**Health and Safety Committee**

**Minutes from Meeting: February 25, 2015 - 9:00 AM**

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| **- Loïc B Boyer (Safety & Security)**  **- Julian Lebensold (VCTA)**  **- Angie Alberico (Human Resources)**  **- Evelynne Barten (VCSPA)** | **- Mireille Béland (Student Services)**  **- Ginny Iaboni (AVCP) (*Absent)***  **- Michael Sendbuehler (Academics)**  **- Nicolas Karsenti (VCSA)** |

**Subjects:**

* 1. **Follow up: Minute**

Last meeting was –November 20, 2014

* Follow up on N building ventilation, currently we are looking for tenders that will get a full system solution to the ventilation system (some interesting things have been given so far.)
* For the epidemic strategic response, it is being worked on with John Atkins (Vanier nurse).
* For the first aid training half of the people did not show up, next training is in May, there is a cost for people who are not showing up, however it does not cost us if people do show up. Managers should be made aware of who didn’t show up in order to manage the issue. It was said that in the future managers should be advised in advance who is registered in order to make sure they all show up. Michael has asked for a list of people in order for him to look into what happened.
* For the cleansing fluid liquids, Joanie went around to add stickers on all dispensers, informing about how to get them refilled. They are all done.
* Air quality in the sports building, there was a meeting January 22 with Brendan and other staff, as well as a representative from the union CSN, they understand some of the times leaking is condensation, they have isolated some of the pipes and changed some tiles when necessary. It is an ongoing process it is not finished as of yet, this will be discussed at the next Association meeting on March 12th, where once again the Union CSN agent will be present.

* 1. **Follow up: Bio Safety Officer Containments level 2**
* Joanie worked with Animal Health to put program into motion
* Moving forward the Bio Safety manual will be outsourced to a company called Sentinel. Joanie should be contacted soon to coordinate the work. The license has been accepted and renewed. Note that a designated technician will have 1 day a week dedicated to training and monitoring. The question was brought up if the technician should work all year in order to fill requirements.

* 1. **Follow up: Canadian Council of Animal Care Visit**
* The visit was done in October. The rooms for animal health are still not up to standards for certain animals and reptiles. The department is still waiting on the idea of having a different entrance for animals and children.
* The idea was brought up of animal health being moved to the steam plant. There are students from 6th semester facilities in collaboration with animal health, testing to see if it is possible, they should have an answer in 2 weeks. The question was asked: What are the facilities guidelines and are they looking into that?
  1. **Policies and Procedures – Hazardous Materials & General Health and Safety Policy**

**Hazardous Materials**

* The hazardous materials procedures and policies that was created has been sent to all people concerned.
* It was pointed out that waste management is currently a problem, there is a problem coordinating, it is not centralized. This needs to be looked at in more detail.
* It was mentioned in the policy that there should be training done and it should be renewed every 3 years, the questions was asked who should be in charge of it, should it be the coordinator or Joanie. It was said it should be decentralized, however the question being whose duty is it and who has the authority.
* Michael asked about the relationship to biosafety file and if it could be the responsibility of the safety officer. If the technician is changed from an 82% workload to 100% to coordinate it in the rest of the time. Would it fit and what are the qualifications
* The law just says that training needs to be provided. Summertime is the best time to organize.

**General Health and Safety Policy**

* Minor changes were made however it will be sent to the board hopefully in April or May.
  1. **Workplace Inspections**
* All areas need to be inspected at least once a year ( Hazardous Materials areas are checked already right away)
* All areas and departments down the list need to be checked
* The questions was asked for any ideas about how to get it done.
* Joanie’s idea was to send an email to every coordinator and area, however this was brought up that this would be a political issue.
* It was said that it should be added to managers responsibilities ( not teachers), or questioned if it is a facilities question for Brendan or Arlene’s area to verify and then managers be advised of the issues.
* Issues are not proactive, most of the time the people who know most about their department are the ones who advise about any issues.
* The subject of first aid kits checklists was brought up. Joanie is in charge of refilling first aid kits and she has created a list. She is able to refill and provide new ones.
* It was brought up that there is an issue with first aid kits in the gym building, it was brought up that they cannot be locked. The liability costs more than the cost of restocking kits.
* There were also ideas given of having seals on the kits, boxes installed on the wall and also the idea of having an Easter egg hunt made to be able to locate all the first aid kits.
* For workplace inspections. It was asked if we need to send it to the MEC and have them decide and do we have a date that it should be done by?
  1. **Investigations of incidents/accidents**
* Since Joanie has started there has only been 4 reports so far.
* Will have to work on reporting what happens, what we want to look at: Medical aid, something that causes damage over a certain amount of money, if there is a potential to lead to injury, who is deciding who is on the reporting team (who is the person who decided on investigating, should it be reported to the manager you report to?) Michael’s idea was that the managers be made aware of what’s happening dependant on the emergency.
* Julian asked if we can get an inventory of the incidents, legally we are supposed to get the report. The questions were asked if it should be sent once a month or more regularly and how, is the inventory on different scales, is there a software or database system that could be used for inputting incident data. The idea was given that Julian and his students can maybe create a database.
* The deductible with insurance is at a cost of 10 000$ for repairs.
* Regarding the incident of the Mercury spill, Joanie asked to please contact her for all additions or questions.
  1. **Evacuations ( Fire Warden and evacuating rallying points)**
* There should be 2 fire wardens for every floor of the main building and 1 for every floor for the other building. As of now there are only 5 or 6 found. The suggestion was to maybe find the list of the old ones.
* Joanie started creating a list and once its ready she will sent it to everyone for feedback.
* Michael brought up the idea of having people outside during evacuations to get everyone out of the door and out of the way.
* The idea was also brought up about if there is a possibility of providing training.
* For Evacuating rallying points, it was agreed that the points chosen are ok. Just the mobility impaired people need to be advised where they need to go. There was a suggestion to add a 6th area (near the N Building) to evacuate people from the N building to the main building (D wing).
* It was brought up to speak to the Nuns about having a gate or fence to go through for emergencies, because of the current situation with the nuns (this needs to be brought up to the Director General.)
  1. **Asbestos testing follow-up**
* The testing was done in early January, the review of the preliminary results should be done this week, and they might need to come back during March break for final results. Final results will be given in September.
  1. **Safe Pregnancy ( students/staff members)**
* We do not have a safe pregnancy policy, especially for students on stage. CSST has procedure for staff members. We would need to make this official. However students are not covered, CSST does not cover it, however we cannot discriminate on pregnancy. There are some minimal structure and policies, students, teachers and staff should be made aware. Students need to know all information and options need to be looked at.
  1. **Staff training**
* Getting trained on health and safety
* Requests and training needs need to be sent to Joanie
* Outreach to community to see what needs are ( once WHMIS and biosafety is done most of things will be covered )
  1. **Fume hoods**
* Fume hoods inspections will be done every two years by Brendan ( Services department )