

# Tyndale University College & Seminary

## Joint Health & Safety Committee

### MINUTES

- Date:** September 18, 2013
- Location:** 1F Boardroom
- Time:** 10:00am
- Participants:** Matt Murray, Kathleen Steadman, Becky Wismer, Jessica Brisco, Brian Bertrim, Scott Rough, Albert Villaruz
- Regrets:** Phil Kay

ITEM	MINUTES	ACTION
1.	Review/acceptance of minutes	
	a. MM asked for comments/questions regarding the previous minutes. KS wanted confirmation about 3(c) regarding Engineers inspecting fire extinguishers; she noticed during her inspections that the fire extinguishers were not being done. SR will remind engineers to do inspections. (Jag, the engineer, just texted SR and will catch up on inspecting the fire extinguishers now)	INFO
	b. MM told Louis Dauphin and Shannon Loewen to inspect First Aid Kits regularly; MM will follow up.	
2.	Accident and incident reports	INFO
	a. JB reported that nothing major stood out among the first aid logs. Requested items included ice packs and bandaids--mostly due to gym related activities. There were no incident reports. MM noted the excellent condition of the gym floor. JB asked if Louis (or Justin?) will attend every game; MM said "no" but with Louis living on campus now, he will try to be there.	
3.	Inspection reports	INFO
	a. BB reported that the August issues are still in session for repairs. All Ballyconnor campus issues have been completed. Bayview campus has a couple issues still to be done (nothing major). Everything else is caught up.	
	b. BW asked the status on the gym equipment floors; SR/MM replied that it is a lot better and is tidier—we will continue to stay on top of it.	
	c. MM asked if there were safety concerns regarding upcoming student tours of Bayview campus. SR replied that the leader of each tour will be safety trained (i.e. be aware of trip hazards, etc.), and we must let Eastern know when the tour groups are coming through so that they can respond by letting the tour group know which areas to avoid.	

4. Action Items and “In Progress” updates
- a. Website Policies: Before leaving Tyndale, Tim Grace updated our health and safety webpage which included our policies and noticed that some of documents did not have the new logos. MM confirmed that the logos haven’t been updated yet. In discussing the topic of website management, we will choose who takes over this duty. INFO
  - b. Safety/Emergency Cards: MM is still working on this. The card will be used to hand out to staff/faculty during inspections and will give contact info letting people know that we are here to provide support with ergonomics, harassment, etc. BB mentioned it is important to list the various health and safety issues so that people are aware. MM
  - c. Access to Emergency/Medical Info: MM/SR received from Shannon all the names, emergency contacts, numbers of all resident students. Our next goal is to implement this info in the system Jason Carson will do for us. Gathering similar info from commuter students is still an issue—how/when do we get their emergency information? Also, Louis is continuing to receive emergency athletic information online. MM will continue talking with Grace Pat. MM will follow up with JC to find out the status of this system development. MM
5. New business INFO
- a. Bayview Campus Update:
    - i. SR received documentation from EXP reporting cases where asbestos was found on the Bayview property. To keep channels of communication open between Tyndale and the high school, SR informed the high school of this. One high school faculty member was so concerned about asbestos that they complained and filed a report. This resulted in the Ministry of Labour coming in; a work stoppage was put in place. As it turned out, the issue did not deal with Tyndale; their own high school health and safety committee did not follow up on previous submitted concerns regarding paint on the walls peeling off. SR provided reports to TCDSB showing we correctly handled/documented all situations where asbestos was found/removed. The end result was met with approval. Feel free to ask SR for a copy of this documentation if you need/want.
    - ii. SR reported a bigger concern was found on site -- PCBs were found in the transformers. As the units have been decommissioned, there is a much lesser risk and removal plans are underway.
    - iii. SR reported that a number of air quality issues have been dealt with at the mother house.
    - iv. SR reported that the Ministry of Environment are satisfied with the removal of the oil tank where a leak was found a few months ago at the back of Bayview campus. TSSA and EXP is satisfied with what we have done so we don’t have to do any core drilling.
  - b. Website management: MM asked for any volunteers to take over Tim Grace’s prior duties. KS has kindly volunteered to fulfil this role. MM explained some of the tasks involved: posting approved minutes online, updating policies, maintenance of <http://tyndale.ca/healthandsafety> SR mentioned that Blessan will be returning soon and can assist or be a backup if needed.
  - c. First aid Training: MM and Grace are reviewing who had first aid training and will re-evaluate who gets trained (which includes new staff). SR suggested it would be helpful to make a list of who needs first aid training *based on position, not by name*. SR will meet with MM and Grace to see who will be trained. SR mentioned that AED training can be done in-house over a 2 year period whereas First Aid training would be good to train one half in September while the other half is trained in January. Another idea is to add first aid training *expiration dates* beside the names of trained staff (i.e. Admin Assistants)—this will help us determine who gets trained next. SR/MM

## 6. Other Business

- a. MM said Louis has started a wrestling program and there are mats stored on the side walls. MM is concerned about the safety of the athletes and will look into the type of mats being used. BB thinks the mats are too fluffy for wrestling usage.
- b. KS noticed during Monday night's B.Ed info session that the lights along the driveway were not on; SR replied that Nadir Fluorescent has been contacted and will be replacing those lights shortly.