

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

MINUTES

Date: August 17, 2016 (Meeting #3 of 2016)
Location: E320 (Kimmerle Hall)
Time: 1:30 pm
Present: Kathleen Steadman, Becky Wismer, Scott Rough, Misa Mochinaga, Bryan Tai
 Monica Duce, Stella Josiah, Robert Weiland
Regrets: Brian Bertrim, Grace Pat

ITEM	MINUTES	ACTION
1. Opening Prayer	MM	
2. Review/acceptance of minutes – May 18, 2016	BW: Motion to accept ALL: Motion Carried	
3. Accident and Incident Reports	<p>SR: Memo distributed so committee could see details of the 7 reported incidents that occurred from June 16 – August 10. The role of the JHSC is to oversee the Health and Safety of the workplace with the focus being on employees, not students. We are reminded anyone seeking comment on an incident should be directed to Randy Henderson or another senior level executive.</p> <p>One of the above incidents was a student who lost consciousness for several minutes in the CH300 hallway. We did not have any emergency contact information on file for said student. A request has been sent to Barry Smith, Brenda Ho & Randy Henderson by Scott Rough to try to get agreement on how/when to collect emergency contact information from our students. NOTE: Parents are not called for students over 18 unless the victim requests they be contacted.</p> <p>Protocol for calling 911: an obvious broken bone, loss of consciousness, suspected heart</p>	SR – follow up with Randy, Brenda & Barry on emergency contact collection point for students.

	<p>trouble, and/or significant blood loss.</p> <p>Reminder: Tyndale’s insurance does not cover a “Good Samaritan” who drives someone to a hospital or clinic after an incident has occurred. If the driver is involved in an accident, s/he is personally liable for their passengers.</p> <p>Scott’s team tend to be the first responders to incidents and will contact other members of the JHSC or other 1st aid trained individuals if they need help at a scene. If we come upon an incident in progress, we can speak to whoever is on “crowd-control” to find out if our assistance is needed; otherwise, stay away from the scene.</p> <p>If we have a workplace critical injury, we would have to notify WSIB and conduct an accident investigation.</p> <p>All JHSC members can review incident reports however they are for internal use only. Police, Fire, & Ambulance personnel may view the incident reports as necessary.</p> <p>When we have to call police for assistance in dealing with a mental health matter, our local division (33rd division) is trained in this area. Tyndale will be asking more staff to go through the “Mental Health First Aid” program offered on campus.</p> <p>It is not a requirement that all JHSC members have first aid training, but it is encouraged.</p>	
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4. Inspection Reports	SR - July's inspection reports have been cleared. We are reminded to watch for electrical violations (eg. Daisy-chained power bars, piles of paper sitting on/near electrical cords or outlets). No "A" level concerns were noted. August inspections are not yet complete.	BT/BB – complete thorough inspection for Area 3.
5. Committee Changes a. Welcome New Members	SR – Welcomed Monica Duce, Stella Josiah, and Robert Weiland to the committee. SR mentioned he has tried to recruit faculty members without success.	
b. Co-chair change	SR – Grace is now working part-time and has asked to step down from the committee. Kathleen was nominated as the new non-management co-chair. She should be notified of all incidents as soon as possible. As a reminder - the JHSC must have equal or more non-mgmt reps (our definition of a mgmt rep is that a mgmt. rep has supervisory responsibilities and makes hiring/firing recommendations). Our current mgmt. reps are: Misa M, Scott R. & Brian B.	
c. Duties – secretary, inspection reporting	SR – Due to change in co-chair, we need someone else to act as the secretary and take the minutes for each meeting. BW will take on this role. He also asked that someone other than him be responsible for collating the inspection reports (as many of the "fixes" need to be done by his department) and follow up with the departments responsible for clearing the noted deficiencies. MM will take on this project	KS – send minutes template to BW. MM – follow up with SR to see how to collate the inspection reports and report back to the committee on the findings and "fixes" BT – investigate an electronic means of conducting the inspections (eg. iAuditor) and report back to the committee.
6. Follow-up items from last meeting: a. Recommendation re: extension cords	SR – There is an increase in students requesting and plugging in extension cords for their devices which are becoming trip	SR – Draw up a draft extension cord/power bar recommendation and send

	<p>hazards. Our understanding is U of T has banned the use of cords in their classrooms. We have not yet made a recommendation on this matter – should we? We could look at a couple of recommendations: Ban the use of all cords OR Refuse to lend out cords to students.</p> <p>SJ – asked if the incidents are increasing</p> <p>RW – IT often works with students using old devices that do not have good batteries and who say they can't afford to replace them. While we want to reduce the hazards, we don't want to remove one of their learning tools. Feels that Tyndale would have more liability if we provide the cords versus the students providing their own cords.</p> <p>MM – U of T Mississauga has fixed classroom furniture with electrical service built in. If banning cords is too harsh, recommend Tyndale does not provide the power bars/cords.</p> <p>SR – Facilities regularly loses money due to cords/power bars not being returned.</p> <p>SR – Suggested proposal: Tyndale will not hand out power bars/extension cords. Faculty are to notify students of the potential trip hazards caused by cords and make sure the students use them safely.</p> <p>SJ - Boardroom has electrical service at floor level; some other classes do too.</p> <p>SR – It is too expensive to do floor mounts all through the building, and it doesn't resolve the full issue (student will still drape cords everywhere)</p>	<p>it to committee members for review and comment.</p>
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	<p>BW – Good idea to say facilities (and anyone else at Tyndale) won't give out cords anymore.</p> <p>SR – Is it possible for Tyndale to look into charging stations down the road.</p> <p>BT – Some students have classes back-to-back – charges don't last forever – need the ability to charge between. Do we need to provide power bars?</p> <p>SR – Future budgets will contain more money for outlets in rooms. Current suggestion: provide small power bars that students can sign out from Reception using their student ID cards (student account to be charged if they don't return them).</p>	
b. Fire Wardens	<p>SR – We need to have fire wardens who are responsible for making sure their area is cleared. Areas to be excluded from plan: Residences, Kitchen, maintenance. We don't have wardens yet in this building. We would need to do training with the wardens and then a full drill. People who are typically around/at their desks all day are good to select as wardens.</p>	<p>BW, SJ, MM, BT – Work on a Fire Wardens Plan. Assign 1 fire warden plus 1 backup per area. Keep areas to 2 wings or less.</p>
c. Employee Emergency Contact Information	<p>SR – Defer this issue to the next meeting.</p> <p>BW – The library has emergency contact information for all of their staff who were willing to provide it – it is housed in a binder that they can all access if necessary.</p>	<p>KS – Make this an agenda item for the next JHSC meeting.</p>
d. Informal AED training/refresher	<p>SR – 4 people showed up for the refresher</p>	
e. First Aid training – next session	<p>SR – A lot of people are due for training/refreshers. We will look to schedule basic 1st Aid and CPR training in late October. All JHSC members are on the training list, plus many others. To meet current government regulations, we also need to have someone on</p>	<p>SR – set up basic 1st Aid training for October and notify participants.</p> <p>BB/SR – Attend a Standard 1st Aid training course.</p> <p>ALL – Notify SR if you want training on the AED and if you do not want to</p>

	staff who has Standard 1 st Aid training – BB & SR will go for this training initially.	complete Basic 1 st Aid training.
7. Other Business: a. Ontario – workplace noise level requirements (85dba)	SR – As of July 1, we need to post warning notices in areas where noise levels are consistently above 85dba or try to engineer the noise out. Tyndale has 2 such areas – the boiler room and data centre. Signs have been posted. Facilities team has been trained in the proper use of ear protection.	
b. Violence in the Workplace Risk Assessment	SR – We haven’t done this annually and we need to. Dianne (HR) is looking to get this updated. It will hopefully come out soon and then the JHSC will work with her on action plans depending on what is revealed in the Risk Assessment.	SR – follow up with Dianne to make sure Risk Assessment gets done.
c. Inspection teams and zones	BW – Handed out a checklist of “things to look for” in inspections, inspection schedule, maps. Thorough Inspections: <u>every</u> space needs to be looked at. KS – Asked about attic rooms marked “danger” – Per SR – we are able to enter these rooms; just do not touch anything. BW – doing inspections by wings – we need to re-vamp our teams. SR – respect “do not disturb” signs in counselling wing. We can enter the kitchen – notify Rossy we are entering and doing the inspection.	BW – Update inspection schedule and maps
d. Other comments:	None	KS - Check to see if people section of JHSC website has been updated.
e. Next meeting date		SR – confirm date and notify JHSC.
8. Closing prayer	SR	



Management Co-Chair



Non-Management Co-Chair