

USW 2010 Health and Safety Committee

Meeting Notes

February 27, 2018

12:05 pm

Present: Liza Cote, Abigail Scott, Crystal McCracken

Regrets: Cathy Nelson, Bill Syroid

Update on Joint Health and Safety Committees around campus

Queen's has ten Joint Health and Safety Committees. USW members sit on nine of these committees.

There are several openings for Academic Assistants (USW 2010-01) on some of these committees. As Academic Assistants are paid hourly, any Academic Assistants who serve on a Joint Health and Safety Committee are paid for their time. For those in our larger bargaining unit (USW 2010), time spent serving on a Joint Health and Safety Committee is part of the working day and covered by annual salary. The latest recruitment email was sent to the Academic Assistants bargaining unit on February 1, 2018.

A review of the Queen's Environmental Health and Safety website information:

- 1) **University Administrative Services Committee** – has a vacancy for an Academic Assistant. Minutes last updated on Environmental Health and Safety website on August 4, 2017.
- 2) **Physical Plant Services** – committee membership list last updated January 27, 2017. Minutes last updated January 2018. Updates include:

A campus wide roof railing program is under development to address roof areas that have equipment near roof edges and a danger of falling. The Mac Corry roof railing project is to be tendered soon. The next two buildings to be addressed are Harrison-Lecaine and Jackson Hall. Adelaide/Ban Righ will need handrails added during the roofing project this summer. Ongoing.

Committee member reported that custodial staff are noticing that sharps are being disposed of in public washrooms waste containers. EH&S and PPS will be installing sharps collection containers in a number of buildings across campus. Ongoing.

Committee members reviewed the Central Heating Plant SOP E.1 General Safety Rules. The SOP has been modified to apply to all PPS staff. Given to management for consideration. Ongoing.

Concern raised regarding the traffic cones setup to act as a barricade to protect pedestrians from falling snow off of the roofs of Gordon Hall and Douglas Library. Waiting for a final design for the Gordon roof before it can be sent out for a quote. As modifications haven't been made to the roofs this year, the area needs to be marked off to warn pedestrians of the hazard. Ongoing.

A committee member raised a concern about who is responsible for clearing snow from rooftop walkways.

The committee welcomes William (Bill) Syroid to the PPS Joint Health and Safety Committee. Bill is joining the committee as a USW representative.

Ontario Regulation 297/13 under the Occupational Health and Safety Act came into force on July 1, 2014. Under this regulation, every employer in Ontario must ensure all workers complete or have completed, an awareness training program that meets the regulatory requirements. This is mandatory in all workplaces in Ontario.

Workers must take the training as soon as possible after being hired. The Queen's Health and Safety Awareness courses includes regulatory requirements for workers. Due to the specific content of the Queen's University Health and Safety Awareness training, Awareness training received from previous employers or organizations is not accepted. Queen's University policy for new employee orientation can be found at "New Employee Health & Safety Orientation (SOP-Safety-06)"

<http://www.safety/policy/eh&s/orientation.pdf>

Health and Safety awareness training is available on Moodle. To access Moodle, you will need a computing user id. If you do not have one, please contact either your supervisor or Departmental Computing Representative. To access the course, go to:

http://www.safety.queensu.ca/courses/onq_inst.htm

First Aid & CPR certification expires after 3 years. Instruction is given by an outside company this is a WSIB approved provider. If you have never completed First Aid training, or you have completed more than 3 years ago, please register for one of these sessions. All courses will be held in the Faculty & Staff Learning Facility, Room B176 Mac Corry Lecture Theatre. Training session is 2 days in duration. EH&S requires a minimum 72 hours' cancellation notice (3 business days) or your department will be charged \$65.

The Department of Environmental Health and Safety will be offering First Aid Refresher training this spring and summer. This training is available to Queen's Staff, Faculty and Graduate students. To be eligible for First Aid Refresher training, you must have completed First Aid training at Queen's within the last 3 years, with current certification. Once the Refresher training expires you will need to re-take the full 2-day training.

The Occupational Health and Safety Act requires that all employees who work with or who are in proximity of chemicals receive WHMIS training. After completing the full WHMIS training, you are required to complete the on-line Refresher quiz on an annual basis. All courses will be held in the Faculty & Staff Learning Facility, Room B176 Mac Corry Lecture Theatre. Training Session is 2 ½ hours in duration. The next full WHMIS course date will be Tuesday, March 6, 2018, 9:30-11:30 am. Section 42 (3) of the Occupational Health & Safety Act requires that an employee's familiarity with the training and instruction provided for the use of hazardous materials be assessed on an annual basis. Therefore, once you have successfully completed the full WHMIS training, you will need to complete the online Refresher quiz on an annual basis. http://www.safety.queensu.ca/courses/onq_inst.htm Note: you must have completed a full Queen's WHMIS course after January 1, 2000 to be eligible to complete the annual refresher.

Fire extinguisher training is applicable for most extinguishers on campus and will consist of lecture and practice using a fire simulator. Training will be approximately 2 hours. Please contact the Department of Environmental Health & Safety (safety@queensu.ca) to arrange training for a group or department (5-15 people). Groups may arrange on-site training if suitable training room is available. All courses will be held in the Faculty and Staff Learning Facility, located in Complex B176 Mac Corry Hall, in the Seminar Room.

Each department that receives and/or ships dangerous goods, including hazardous waste, must identify a person(s) who will be responsible for the handling of the goods. This person(s) must receive the appropriate TDG (Transportation of Dangerous Goods) training and be knowledgeable of their requirements under the regulations. A certificate is valid for 3 years under TDG after which the individual must undergo re-certification. An untrained individual may handle dangerous goods provided the goods are handled in the presence and under the direct supervision of an individual who holds a training certificate. Training arrangements can be made by contacting the main office of the Department of Environmental Health & Safety (EH&S). Transportation of Dangerous Goods training for Queen's University Shippers and Receivers available online at: <http://www.safety.queensu.ca/courses/tdg/tdgcourse.pdf> Transportation of

Dangerous Goods: Biohazard manual, available online at <http://www.safety.queensu.ca/courses>

- 3) **Athletics** – Membership list last updated March 30, 2017 and there have been changes since then. Minutes last updated March 2016.
- 4) **Residences** – membership list last updated June 2017 and there have been changes since then. Minutes last updated January 18, 2018. Highlights from minutes:

An employee slipped and fell outside after a snowfall and broke their hand.

One of the committee Co-Chairs met with J Pollard (Engineer) in December 2017 regarding the decimal levels on the fire alarms. The alarms were tested and found to be within the allowable parameters. The code states that within a residential residence space the decimal level needs to be below 100 but above 75, all offices came in at mid-90's. Watson Hall, for example, can be as low as 65 because they are not a residence setting. There will be follow up this to see if our classification can be changed as there are no living spaces in our offices.

Some staff were interested in having naloxone kits made available to them with adequate information (training) on how to use it.

- 5) **Faculty of Arts and Science** – membership list last updated November 2017 with changes since. Committee needs one Little Steel Member and two Big Steel members. We do have a volunteer to serve on this committee who is outside of the area. Updated minutes as of Nov 21, 2017:

Co-Chair T. O'Reilly reported that the membership of our committee is lacking adequate worker representation.

- 6) **Engineering and Applied Science** – Committee needs an Academic Assistant. Minutes last updated Oct 18, 2017.
- 7) **Faculty of Health Sciences** – Committee needs an Academic Assistant. Minutes last updated June 14, 2017.
- 8) **Family Medicine** – Membership last updated Jan 27, 2017 and membership has changed since. Minutes last updated Sept 2017. Abi advised that they will be meeting next week. She will let one of the Co-Chairs know to update minutes with Environmental Health and Safety.

- 9) **Faculty of Education** – Membership list last updated August 2017. Brian Zufelt will be retiring in April and we welcome Paul Carl to the committee to replace him as our USW representative. Minutes were last updated Sept 2017.

Steps for Life – Sat Apr 28, 2018 – *Walking for Families affected by Workplace Tragedy* – following the walk attend the Day of Mourning Ceremony. Thank you to Crystal and Abi who will both join the USW Steps for Life walking team.

Education in high schools – Liza has emailed the President of USW Kingston Local 343 (Novellis) about a joint venture of going into high schools to provide Health and Safety education.

Update on proposed draft changes to JHSC Terms of Reference:

*Item 2.1: The committee shall consist of members as detailed in Appendix 2, with up to half the members selected by the Employer and at least half the members selected by the Bargaining Agents/Worker Representatives of affected workers. Committee members will be selected from an area under the jurisdiction of the committee. **In the event that a committee member cannot be found from the area, the Bargaining Agent/Worker Representatives can appoint a member of another area of the university. The member selected must have demonstrated experience in Occupational Health & Safety matters that is relevant to the areas in respect of which the applicable Committee will have jurisdiction. Under this circumstance, the appointment is considered to be temporary while the Bargaining Agent/Worker Representatives continue to actively search for a representative from an area under the jurisdiction of the committee.***

WSIB reports – report of a fall on outdoor steps in which snow and water were a factor. 1 day of lost time.