

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

MINUTES

Date: January 23, 2013

Location: Ballyconnor Boardroom

Time: 10:00am

Participants: Cynthia Yoon, Kathleen Steadman, Scott Rough, Brian Bertrim, Albert Villaruz, Matt Murray, Jessica Brisco, Becky Wismer, Tim Grace, Phil Kay

Regrets: n/a

ITEM	MINUTES	ACTION
1.	Welcome new members	INFO
	<ul style="list-style-type: none"> a. Welcomed Kathleen Steadman (KS) and Tim Grace (TG) to the committee. Cynthia will send Terms of Service to KS and TG. 	CY
2.	Accident and incident reports	INFO
	<ul style="list-style-type: none"> a. JB reports that in the month of December at the Ballyconnor campus, there was report one person with a twisted ankle. In addition, many icepacks and bandaids were requested in the months of December and January. Similarly, a lot of bandaids were used at the Bayview campus for the past few months. 	
3.	Inspection reports	
	<ul style="list-style-type: none"> a. SR reports that all class C observations have been completed since the month of December. There were no class A or B hazards observed during inspection. Rather, there were a lot of maintenance type of issues coming up but not health and safety issues—which is good. b. When SR asked for our feedback on basic inspections, MM was grateful that Carol led his team through the kitchen, but MM asked if she wasn't there, is it our (JHSC) duty to do the same thing (i.e. notice all the things Carol noticed); SR said yes but if at all possible, c. Let's try notify Aramark. d. CY mentioned that there was a smell coming from the art class. The cause came from the art class that used a spray to put on their charcoal/pencil drawings. The smell came 	<p>INFO</p> <p>INFO</p>

up through the vents; this was noticed by seminary staff. CY noticed during her inspection that a dropcloth was on the floor in the hallway which could be a tripping hazard.

SR/BB will investigate a solution. BB will communicate with the art faculty member.

BB/SR

SR/BB will write this up including resolution and file it in the H&S email.

4. Action items and "In Progress" updates:

- a. New inspection teams/rotation: SR reports that new inspection teams have been made and the inspection schedule has a quicker zone rotation to vary it up. INFO
- b. WHMIS/H&S training for new employees: CY reports that this is still forthcoming (probably during Seminary reading week). We have accumulated many new employees over the past couple of years. There are plans to have extra training for supervisors. CY
- c. H&S policy changes: SR says that this is still a to-do item. SR
- d. Access to medical/emergency info: SR reports that Jason Carson demonstrated the registration portal of SharePoint which works well and solves the issue of how to access medical/contact information when needed. Jason is asking for a JHSC sub-team to start working with him on information access levels, and document structures. MM/CY explained the history of this issue to KS and TG (i.e. access to emergency contact information for employees) and the goal to safely store this information electronically and a way for authorized people to access/update it. Sharepoint can also tracks who goes in, what information was looked at for verification and tracking purposes. We then have to update our forms to clearly state who holds this information
- e. And who can review it.
KS said that employees and students should update this on an annual basis.
KS asked if this information can be obtained via Tyndale student applications.
PK replied that you don't want to link applications with medical issues; rather this information could be obtained at registration. SR says that Jason wants to make Sharepoint *talk* with other systems that get updated. MM will look at resident forms to expand the statement of who (besides the residence director) may have access to their medical/emergency info (to be approved by H&S). TG suggested to have a system that would allow self-input; general agreement was
- f. that it would be a good idea.
CY thought that we needed a mini-committee to work with Jason on this Sharepoint project. MM/BW/KS will be part of that committee who will also keep PK/CY in the loop, with TG as the I.T. consultant. MM/BW/KS
- g. First aid & CPR training: CY reports that training will be held on Friday, Feb. 22. INFO
The people who will attend comprise of new committee members, maintenance staff, reception, and student life. SR reports that Shannon Loewen is working with RAs to arrange a time for H&S to provide refresher *Preston* and AED training. MM raised the point that the more staff are trained, the better it is for off-campus events such as Fairhaven's. (i.e. MM may have to rethink the water activity race or at least remind people not to race if they can't swim.) SR will schedule an internal refresher for the rest of us. BW asked if MM, Louie Dauphin, and Shannon Loewen have full first aid. SR suggested one option of paying Louie to do the full first aid (after his refresher training at Tyndale). CY alternatively suggested that Louie be encouraged to keep himself *fully* trained as part of his professional development. MM and Shannon may not require full training with other trained onsite staff and security.

- h. First Aid kit inspections/guidelines: SR sent an email to department heads with info about First Aid kit guidelines regarding monthly inspections and usage forms. SR will talk to department heads about following guidelines for individual department kits and what is allowed in a First Aid kit. MM asked, "in Louie's case, would he be responsible to check it with Barry following up?" SR replied "no, H&S would follow up." Dept. head will buy first aid kits and supplies from H&S. SR

5. New business:

- a. New building H&S requirements – from H&S inspection INFO
- i. BB/CY noticed classroom Classroom#1 and #2 had a network of extension cord wires along the floor. A person tripped over cords in the past. An external group wasn't using power cords properly and it could have been a tripping hazard. It was recommended that students and groups be reminded to do so. SR discussed how the architects are researching how other universities are handling electricity needs in classrooms that tend to move desks frequently as opposed to trenching which is hugely expensive. In the new campus, lockable charging stations can be provided. KS mentioned that in classroom#1 and #2, the electricity cords along the floor works well when desks are in pods, but once desks are moved, it becomes a tripping hazard. CY suggested that if those responsible for pulling cords up from the floor must tape it back down after classroom use. SR said that even though B.Ed has tape for this, we wouldn't be doing this for any other classroom on a regular basis.
 - ii. It was also brought up as part of BB/CY's inspections that the lower parking lot can be quite dark with only 1 light post. KS agreed that it's dark during the winter nights and that many students avoid parking there when they can. Given the upcoming move, SR said the architects will eventually redo the road and lighting but we will not be putting INFO in lights now.
 - iii. SR also mentioned if people need to be escorted to their car, Security will do so, even if it INFO means they will be absent from Reception for a bit. Safety is priority.
- b. Prevention of Discrimination & Harassment in the Workplace
- i. CY reports that we updated our current policy to reflect Bill 168. Nancy Dodsworth also INFO sent it to TOC and Cabinet before finalizing it. This is needed because Bill 168 requires training on harassment. Accrediting bodies of Tyndale have requested an official one that applies to faculty as well.
 - ii. Minor formatting/grammatical issues were noticed and brought up by KS/TG. INFO
 - iii. MM asked if the word "conduct" (in section 5.04) is the best word to use when talking about physical harassment. CY replied that this is the official OSHA definition. MM asked what happens after the president has final decision. SR replied that president would either be agreeing or not based on previous investigations and mentioned that employees always have the option of going to court. PK asked if we should add a statement like, "Tyndale can/will seek legal consultation..." as well as spell out possible remedies; CY will make the recommendation to Nancy. CY
- KS asked if there was a timeline for this process and how is that relationship managed in the meantime? CY replied that we want to ensure the employee is safe as part of their rights, this may mean not attending meetings,

communicating over phone or email, separating employees, etc. if necessary. SR and CY both mentioned that situations have to be evaluated on a case by case basis.

- iv. KS asked what a JHSC member does (as stated in 6.01 step 2) if a coworker approached her with an issue. SR replied to start talking to the non-management co-chair first. If it was a management issue, then bring it to a management co-chair.

INFO

6. Other business

- a. SR received an external complaint that gym floor was not being cleaned (i.e. salt on the court). MM will double check that signs are posted asking gym participants to be not use outdoor shoes in the gym.

MM

- b. CY invited us to attend a “Psychological Health & Safety” seminar at 1pm today which deals with people with mental health issues. New standards are being developed which is good since we don’t have to create our own.

INFO

- c. TG asked about the dumpsters outside the boiler room on the Bayview campus. SR said there was an oil tank that was excavated during which an oil leak was discovered but SOSJ never reported it. We took out the oil tank and we’re installing a new hydro-vault. TG also asked about the upper parking water main break. SR said that area should have properly settled by now; the cones will be removed shortly.

INFO