**Health and Safety Committee**

**Meeting: April 29, 2015 - 10:00 AM**

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|  **- Loïc B Boyer (Safety & Security) (absent)** **- Julian Lebensold (VCTA)** **- Angie Alberico (Human Resources)** **- Evelynne Barten (VCSPA)** |  **- Mireille Beland (Student Services)** **- Ginny Iaboni (AVCP) (absent)** **- Michael Sendbuehler (Academics)**  **- Andrew Liberio (VCSA)** |

**Subjects:**

1. **Follow up: Minutes**

Last Meeting was – February 25, 2015

* For the follow up on the N building air quality, Loïc is absent, therefore there is no available update.
* As per Mireille there are no updates on the G building air quality. Joanie has asked the teachers in the G building to document any of the issues, Brendan has worked a lot on the problems regarding the isolation and the pipes.

1. **Follow up: Bio Safety**
* The person responsible for Vanier at the outsourced company Santinel had gotten ill, therefore we have not heard from them since March. He was supposed to meet with the teachers in Animal Health, Joanie will be contacting Santinel to schedule a new date for the meeting.
* In the meantime Danielle, Michael and Joanie have been coordinating to keep up the procedures and training. Joanie will be preparing a structured proposal for the “Plan d’effectif”. Joanie and Michael had just come from a meeting with the academic dean regarding this subject, with the agreement that the technician is a need to have in order to meet all the legal requirements.

 **3.  Follow up: Action Plan**

* Joanie has made all the changes that the group recommended, it is now going to be sent to the MEQ for their comments. It has to go to the CSST by June.
1. **Follow up: Policies and Procedures**

* The Hazmat and General Policies and Procedures have been discussed and sent to the MEQ, they will be sent to the board in June because the Director General would like Danielle (Academic Dean) to look at it.

1. **Follow up: Implementation plan for Societe Logique Universal Accessibility Report**
* Right now we are doing cost evaluations and we will be able to have a documented plan soon. (Loïc has more information on this subject)

1. **Follow up: Ergonomics project update**
* The project is more than halfway done. Joanie has sent invitations to the coordinators of the programs beginning with M and going alphabetically.
* About 8% of chair needed to be replaced, so far those 8% where successfully changed, and she is working on getting the proper accessories that are needed for anyone. Joanie should be able to have completed the whole college by October.

 **7.   Fire Wardens**

* We now have fire wardens for almost all areas of the college we are only missing 2 out of 40 (the missing fire wardens are H3 and D-E-K 3rd floor). There is now an updated list. The training is taking place for all the wardens, there are firefighters coming to give the necessary training. One of two trainings needs to be rescheduled as the firefighters were not able to come on that day, in the meantime Joanie will be giving Vanier Specific training.
* As for training for the Evacuation chair, all security staff was trained (and will be trained annually), Joanie has looked into getting wardens trained at the same time. Michael suggested that agents be trained with an actual person, a real life drill, testing it at least once a semester, with the suggestion to get together with Irma from students services since she has the list and is responsible for people with disabilities.
* Evelynne brought up the issue regarding some fire wardens being teachers, they are not there all the time. Andrew brought up maybe using students, Joanie brought up issue that they are around even less of the time.
* Michael suggested maybe instead finding a way to advise students so they are more educated on how to deal with an emergency, especially getting students to evacuate properly not stopping immediately once out of the exit, creating traffic.

1. **Safe Pregnancy**
* Joanie has recently been working on a document outlining the legal obligations of the college for safe pregnancies. It outlines the different steps programs have to go through for student pregnancy’s, Joanie has sent it to Loïc, Michael and the nurse, Michaels coordinators are currently looking at it, in order to have a standardized method of how to deal with these students. Joanie, has brought up the importance of how it is our duty to give reasonable accommodations to those students while still ensuring their safety.
1. **Padlocking-lockout**
* All of our working machines were secured, and there are procedures regarding if maintenance need to be done, in order to remain secure. It has been completed. All the ones that have been inventoried are taken care of and done. We would now need to see if there are any that are not on our lists and take a look at getting those taken care of with the help from industrial electronics.
* Joanie is working on the current software that we have, so that we will have web based instructions on all procedures for the different machines. Certain departments will be given a link to the web-based software and will be able to print hardcopies for students.

**10.   ECE stages Ergonomic Pilot**

* There is a small pilot going on right now, with all ECE teachers that need to supervise stages, because there are issues with having to take notes for 5 hr a days for these stages. There are ergonomics issues such as wrist and elbow pain, there have been many complaints by ECE teachers, and the idea was to get them a fillable pdf with a checklist for ECE, asking to have instead of their carbon paper pages and pages a day. Trying to give the same information but have a much smaller portion of the writing needed, instead they are making small comments and filling out forms.
* The question was asked about availabilities of a tablet or are they using a printed version. Will they be available? It is currently a pilot, the idea is to be able to use either or paper or tablet. The issue is brought up that other departments like nursing and others may have the same issues. Michael suggested that maybe can get it as an assignment for a course in hypermedia, to assign in class.

**11.   Other**

Evelyn brought up that it is hard to advise everyone in her union that a health and safety meeting is happening. Joanie suggest adding it on Omnivox.