworth has left this to our discretion whether we want to email people asking if they had workplace violence concerns or send another survey. If we do a survey, since HR website no longer exists, it will need to be housed on JHSC (a site like survey monkey is external and thus is not confidential enough). CY mentioned that if staff went onto team.tyndale.ca to fill an anonymous survey, then this might make staff feel not anonymous—so we should house survey on health and safety website. PK suggested to create a survey that does both functionalities of asking the simple question first, which then expands into the survey depending on the response of the first question. SR likes the idea of the survey because it makes people think through all issues related to harassment (i.e. verbal, emotional, etc.). Also we should complete this before our Dec. meeting. KS suggests that the survey should have the option to skip “next question” if previous question’s selected answer was ‘no’. Survey will be looked at, tweaked and reviewed. CY mentioned to reviewers to suggest key questions you may feel are missing. MM PK JB BW
  - f. SR mentioned a number of safety concerns on air quality was reported. Over the last few Years we’ve seen an increase in the number of reports on air quality—probably due to long hours at work and stress. At least 6 air purifiers were purchased, and the cleaning staff have steam cleaned more carpets. INFO
  - g. BB asked if it possible to have a policy to have as little carpet as possible; SR will bring this idea to the architects. SR
  - h. KS suggested to email staff on the importance of taking frequent breaks, to make people think through how they can take responsibility. PK mentioned that the location of printer setup can lead staff to walk more. Another idea is to have more meetings at Bayview. KS
  - i. MM mentioned that the seminary kitchen smells bad. SR said that it is the seminary student council’s responsibility to clean that kitchen, which they did early in Sept., but perhaps they should clean it weekly. Similarly, the B.Ed student council should clean the lower commons fridges. MM will speak with student council, particularly with B.Ed at upcoming meeting. MM

- j. JB mentioned that the vending machines are not accepting coins, and are out-dated.  
KS will ask vending machine companies to update their machines.

KS