

**Tyndale University College & Seminary
Joint Health & Safety Committee**

MINUTES

Date: December 10, 2012
Location: Ballyconnor Boardroom
Time: 9:00 am
Participants: Cynthia Yoon, Scott Rough, Karen Soltau, Becky Wismer, Jessica Brisco, Matt Murray, Albert Villaruz, Phil Kay, Brian Bertrim
Regrets: n/a

ITEM	MINUTES	ACTION
1.	Accident and incident reports	
	<ul style="list-style-type: none"> a. KS reports that it was mostly gym groups that reported of twisted/sprained ankles, and sprained knees. Regarding our students, there were reports of paper cuts. KS thought having rental groups sign/acknowledge their waiver form twice a year rather than annually might streamline the process better. SR was pleased to note that none of these reports were related to floor issues. There were two incidents, one involving an employee and one a student. Both are now doing better. 	INFO
2.	Inspection reports	
	<ul style="list-style-type: none"> a. SR reports that there were no class A's. There were a couple of outlets that were fixed/put back in. The issue regarding the kitchen freezers unable to hold their temperatures has been fixed. b. Bayview Extinguisher Inspection: SR has communicated with John Almeida (Chief engineer at SOSJ). John has ensured that the SOSJ engineers are the ones who check the fire extinguishers on a monthly basis. c. KS suggested the idea to rotate through inspection zones faster. SR to update schedule 	INFO SR
3.	Action items and "In Progress" updates:	
	<ul style="list-style-type: none"> a. WHMIS/H&S training for new employees: CY reports the next training event will happen during reading week since it is a quiet time period; we have accumulated one or two years' worth of new staff/faculty to train. We hope to coincide training with the harassment policy that Nancy Dodsworth is currently updating. There are plans to have (extra) separate training for supervisors. 	CY/SR

- b. H&S policy changes: see item number (6)
 - i. MM reports that the health and safety webpage is all updated. INFO
- c. Access to medical/emergency info:
 - i. SR reports that I.T. has put us on hold regarding creating a common location for emergency info of students and employees. What is the best process for keeping that information up to date? (There was an incident involving a staff member who was taken by ambulance, but the emergency contact info number was wrong). CY will look into having staff update their own emergency contact info annually. CY
 - ii. KS raises a concern regarding a possible disconnect between how receptionists should respond when encountering accidents/incidents involving students vs. staff. They should know right off the bat what to do/who to contact. CY asked if we should follow the same process during the night; SR said that Security should do the emergency contacting in such situations, allowing reception to be free for regular duties. KS and SR will write a proposal regarding this process. KS/SR
 - iii. CY reports that the emergency contact form will be revised and sent out. CY
 - iv. MM/PK discussed how/when to collect healthcard information (and its legalities) for incoming students. MM has informed Barry Smith and others about the need for students involved in athletics to sign waivers (i.e. online). Since this is very important, SR suggested that Health & Safety can put something forward to upper management if healthcard information is not collected. PK/MM
- d. First aid & CPR training (Jan/Feb):
 - i. We will include Amy Stevens to be trained. PK reported that FastRescue was used last time and was alright, though they packed a lot of information in a short amount of time. SR suggested that we stick with HeartSafe since they present that extra information that FastRescue doesn't usually do and are currently paramedics.
 - ii. SR reports that training the RAs and Shannon with "Preston" will be done in the new-year. BB/SR
- e. First Aid kit inspections/guidelines: SR reports that since Tyndale has four different kinds of kits (i.e. regulation 8 kits, sports kits etc.), then we need four different forms. Shannon will get the inspection forms related to the RA kits; Louie/Matt will get sport forms. Each month kit will be inspected. Reception, maintenance dept., RAs, and athletics dept. will stock their kits from Health & Safety. SR
 - i. Some departments have their own kits which still need to be inspected. The inspection forms will be sent to supervisors to have them inspect the kits. In those cases, supplies will be ordered through Health & Safety, but the departments will pay for it. Kits for events (i.e. seminary retreats) will be available. INFO
 - ii. There will be random, monthly inspections to ensure that the kits contain no medication etc. Monthly usage reports should match monthly inspection reports. INFO
 - iii. PK reports that due to cars are being rented for Admissions counsellors, there is a reduced need to inspect our own cars. A brief inspection of cars was done but no form was made. SR/CY suggested to create a basic form for documentation purposes and to also share that form with the Development dept. PK
- f. Fall arrest training: BB reports that there are two options: to be trained online (\$30) and have SR test him, or to go onsite to Mississauga to be trained (\$150). CY recommended in person at Mississauga since BB is a supervisor and the cost is not bad. CY/BB
- g. AODA training: CY reports that the online website is finally fixed. Nancy has to update the branding and set dates. We should now know which employees have to do AODA training. CY

4. New business:

- a. Risk Assessment Survey: CY reports that the survey was emailed out, we got some feedback, response rate was approximately the same as the past, which is encouraging. We are still hoping the Marketing Dept. can streamline the online form choices in time, especially once construction at Bayview is finished. CY
- i. Safety at Bayview: SR noted that there is a concern about security at Bayview campus. Wincon is trying to implement safety walks. As more events happen during the weekends, we need to let them know what personnel are available. MM asked if the ravine near the bridge is part of our property and the possibility of installing a phone there. SR responded that this is not possible. INFO
- ii. Supervisors: MM asked, "what happens when employees feel unsafe meeting with their supervisor? SR said that the employee can go directly to HR who will work with VP who oversees the supervisor/director—accountability is exactly the same.
- iii. Protected from angry students: KS asked if it's possible for front line staff to be prepared/notified beforehand by other faculty/staff who have knowledge of angry students (due to bad grades for example). It was acknowledged communication between departments is important but at times, things are confidential. SR thought that more training to handle angry customers for front line staff might be a good idea. SR
- iv. Response to questions: MM asked, "if staff/faculty ask a question on the survey, do they get answered?" ; SR said yes, as long as they put their name. INFO
- b. Fire Safety Plan (response map/team; Bayview): By April, we need to construct a fire plan, but this is challenging due to the changing nature of construction. SR is figuring out the fire safety plan for the Bayview campus. SR
- c. Bayview Fire responsibilities: SR communicated with the Fire Dept. who said that the only time the designated staff checks all over campus during a fire alarm is if they know there is a person with disabilities. CY asked if it is Bayview reception's duty to clear the 1st floor; SR said no, since reception should wait for the "all clear" phone call. Joyce Tenefrancia, clears the B.Ed floor; Barb Haycraft clears her side of the wing. Kevin Kirk clears 3rd floor and AV clears basement. INFO
- d. Harassment Policy/Training & Worker/Supervisor Training: Government is mandating new employee and supervisor training to be separate (which is good since what they encounter is different). Government will create the material, but we will do the training. INFO

5. Annual JHSC review:

- a. Confined Spaces/Restricted Spaces Policy: SR reported that we haven't put it in new format yet. We outsource engineers who work in confined spaces. Nothing on the policy has changed. No comments/questions were raised.
- b. Contractor Policy: BB and SR will reinforce this policy with our contractors and have them sign it annually. KS asked, "do cleaners or Aramark sign this?" SR said the cleaners must sign this, but not Aramark (though it wouldn't be a bad idea). Aramark are their own company who have their own dedicated space; we are not calling them 'in' to do

- work in our building. We should get I.T. to implement this policy when they hire contractors. SR
- i. H&S at Bayview (March): KS asked, "what happens to the scope of Health & Safety once we take over the high school?" SR said, that if we happen to go through the high school, and notice anything major (health/safety-wise), then report it. No inspections from our end will occur; as landlords, if someone gets hurt on their property, their insurance covers it. Our landlord responsibilities specify that the high school must have their own health/safety; they are fully responsible. We do however, sign off on the grass cutting contracts. INFO
 - c. Fall Arrest Policy: BB reported that we can't exceed the 3:1 scaffolding ratio; BB/SR are usually present when scaffolding is typically used in gym. Ladders have been inspected. BB will get maintenance Dept. to read/sign off on this policy. BW observed student workers painting/scraping without any eye protection. SR said that if we see that, we can stop them. The students should have PPE. BB
 - d. Lockout Tagout Policy: BB reported he was not familiar with any of Peter's processes; SR will go through it with BB. I.T. has been given this policy. INFO
 - e. Governance: Terms of Reference/Service: After discussion with Cathy Parker, in keeping with the format that is used for governing documents, the terms of reference would be an attachment to the health and safety policy because it's not really a policy--it's terms of reference/service. The actual policy must be redone then the terms of reference attached to it. CY asked, "do we need to refer to both campuses in this statement?" BW said that it doesn't specify any campus—it just says 'school.' SR will update this and send it out. SR
 - i. Terms of Service: SR raised the issue of how to revoke JHSC privileges to a member if they're not capable (due to time constraints, or hazardous behaviour). So, terms of service was put in place to give a backout option, but also to review if the team is functioning well. There is nothing in the greenbook to show how to vote off a JHSC member. CY reported that this has happened in the past but these people recognized they were too busy and stepped down. SR discussed the possibility of discussing with the member personally first, or discussing with all. BB asked if there should be a maximum number of service years; SR said that leaving out the maximum number is helpful from a historical standpoint. MM asked, "what if a supervisor tells their employee that he can't be on JHSC anymore?" SR said, that the supervisor can't do that since it's the law. Discussions with regards to what an anonymous, secret ballot voting system would look like were debated; involving Staff Association in this process might be helpful. INFO
 - f. President's Policy (H&S accuracy & signing): Title changed to remove the word "Policy." Will have this reviewed by Randy before both Randy & Gary sign. INFO
 - g. H&S program review: CY reported that the online health/safety seminar talked about reviewing the H&S program. This is an item that we've added to review annually for improvement. MM liked the idea of sending out a health/safety tip every month. It was agreed that emails be sent either quarterly or semesterly. JB asked if health/wellness applies. CY affirmed that health/wellness does apply. INFO
 - i. KS raised ideas on how to promote health/safety via tables for awareness especially among students. SR mentioned that sending out emails give accountability. CY liked the idea since student workers/councils may not think of themselves as regular employees, but they are. Perhaps coincide it with Preston training. MM added that there exists an event when the whole gym is filled with booths with representation from the writing centre, student associations, etc.

Perhaps this new booth can be part of that. CY mentioned it would be good to communicate this before exams, and have student councils promote it.

CY/MM

6. JHSC member changes

We thank Karen Soltau for being with us at JHSC and Tyndale with her significant contributions. 2 new members were voted on, one for each campus; CY will approach them.

CY

7. Meeting Dates for 2013:

INFO

- a. January 23
- b. March 20
- c. June 19
- d. September 18
- e. December 4

8. Inspection Dates for 2013:

INFO

- a. January 14 - Basic
- b. February 11 - Basic
- c. March 11 - Thorough
- d. April 8 - Basic
- e. May 13 - Basic
- f. June 10 - Thorough
- g. July 8 - Basic
- h. August 12 - Basic
- i. September 9 - Basic
- j. October 14 - Thorough
- k. November 11 - Basic
- l. December 9 - Thorough

9. Other Business

- a. SR reported that the gym is consistently messy, and that if it's not cleaned by next meeting, then we'll have to create a new plan of action.
- b. Vending machines: JB vending machines are updated at Bayview

SR/MM

INFO