**Health and Safety Committee**

**Meeting: November 20, 2014 - 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)** **- Michael Sendbuehler (Academics)**  **- Nicolas Karsenti (VCSA)** |

**Subjects:**

1. **Introduction : Joanie Robert**
* New Health and Safety Officer, since October 1st.

1. **Follow up: Minutes**
* Last meeting was April 24, 2014

**3.        Follow up: Air Quality in the sports building**

* Arlene Yamamoto had the Sports Complex Air Quality tested in July, we have just now received the feedback. The results were not satisfactory, there are still problems, but the air cannot be balanced with our current ventilation system in the Sports building.
* Mireille brought up the situation that the rooms that the teachers were concerned about where not inspected therefore they were not put in the report, and inquired if something can be done about it.
* It was pointed out that, as health & safety we are not being consulted on air quality and that

Arlene Yamamoto is the one that is responsible for air quality. The request was made to send all information and pictures by email directly to Arlene Yamamoto and to CC security so that they can follow up.

**4.        Follow up: Bio Safety Officer: Containment Level 2**

* Evelyn advised that the College is not up to standards, and that we still missing training.
* The teacher who had release time, is releasing release time because she doesn’t feel like she should be doing it. People need to be trained and the Biosafety officer will need to change.
* Joanie advised that she will find out what we have, and go from there.
* The most up to date information was October 25th, we received a letter for containment level 2, that we have up until February 15th to put ourselves up to standard in order to retain our permit. Michael Sendbuehler and his team will try to get it done.
* The question was asked: What training is needed and how long will it take?

1. **N Building Air Quality**

* Received information from Darren and Service about fixing the issue.
* Regarding the Co2 problems, we have asked to keep fume hoods on at all times, from the service department.
* It was noted that when they came in for testing there were no people in the labs, and therefore there was no communication regarding the situation.
* The results where the Co2 levels are high but not dangerous, according to the CSST. Fixing the situation will go to the spring because it cannot be done in the winter, it will be taken care of but is on hold. Also the mold was tested last week, the results were that there is mold that we can see and no mold spores which is what is dangerous, therefore there is no mold problem in the air. There are UV lights installed on the vents so that any spores that are created from new vents will be killed.
* The results also show that the N Building does not have the capacity to support the unit, it would need for it to be fixed.
* We also just received, from the Director General, air quality information on the N building, Loïc will be sending it to the members of the committee.

**6.        Evacuation rallying points**

* The objective being that when people evacuate from either building, there are no people cramming at the doors.
* Joanie suggested 5 points of evacuation, the discussion was made about the appropriateness of their location, and if we agree with them or not ( we were unable to vote because Angie was not there at this time)
* The issue was brought up that there is a fence on both sides of N building.
* The concern was brought up regarding the evacuation spots having to be accessible, for mobility impaired people.
* It was discussed that we would need to go back to drawing board, in order to find points that don’t have grass.
* The issue from the last evacuation was brought up, that the exit in front of student services was not being used, students were told not to go through there, instead directed to the F wing- October 17th.
* Another issue from the last evacuation was that during the event the attempt to use the evacuation chair with security and Julian Lebensold was unsuccessful.
* The question was asked if there is a team in place, working on recruiting fire marshals, and that there is no updated list, and will training be available to give to fire marshals.

**7.        Health and Safety Policy**

* The college is obliged to have a health and safety policy, however we do not have one. Joanie working on updating and changing.
* Joanie presented a draft and the policy needs to be approved then she can use it as something to build on to create clear procedures, Joanie requested that feedback be provided.
* It was noted that we are working on creating registers.
* Needs to be approved for political reasons
* The questions where brought up about the Timeline for the policy, who should be involved, and that it should go to the executive & board of directors.
* It was requested to have the people that deal with the daily issues be involved.
* What is involved in health and safety includes everything that is involved in CSST- that is what is included in policy. Preventing safety short term.
* There is no security policy, so shooting is included in security
* No law in Quebec for shooter as of yet
* Raises the question of who we need to call (something that needs to be added to procedure about emergency contacts)
* Inquiring about Nurse full-time
* Deadline for written comments- until January (send before Christmas for next board of directors)

1. **Hazardous Material Policy**

* Joanie will send the procedures, so that we can speak about it with more detail for next meeting.
* Every year we need to send out what Hazmat material we have & that list needs to be provided for March
* Joanie will show it to us before sending it- longer in the making more detail
* Every department are using their own removal company for hazardous waste- will get one tender will be agreed upon
1. **Asbestos Management Policy**
* We are in process of creating a register of all asbestos in the building, the management policy will go with (excel lists).
* The policy will be created so that we know where the asbestos is found and what to do with it.
* None of these policies are private can be seen but are all drafts
* Julian suggested to have developed inventory (by students in the computerized students can create) advantages would be we would provide real world experience for students as well as there is no cost to the college, and would create a much higher quality register.
* Asbestos management policy has to be out by June.
* It was also pointed out that in October staff members where trained to work in asbestos ( which departments)

**10.        Epidemic Strategic Response Guidelines**

* Could be used for all things like Ebola, h1n1, and others
* Created newly by Joanie, in case we need to do something similar we have these as reference ( old H1N1 policy's)
* Once everyone brings back feedback then we will look into passing what we have decided should be the procedures in place- once its finally drafted all departments will have the chance to have their input, and then following there would be a communication for the community

1. **Workplace Inspections**
* Vanier has to be inspected completely in 1 year period, we will have to look into how we want to proceed.
* Would like committee to help suggest what should be inspected when- list should be created by Joanie about where, most risky areas and when they need to be verified
* Questions & suggestions to be sent to Joanie
1. **First Aid Training**

* Workplace first aid, safety is needed for the field station
* Law requires always needs to have one person trained on workplace safety as long as there is minimum 1 person on campus
* Right now we have more than the exceeded necessary amount requested by CSST
* Number of people trained in N building, it was asked if it would it be possible to have a list of people who are trained so that everyone is aware of who is trained.
* It was discussed also that we need to make sure that security has a list as well of who is included - not aware of everyone that is trained

1. **Issues with Animal Health Department Rooms**

* There were an issue with ventilation, humidity, and an instance where animals have had to be moved.
* The situation will be looked into and plan needs to be made for this, maintenance was informed.

1. **Hallowe’en at Vanier College : Masks**

* Security asked for all people with masks to be removed. The question was brought up when it comes to Halloween if there is anything in place saying that they are not allowed to wear a mask. Loïc advised will speak with officers.

1. **Canadian Council of Animal Care Visit**
* Report was just received, it has not been looked at as of yet, however we are aware that there are problems that need to be addressed, and they are going to be addresses.
* Inability to control humidity in the areas, not able to hold rabbits because of the ventilation, it can affect people’s allergies

1. **Website Layout of Vanier’s Emergency Operation Plan**

* Not user friendly, need to scroll down the whole thing to get any needed information
* Joanie has been trying to adjust this issue, someone in the college must be able to help with the layout.
* Make it more user friendly
* Now easier to access, and has been put on omnivox as well - Joanie constant ongoing update -
* Should we push it on the domain so it is on everyone's desktop - icon

1. **Microbiology labs: biological safety, biosafety program, medical surveillance & training of employees**
* Listing of what needs to be done by February deadline
* Caroline Senay wants to step down as Biosafety officer
* Suggestion is now to contract out to a third party because we no longer have anyone who is certified to do the newer more complex version
* Loïc is aware of a company that is able to process this

1. **H Building 3rd floor – Entry Door H-399**

* There have already been two accidents at this location, it would need to be verified, to make sure there is no problem with the door, there already has been many complaints with this door.
* Anything that has to do with door is related to security, there is a new form in the process of being created for doors service orders.

1. **Cleansing Fluid in H-Building Dispensers (Upkeep)**

* Email can be sent directly to cleaning cleaning if noticed that one needs to be filled.
* When empty call ( stickers & numbers on them so that people have an inventory and know who to call)
* Changes leave people unaware of procedures
* Vanier flu clinic December- message in intercom, info info email, everyone will be advised
1. **Waxing of floors, Floor cleaning during work hours/ period (fumes)**

* Some people have gone on CSST, because of fumes during work hours
* Many complaints have been made
* Will speak with Arlene to look at schedule - to be adjusted

Next meeting - recommended procedure