

Tyndale University College & Seminary

Joint Health & Safety Committee

MINUTES

Date: May 15, 2019

Location: E222

Time: 1:00 pm

Participants: Monica Duce, Stella Josiah, Wendy Lee, Jason Roberts, Scott Rough,
Kathleen Steadman, Bryan Tai, Robert Weiland, Becky Wismer

Regrets: Joseph Bishay

1. Opening Prayer (SR)

2. Review/acceptance of minutes – February 13

Moved by KS, Seconded by JR, Motion passed

3. Accidents and Incidents report (SR)

Report attached (page 3)

The car fire led Tyndale to realize we do not have an external camera that clearly captures Parking Lot E. To rectify this situation, Campus Facilities will install a camera shortly.

SR: Follow up with SVP Administrative & Support Services regarding onboarding training and ongoing training of employees ensuring everyone on staff and faculty are aware of the Incident Reporting form and process that is in place.

4. Inspections report (JR)

No significant concerns raised with last set of submitted reports.

5. Campus Improvements report (JR)

Report attached (page 4)

6. Confirmation of “Between Meeting” Business (if any) (SR)

Nothing to report.

7. Follow up items from last meeting:

a) Employee Emergency Contact Information (SR)

On hold pending return of HR director

b) Inspection teams / maps / badges (RW)

Inspection schedule has been updated (H://Health and Safety/Inspections/2019 Inspection Schedule, updated May 6, 2019)

RW: Continue to work on badge design and present to committee at next meeting.

SR: A discrepancy in inspection areas between the inspection schedule and the maps was noted. **SR** will edit the maps as necessary.

c) Panic Stations (SR)

SR: Continue to work with SVP Administrative and Support Services on a training guide for those equipped with panic buttons as well as a guide for 1st responders.

SR/RW: Review list of those who have panic buttons installed and determine if other front-line/isolated staff should have a button.

d) Lockdown Policy & Procedures (SR)

SR, SVP Administrative and Support Services, Wincon and a Consultant recently met to discuss the needs of the institution. An initial risk assessment is being completed.

SR: Continue to follow up with SVP Administrative and Support Services on progress.

e) Building Accessibility (JR)

B & E entrances now have door operators installed. Plans are underway for 3 more to be installed at key spots on campus.

JR: To review B300 access control vs. door button locations for ease of use.

f) Fragrance/scent free or awareness (RW)

Draft recommendations attached (pages 4-5)

RW/SR: Continue to refine the recommendations; send to HR (and Cabinet) for review and action.

g) Fitness Centre – waivers, inspections, equipment (SR/RW)

It appears the Fitness Centre is not being maintained as it should be.

RW: Monitor the Fitness centre over the next couple of weeks and draft a letter of your findings and feedback from other users for SR & SVP Administrative and Support Services.

Air conditioner units will be installed in the Fitness centre in the next few weeks.

h) JHS Certification – if trained after Feb 2016 need refresher every 3 years

KS is booked for re-certification on July 5.

JR: Book your training sessions.

SR: We would like to have one additional KHSC member trained and certified. If interested, please talk to SR and/or KS for further information [Post meeting update – Wendy Lee will be training].

i) Gym mezzanine railing (SR)

Materials have been ordered and are now on hand to “fill-in” the gaps in the railing. Campus Facilities will install this barrier over the summer months.

JR: Follow up

8. Other business:

a) BT and WL will work on re-vamping the JHSC bulletin boards. **JR** will change the position of the board in F402B.

b) SR: As the Medical Room (D307) has only been used 1x per semester; there is a proposal to repurpose it; Campus & Conference Services will assist with a guest-room if needed for anyone not feeling well.

c) The first aid response bag in the Facilities Office is to be moved to the Security Office for ease of use. A second bag will be placed in Campus & Conference Services to hold the secondary supplies (sheet, pillow).

d) A motion was made to remove Joseph Bishay from the committee due to non-participation/scheduling challenges. Moved by RW, seconded by BT, motion passed.

9. Closing Prayer (SJ)

Upcoming meeting dates: August 14 / October 9 / December 11



Kathleen Steadman
Non-Management Co-Chair



Scott Rough
Management Co-Chair

JOINT HEALTH & SAFETY COMMITTEE – Accident/Incident Report Summary February 13, 2019 – May 12, 2019

February 26

(Medical) Student experienced minor seizures during Chapel; went to lay down in dorm room.

[Attending: George S, Sharon K, Scott R]

March 12

(Medical) Student passed out in classroom for approx. 30 minutes (had banged their head two days prior). Once George & Scott were called, 911 call was placed and student was taken to NYG.

[Attending: George S, Scott R, EMS]

March 28

(Medical) Resident sprained/hurt ankle when a friend jumped on their bed while their leg was stuck between the mattress and the frame.

[Attending: Victoria H]

April 13

(Vandalism) Vehicle fire late evening in Lot E next to high-school building. Fire was spotted by residents driving back on site who called 911. Toronto Fire Services responded and fire was put out without damage to the building. Vehicle was towed that night.

[Attending: Wincon, Scott R, TFS/TPS]

May 6

(Medical) Student tripped in Lot C on “uneven pavement.” Reception provided bandages; ice-pack was declined. Facilities checked the parking lot but did not find any significant/new issues.

[Attending: Reception]

Campus Improvements Report – 5/15/19

- Provincial Roofing replacing shingles on E, C, CH, and D wings – In Progress
 - Forward Signs installing directional signs around campus – In Progress
 - Renovation of Kimmerle Hall Breakout rooms – In Progress
 - Trace Electric replacing all smoke detectors in residence and guest rooms with heat sensors – to be completed today
 - Replaced broken chiller compressor
 - Replaced flooring in CH304 Stiller Lounge
 - Installed door operators at E Entrance and B Entrance to make them fully accessible
 - Added telephone to Fitness Centre
 - Installed CO detectors throughout CH2000 wing
 - Repainted majority of B.Ed offices
 - Installed pneumatic line by-pass from CH700 attic to B205 allowing backup for air compressors
 - Replaced CCTV camera on east side of building
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What steps should I take when implementing a scent-free policy in the workplace?

As with most workplace policies, be sure to consider the following:

- Conduct an assessment or survey of the employees to determine the extent of the issue. Collect opinions and suggestions at the same time to help you develop a policy appropriate to your workplace. (A sample survey is located at the end of this document.)
- Designate one key person to oversee the project and its development or create a committee with members representing all groups (employees, unions, management).
- Involve the health and safety committee or worker representative(s), and get management commitment from the beginning.
- Set and stick to deadlines for creating a draft policy, a review of the policy, and for implementation.
- Educate the employees. You may choose to include brochures or flyers in payroll envelopes, publish articles in company newsletters, or give presentations. In any case, the goal is to inform all employees of the health concerns related to scents and why the policy is needed.
- Be sure that all employees have been fully informed of the policy and that they know what they have to do before the policy becomes effective.
- Address any concerns the employees raise openly and honestly. Reinforce the idea that this policy is being implemented as a result of medical concerns - not merely because of a dislike for a certain smell.
- Make it clear that the policy applies to everyone (including visitors, patients, etc.)
- Make it clear that cooperation on the part of everyone is vital to the success of the policy. State clearly what a person may be asked to do if they are wearing scents (e.g., wash or remove with unscented wipe, change clothes, remain in a separate room, etc.)
- Search local legislation for any supporting documentation.

- Do not limit the scent free policy to perfumes and colognes. As listed above, many building materials, and cleaning and personal care products also have scents or chemicals.
- Post a list of approved unscented products and where they are available locally.
- Review all safety data sheets (SDSs) for the products currently used and for those you are considering using. Make sure that the ingredients are acceptable. Remember that some products which claim to be scent-free may be using additional chemicals to mask smells instead of truly being unscented.
- Conduct trials in limited areas before purchasing large quantities of a product.
- Post notices that construction/re-modeling, waxing, shampooing, painting, spraying, etc. will be conducted one week beforehand so that affected personnel can make arrangements or have their duties modified during that time.
- Put the policy statement notice on all appointment cards, stationery, room booking notices, employment postings, etc.
- Decide on wording for 'Scent Free' signs and where the signs will be posted.
- Let everyone know that the policy will be reviewed and can be changed because of experience or new knowledge

Scent-Aware Guideline – proposed wording

Some people who work and study at Tyndale University College & Seminary report sensitivities to various chemical-based or scented products. We ask for everyone's cooperation in our efforts to accommodate their health concerns.

In response to these health concerns, Tyndale University College & Seminary has developed a Scent-Free Policy. Scented products such as hair spray, perfume, and deodorant can trigger reactions such as respiratory distress and headaches. Staff, students, and visitors are asked to not use these products when reporting to this office.

Tyndale University College & Seminary is a Scent-Free environment. Please do not use scented products while at on campus.