



**TYNDALE**  
University College & Seminary

## Joint Health and Safety Committee

### *Minutes*

November 9, 2006

11:00am – 12:30pm

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**Attendees:** Scott Rough, Chris Ricci, Cynthia Yoon, Kaarina Hsieh, Peter Chow

**Regrets:** Tina Choe

#### **1. Prayer**

- Chris opened in prayer

#### **2. Items for Review from last meeting**

##### a) Emergency procedures for outbreak of disease

- Item tabled until next meeting as priority had to be given to the fire safety plan which is now complete.

##### b) Fall Arrest Training

- Chris has contacted Steve Pauls at The Peoples Church. Steve is an approved trainer for fall arrest and we will be arranging a time with Steve to provide training for Peter and Scott.

##### c) IT Wiring Solutions

- Chris will work with George to identify “plenum” spaces at Tyndale.

A plenum space is the space above a suspended ceiling or below a raised floor when it is used to return air from ventilated spaces. According to the Ontario Building Code, cabling “in a plenum space must have a fire rating of FT-6 or be in a fully enclosed non-combustible raceway”[3.5.4.3.(1)(a)].

- Once plenum spaces have been identified, the recommendation will be made that all future cabling must conform to these standards. Existing cabling will be left as is.

- Update on cabling problems in Mark Steinacher and Barb Haycraft's office. New holes have been drilled and Victor will be re-running the cables to avoid the HVAC vents as were previously used.

#### **3. Information from Health and Safety Training**

##### a) Due Diligence

###### ➤ Employee Information

- A new JHSC website has been created and is currently being set up. The web site will have the ability to submit an anonymous concern to the JHSC. The website will contain

information about JHSC members, meeting minutes, policies, etc.

- The e-mail address [health@tyndale.ca](mailto:health@tyndale.ca) has been setup and anyone wishing to contact the committee can send an email there. Both Scott and Chris will receive e-mails sent to [health@tyndale.ca](mailto:health@tyndale.ca).

- A mailing list will be setup by the ITS department in the new year. The mailing list software will allow the JHSC to review all emails sent to one another. In the event that something important was discussed over e-mail but was not included in the meeting minutes it will allow us to show due diligence in an inspection.

- The need for someone to maintain the bulletin board in the staff lunch room was discussed. The committee suggested that Tina would be a good candidate for this role and will be following up with her.

#### ➤ Training

- It was suggested that basic health and safety training for all department heads be a priority. Scott has begun to look into the cost of having one or two members of the committee take a "train the trainer" course. This would allow those trained to perform training for department heads.

- Scott discussed the various training that is required by law. Some training is required for all employees, other training is job-specific. Scott will continue to follow up and present the most cost-effective means to satisfy this requirement.

- Cynthia will be providing emergency response training to all new employees during their orientation sessions.

#### ➤ Inspections

- Inspections must be performed on a monthly basis. It was decided that for all areas other than the boiler room and workshop, a basic inspection for two months and then a thorough inspection every third month would be adequate and would satisfy this legal requirement.

- Inspections must be performed by a non-management committee member. We redivided the teams to consist of the following: Scott & Chris, Kaarina & Cynthia, Tina & Peter. The management committee members will assist in the inspection.

- A worker may not inspect his own area. Scott will be re-dividing up the inspection areas to make sure we meet this requirement.

- It was also decided that we will rotate area's each inspection.

- Special attention to ergonomics must be given during inspections. According to the OSG training, ergonomics is one of the highest sources of workplace injury and is currently the focus of Ministry of Labour investigations.

- Since the dorms fall under a gray area between residential/industrial requirements, it was decided that RA's should do an inspection of the dorms once per month. Chris or Scott will be approaching Josh Philip to ask him to join the committee as residence representative. Josh will then be responsible for holding meetings with the RA's, giving them health and safety information and training, and also giving them instructions for performing the inspections. The inspections reports will then be submitted back to the committee for evaluation.

- Inspections must also include the outside area's of our property.

➤Eye on Campus – Health and Safety area

- Kaarina will be discussing the possibility of have a Health & Safety area in the Eye on Campus.
- Scott will look into some appropriate Health and Safety tips to give to Sharolyn to put in the Eye every week.

➤Diesel Generator

- It is unknown whether the fumes from the diesel generator are toxic or not. It is also not know if this generator is designed to be used indoors or should be placed outside. Chris will setup a meeting with Peter and George Whitmore to discuss the generator and the next steps on this issue. A report will be given at the next meeting.

b)Policies

➤Constructors

- All constructors (including cleaning staff) fall under Tyndale's regulations and care while on our property. In the event of an injury, Tyndale will be held responsible under the Ontario Health and Safety Code, and Bill C-45. We need to ensure that constructors meet the proper requirements and that we have all of the important information to prove that they are adhering to the Code and to our safety requirements. Chris will be compiling information on what is required. The goal is to have this policy in place by the end of the year, and information from our constructors by the end of January. This policy must be signed by all committee members and presented to Winston for approval. Once approved by Winston, it will become official Tyndale policy that all department must adhere to when hiring an outside constructor to perform work at Tyndale. This item will be finalized in the next meeting.

➤Presidents Policy

- The presidents policy must be updated and signed annually, and posted on the bulletin board. Chris will be

➤Terms of Reference for Joint Health and Safety Committee

- The terms of reference for the JHSC are being finalized and should be ready to be presented to the committee at the next meeting.

c)First Aid

- Requirements pertaining to Tyndale were touched on. Cynthia reported that on a normal (busy) day there are fewer than 200 employees on the site at one time. Scott will type up summary of requirements and pass it out to each committee member for review. Each member will come to the next meeting with ideas regarding possible location(s) of first aid stations. Scott will work on inspection forms for first aid stations and will create a list of what needs to be purchased to make our station(s) compliant.

d)Important Dates for Health and Safety

- The important dates were quickly listed in the meeting, and finalized dates will be discussed at the next meeting.

e)Confined Spaces discussion

- Summary of changes in “confined spaces” rules to now include sectors of industry other than just industrial, construction, mining and health care:

- \* The development of a written assessment that identifies hazards inherent to the confined space or that may arise from work to be done in the space
- \* The development of a plan that includes procedures on how work will be done safely, and controls to address hazards identified in the assessment
- \* Training on confined space hazards and safety precautions
- \* An entry permit identifying hazards and precautions be issued and available to persons prior to entering or working around a confined space
- \* On-site rescue procedures and equipment are in place and ready for immediate implementation
- \* Other precautions are present to control substances and situations that may endanger a worker.

- Scott will work with George Whitmore to determine needed training, etc., regarding boiler entry. Scott will also look at other “confined spaces” on campus and determine needed procedures.

#### **4.Other Business**

- Next meeting to be held on December 14, 2006.

#### **5.Closing Prayer**

- Scott closed in prayer.