

Tyndale University College & Seminary

Joint Health & Safety Committee

MINUTES

Date: June 21, 2012

Location: Ballyconnor Boardroom

Time: 10:00 am

Present: Cynthia Yoon, Jessica Brisco, Brian Bertrim, Karen Soltau, Becky Wismer, Matt Murray, Scott Rough, Albert Villaruz, Phil Kay

Regrets: n/a

| ITEM | MINUTES | ACTION BY |
|------|--|-----------|
| 1. | Accident and incident reports | |
| | a. KS reports of minor injuries; reports of a lot of bandaids and icepacks requested mainly by external gym groups. May had 8 reports, June had 9 reports--nothing major reported. | INFO |
| 2. | Inspection reports | |
| | a. SR reports that we have noticed an increase of extension cords being daisy-chained or objects on extension cords (which is a fire hazard); please be on the lookout for this when doing inspections. | INFO |
| | b. All of April inspection reports and most of May has been resolved, but due to construction projects, we are a little behind schedule. | SR |
| | c. SR asked us how we felt about our inspection areas (too much or too little). MM commented on how big the Bayview campus was to inspect. SR suggested putting the courtyard and the parking lot back on one of the Ballyconnor areas. CY asked if we should look at the parking lots at the Bayview campus; SR agreed. Bayview parking lots will be added to the Bayview campus section. The Ballyconnor parking lot to be determined. | SR |
| 3. | Action items and "In Progress" updates | |
| | a. Rubber mats under drinking fountains: SR reports there is one mat under each drinking fountain. | INFO |

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- b. First Aid training requirements – 2 day course: SR/CY have not heard back from training company. We are required to only have to have 1 trained employee per 200 employees. If required, we will probably train Karen and Jessica (one per campus). SR will follow up. SR
- c. First Aid kit inspections: KitCare company disappeared but SR reports that we did obtain a few training videos from them. Our minimum standard is the Ontario Kit 10 (Ontario Regulation Metal First Aid Kit – Sec. 10, 16-199 Workers). We have 2 of those kits at Ballyconnor campus and 1 at Bayview. Icepacks should be included also. Medication (like Tylenol) is NOT permitted. MM raised an awareness of sports summer camp (ensure we have sufficient supply in the kit). SR will discuss with BB regarding first aid needs in garage and will start inspections of kits. SR
- d. Accident/Incident Report: revised version was sent out by SR and there were no negative comments/feedback this time so this final version will stand. The logo needs to be changed first before we send it out to the community in September. SR
- e. Fall Arrest training: we need to do fall arrest for maintenance staff and will probably get BB trained on that. Also still need to get someone trained on ‘train the trainer’. SR
- f. Hazardous material pickup: SR reports that a company came and disposed of paints, aerosol cans, acids etc. Estimated 50 gallons of paint were disposed of (we can’t store hazardous material for more than 6 weeks). Will need another pickup soon for some items stored in the locked hazardous storage in the basement. SR
- g. Emergency procedures: CY emailed emergency procedures on behalf of Nancy (this falls under Campus Operations and HR). We realized the extension for security at Bayview campus (x2202) does not transfer automatically to Wincon. x2222 is the number we want everyone to call, and we will make this publically known. CY will ensure guides posted on bulletin boards on both campuses regarding various emergencies. If we have any new ideas let CY known (especially when we reprint it with the new logo). CY
- h. First Aid contact list: CY distributed copies to JHSC—these copies are to remain with JHSC members and Reception only (due to cell phone numbers listed). INFO
- i. IT – chemical list: need to contact IT regarding any chemicals they may have; this still needs to be done. CY
- j. Prevention of harassment training: CY reported that harassment training was not part of the Prevention of Workplace Violence training, and as a result, we must also have harassment training for all (perhaps to be implemented in Moodle again like it was for AODA). MM asked how we can access previous training online and CY responded that the link is still available under HR section. SR will ensure Wincon SR will also be trained. CY asked if that applies for AODA training as well; SR - “Yes” Online training for Moodle will likely be used, but in-person training may be wise for frontline personnel and management, where they can discuss/ walk-through scenarios. KS mentioned how having in-person training may emphasize a higher level of importance which is good. If there are any language barriers, CY can print off a copy but can’t walk them through it. CY mentioned about possibly linking new

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employee health & safety training with training for prevention of workplace violence and harassment if not done through Moodle; PK recommended training via mixed media and having tests is good to emphasize the seriousness of it. CY/SR will review this and ensure everyone will be trained online to fulfill legal requirement but also offer extra training to some. BB asked if training is mandatory for new employees; SR affirmed this and mentioned we will also have an occasional refresher and bring new frontline people in. CY

- k. Seminary elevator key: KS reported this has been resolved. We have a new key and a new code to ensure that key stays in the off position. INFO

4. New business:

- a. WHMIS / Health & Safety training for summer and new employees: CY must add new staff/faculty (and students via government grant positions) to the list of people to receive in-person training. SR suggested having 2 potential training dates as sometimes what students need is different. CY suggested including their supervisors in that one if training is required and then the rest of the new employees in another. CY will organize on in July. CY
- b. H&S Policy changes (including structure/format): SR reported there are certain things missing from our H&S policy (ex: definitions of “manager”, “workplace safety”). By adjusting this umbrella document, we will place all other JHSC policies (i.e. terms of reference, terms of service, fall protection etc.) under it. MM mentioned that some employees won’t share their harassment stories to supervisors; CY recalled that the auditors recommended that there needs to be an anonymous way to employees to report harassment issues. (This may mean the Board of Governors may receive ‘petty disputes.’) PK raised the emphasis on the definition of ‘personal harm’—it’s not about not getting along with somebody nor is it about comfort/happiness—it’s about feeling safe. SR mentioned the definition of “manager” needs to be specified properly, such as the ability to hire/fire and fulltime. CY didn’t want to go as far as supervision of student workers. SR mentioned that with various levels of supervision limits our choices we can have on JHSC. SR will adjust and reformat document SR
- c. ACME cleaners WHMIS training: KS reported that the supervisor in charge of the Bayview cleaning has an expired license, and can’t afford health/safety training for their cleaners if a class is cancelled due to not enough people attending (difference is \$450 vs. \$900). June 29 is the date that will hopefully allow the cleaners to be trained. SR mentioned that if another class is cancelled, we will give another month as an ultimatum. CY asked whether the issue regarding unlabeled spray bottles was resolved; KS said that the labels on bottles have been fixed and that the products he uses are what we use too. INFO
Bayview- Professional Security Audit: SR reported that once we take over Bayview campus, there will be a security audit (not Wincon) that will look at lighting, cameras, entrances, residents secured, external officers, emergency phones etc. We don’t have a company yet, but we can’t get them started until architects know phase 1; estimated start date in late Fall. This company will be familiar with universities

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and Christian environments. PK mentioned the balance between the responsibility to protect, and the architects' vision of creating an open/welcoming campus. INFO

5. Other business

- a. Security issue: Recently there was an issue with a former student who was borderline harassing faculty resulting in conversations with police (a full police report has been completed), Doug Loney, BB. The former student refused the letter stating the individual is banned from the campus but they do have a copy via mail/email and we are sending another certified copy. The student seems to have a mental issue. Reception knows to call 911. SR will meet with Barry Smith, Randy Henderson, Lina van der Wel and HR to talk about overall structure on how Tyndale deals with this— Who needs to know? Who needs to receive communication fast? Will there be backlash online? It should be recommended that VPs don't go on vacation at the same time. When do we default to George Sweetman? We want to make sure official notifications/automated emails. SR
- b. SR raised the issue of accessing medical information in case of student emergencies where Jeff Abraham may not be available. Conversations with Jason Carson led to the possibility of using SharePoint which restricts access to certain people. SR
BW asked the same question regarding staff/faculty; CY responded that we could resend form for emergency phone numbers for employees who have worked here a long time (to avoid deactivated numbers). New employees currently fill it out and all emergency numbers for employees are on an HR online database with restricted access in case one has to look it up from home. CY
- c. AV asked if Tyndale has a medical facility; SR responded that since we have less than 200 fulltime employees, then it is not required. PK mentioned that we will probably address the need for one especially when the Athletic Department grows. SR mentioned we may be having one at the new campus anyways. INFO
- d. CY mentioned that with hot days, some people have been feeling queasy. If that happens let CY know and guide them to an air conditioned place to rest (dining hall, library). INFO