



JOINT HEALTH & SAFETY COMMITTEE
MINUTES
September 16th, 2020
11:00 am
WebEx Meeting

<u>Present:</u>	Shannon Maki Tanya Niederer Oleksandr (Sasha) Grynko Wenjie Liu Martina Agostino Imran Malik Guillem Dayer Yurii Shepelytskyi	<u>Recording Secretary:</u>	Shannon Maki
		<u>Absent:</u>	Oleksandr (Sasha) Bubon

- Approval of Agenda:** The meeting was called to order via WebEx at 11:00 am, chaired by Shannon Maki. Agenda was approved by the committee. It was discussed that the previous additional agenda item re: 'COVID-19 update/questions' remain a standing item to be included on each agenda going forward. There was also a correction to the minutes of August 19th – Guillem Dayer was noted as 'absent' from the meeting when in fact he was present – Shannon to amend.
- Review of Minutes and Action Items:**
Shannon did a review of the Minutes and following **ACTION** items from **August 19th**, as well as **UPDATES (dated accordingly)**: (throughout copy of minutes) – ***updates under each section.**
 - Sasha Bubon had made a request to have a hand sanitizer installed in the hallway where the Scientist offices are located – Shannon submitted a Maintenance Requisition and it was completed – no further action
- Review of First Aids:**
Munro St. – NONE TO REPORT
TBRHSC – NONE TO REPORT
- Review of Incident Reports:**
Munro St. – NONE TO REPORT
TBRHSC – NONE TO REPORT
- Review of Inspection Reports:**
MUNRO LOCATION:
 - Student Room – #1300 - Light bulb in area is not working - **ACTION: Shannon to submit a Maintenance Requisition**
 - Basement level fire door #27 – Door remains unlocked although it is 'swipe-access only' - **ACTION: Shannon to submit a Maintenance Requisition to have door locked with a master key**



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TBRHSC LOCATION:

- **3rd Floor office space (inside 3116)**
 - All areas good

- **3rd Floor Lab – All Areas**
 - All areas good, nothing to report
 - There was a brief discussion re: the students that will be arriving to work on-site and spacing – Tanya confirmed there will not be an issue with spacing

- **1st Floor – room 1640B**
 - Nothing new to report
 - Martina Agostino is currently working from home and has inquired as to whether there is an option to have a chair provided – Tanya and Martina spoke briefly, will continue in an offline conversation

- **2nd Floor – Room 2167** – Nothing new to report – temperature continues to fluctuate to cooler in the afternoon

- **2nd Floor – Physics Lab Area** – Did not inspect at this time – room was being used; this area is also still being used occasionally by Dr. Albert’s lab group

Business Arising:

- **Policy Review:** ‘Violence in the Workplace’ – Shannon had circulated to the group prior to the meeting; Guillem made a minor suggestion re: Reporting on Incident Report and noting where to locate; also Tanya will investigate further to know if legislation has made any changes that would be included in this policy – the committee is to review the policy and provide any feedback/revisions to Shannon by September 25th so that they may be discussed and finalized for the October 13th meeting

- **COVID-19 – Update/Questions:** For any information that is circulated at TBRHSC please visit the link: <https://comms.tbrhsc.net/covid-19-information/>

Meeting adjourned at 11:26 am
Next meeting: October 13th, 2020

MONTHLY WORKPLACE INSPECTION REPORT

Date: September 16, 2020

Inspected By: Sasha Grynko

Department (level/room #): Munro St

<i>PHYSICAL HAZARDS</i>	Y	N	N/A
Are all walking surfaces and/or work surfaces clean and free of hazards?	✓		
Are all areas efficiently lit and suitable for the purpose?		✓	
Are all areas well-ventilated?	✓		
Are ventilation units in good working condition/free of debris?	✓		
Are stairs and grab rails in good condition?	✓		
Are noise levels appropriate?	✓		
<i>CHEMICAL HAZARDS</i>	Y	N	N/A
Are all hazardous substances/chemicals properly labeled?	✓		
Do workers know where to find a Safety Data Sheet for a substance/chemical?	✓		
Is the appropriate PPE available when using a chemical?	✓		
Are all hazardous substances/chemicals stored appropriately?	✓		
Are eye wash stations/showers functioning properly as per policy?	✓		
Are workers respiratory fit-tested (if required)?			✓
Are compressed gas cylinders labeled, transported and stored appropriately?	✓		
<i>BIOLOGICAL HAZARDS</i>	Y	N	N/A
Are needles safety-engineered?	✓		
Are medical sharps properly disposed of?	✓		
Are medical sharps containers used and maintained properly?	✓		
Is waste disposed of in the proper containers?	✓		
Are employees using the proper infection control PPE (e.g. gloves, gowns, N95 respirators)?	✓		
Are food, beverage and cosmetics stored appropriately, away from the likelihood of exposure?	✓		
<i>ERGONOMIC HAZARDS</i>	Y	N	N/A
Are heavy items stored appropriately?	✓		
Are lifting devices/wheeled equipment in good working order and inspected as required?	✓		
Are computer workstations appropriately laid out?	✓		
Are office chairs functioning properly?	✓		
Are desk and file drawers kept closed when not in use?	✓		
<i>SAFETY HAZARDS</i>	Y	N	N/A
Are ladders and/or scaffolds maintained in good condition?			✓
Is leaning material secured?	✓		
Are electrical cords intact? Permanent extension cords are not used?	✓		
Is electrical equipment tagged by maintenance, as required?	✓		
Is all equipment inspected and maintained in good condition?	✓		
Are workers wearing appropriate PPE for the task?	✓		
Are workers wearing proper footwear?			✓
Are emergency codes/sub plans available and understood by workers?			✓

MONTHLY WORKPLACE INSPECTION REPORT

FIRE HAZARDS	Y	N	N/A
Are all materials and/or equipment stored away from electrical panels? (eg: 1m or greater)	✓		
Are the fire hose/extinguisher cabinets unobstructed by materials and/or equipment?	✓		
Are fire exits/stairwells unobstructed?	✓		
Are fire extinguishers inspected monthly and free of damage?	✓		
Are appliances only used in designated kitchenettes (toasters, coffee makers, kettles, etc.)?	✓		
Are appliances in kitchenettes approved for this use?	✓		
Is equipment and stretchers in storage areas or placed on one side of the hallway?			✓
Is there a minimum of 18 inches of clearance from all sprinkler heads in ceilings?			✓
Is there no paper on the walls or excessive decorations (no more than 10% of the space)?	✓		
Are flammable materials stored appropriately? (eg: flammable cabinet)	✓		
Are all ceiling tiles intact?	✓		
OTHER	Y	N	N/A
Are monthly safety inspections completed and available?	✓		
Do workers know how to report a safety concern?	✓		
Do workers know how to report an incident/accident?	✓		
Is staff aware of where exit routes and pull stations are located?	✓		
Has staff reviewed the Code Red policy and related sub-plans in the last year?			✓
Does staff know the location of the department sub plans?			✓
Do workers know who their JOHSC representative is?	✓		
Are competency/training checklists up to date? (Reference document <i>SE-01</i>)	✓		
Are workers wearing appropriate name tags?	✓		

Important:

- Any identified hazards must be documented on the form below.
- A worker and/or Manager of the unit/dept can complete the monthly inspection.
- The inspection form must be provided to the unit/dept Manager.
- The Department Manager must review all hazards identified, determine risk level using the Risk Evaluation Matrix and determine corrective actions.
- The Department Manager must document the corrective action or plan of action on the form below.
- A copy of the completed inspection report must be retained in your unit binder.

MONTHLY WORKPLACE INSPECTION REPORT

Item & Location	Hazard(s) Observed	Risk Level	Repeat Item		Recommended Action By Whom / When	Person Responsible	Action Taken	Action Complete & Date
			Y	N				
Student area, Rm 1300	Light bulb is not working	1		✓	Replace a light bulb			
Basement level, Door #27. Fire door.	The door remains unlocked with a key, although it is swipe-access only	2		✓	Lock the door with a master key			

Corrective Action – Supervisor or Manager to complete. Must be identified and reported to Committee within 21 days as per the OHSA. Action taken should state: (1) Correction of hazard (or) (2) Decision pending for correction (or) (3) Corrective action identified and a plan in place.

(Note: If corrections will take longer than 21 days to complete, send a copy of this report to OH&S stating what is happening and then the original when actions are completed. Original report to be filed in Occupational Health and Safety Department; photocopy to inspected department)



MONTHLY WORKPLACE INSPECTION REPORT

Date: Sept 16/2020

Inspected By: Shannon Maki

Department (level/room #): 3rd Fl. Lab & Accs - 3116

PHYSICAL HAZARDS	Y	N	N/A
Are all walking surfaces and/or work surfaces clean and free of hazards?	✓		
Are all areas efficiently lit and suitable for the purpose?	✓		
Are all areas well-ventilated?	✓		
Are ventilation units in good working condition/free of debris?	✓		
Are stairs and grab rails in good condition?			✓
Are noise levels appropriate?	✓		
CHEMICAL HAZARDS	Y	N	N/A
Are all hazardous substances/chemicals properly labeled?	✓		
Do workers know where to find a Safety Data Sheet for a substance/chemical?	✓		
Is the appropriate PPE available when using a chemical?	✓		
Are all hazardous substances/chemicals stored appropriately?	✓		
Are eye wash stations/showers functioning properly as per policy?	✓		
Are workers respiratory fit-tested (if required)?			✓
Are compressed gas cylinders labeled, transported and stored appropriately?	✓		
BIOLOGICAL HAZARDS	Y	N	N/A
Are needles safety-engineered?	✓		
Are medical sharps properly disposed of?	✓		
Are medical sharps containers used and maintained properly?	✓		
Is waste disposed of in the proper containers?	✓		
Are employees using the proper infection control PPE (e.g. gloves, gowns, N95 respirators)?	✓		
Are food, beverage and cosmetics stored appropriately, away from the likelihood of exposure?	✓		
ERGONOMIC HAZARDS	Y	N	N/A
Are heavy items stored appropriately?	✓		
Are lifting devices/wheeled equipment in good working order and inspected as required?			✓
Are computer workstations appropriately laid out?	✓		
Are office chairs functioning properly?	✓		
Are desk and file drawers kept closed when not in use?	✓		
SAFETY HAZARDS	Y	N	N/A
Are ladders and/or scaffolds maintained in good condition?			✓
Is leaning material secured?			✓
Are electrical cords intact? Permanent extension cords are not used?	✓		
Is electrical equipment tagged by maintenance, as required?	✓		
Is all equipment inspected and maintained in good condition?	✓		
Are workers wearing appropriate PPE for the task?	✓		
Are workers wearing proper footwear?	✓		
Are emergency codes/sub plans available and understood by workers?	✓		

MONTHLY WORKPLACE INSPECTION REPORT

FIRE HAZARDS	Y	N	N/A
Are all materials and/or equipment stored away from electrical panels? (eg: 1m or greater)	✓		
Are the fire hose/extinguisher cabinets unobstructed by materials and/or equipment?	✓		
Are fire exits/stairwells unobstructed?	✓		
Are fire extinguishers inspected monthly and free of damage?	✓		
Are appliances only used in designated kitchenettes (toasters, coffee makers, kettles, etc.)?	✓		
Are appliances in kitchenettes approved for this use?	✓		
Is equipment and stretchers in storage areas or placed on one side of the hallway?			✓
Is there a minimum of 18 inches of clearance from all sprinkler heads in ceilings?	✓		
Is there no paper on the walls or excessive decorations (no more than 10% of the space)?	✓		
Are flammable materials stored appropriately? (eg: flammable cabinet)	✓		
Are all ceiling tiles intact? <i>~ Wash-up Room - tiles replaced ~</i>	✓		
OTHER	Y	N	N/A
Are monthly safety inspections completed and available?	✓		
Do workers know how to report a safety concern?	✓		
Do workers know how to report an incident/accident?	✓		
Is staff aware of where exit routes and pull stations are located?	✓		
Has staff reviewed the Code Red policy and related sub-plans in the last year?	✓		
Does staff know the location of the department sub plans?	✓		
Do workers know who their JOHSC representative is?	✓		
Are competency/training checklists up to date? (Reference document SE-01)			✓
Are workers wearing appropriate name tags?	✓		

Important:

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MONTHLY WORKPLACE INSPECTION REPORT

Item & Location	Hazard(s) Observed	Risk Level	Repeat Item		Recommended Action By Whom / When	Person Responsible	Action Taken	Action Complete & Date
			Y	N				
Fire extinguisher blocked, Services Hallway	Fire extinguisher blocked by boxes	6	X		Remove boxes and remind staff of importance of keeping materials away from fire extinguisher.	Manager	Yes	October 10, 2018
<i>~ Move to report ~</i>								

Corrective Action – Supervisor or Manager to complete. Must be identified and reported to Committee within 21 days as per the OHSA. Action taken should state: (1) Correction of hazard (or) (2) Decision pending for correction (or) (3) Corrective action identified and a plan in place.

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[Signature] *Sept 16/2020*

MONTHLY WORKPLACE INSPECTION REPORT

Date: Sept 16/2020 Inspected By: Shannon Maki

Department (level/room #): 1st Fl. - 1640 B

PHYSICAL HAZARDS			
	Y	N	N/A
Are all walking surfaces and/or work surfaces clean and free of hazards?	✓		
Are all areas efficiently lit and suitable for the purpose?	✓		
Are all areas well-ventilated?	✓		
Are ventilation units in good working condition/free of debris?	✓		
Are stairs and grab rails in good condition?			✓
Are noise levels appropriate?	✓		
CHEMICAL HAZARDS			
	Y	N	N/A
Are all hazardous substances/chemicals properly labeled?	✓		
Do workers know where to find a Safety Data Sheet for a substance/chemical?	✓		
Is the appropriate PPE available when using a chemical?	✓		
Are all hazardous substances/chemicals stored appropriately?	✓		
Are eye wash stations/showers functioning properly as per policy?			✓
Are workers respiratory fit-tested (if required)?			✓
Are compressed gas cylinders labeled, transported and stored appropriately?			✓
BIOLOGICAL HAZARDS			
	Y	N	N/A
Are needles safety-engineered?			✓
Are medical sharps properly disposed of?			✓
Are medical sharps containers used and maintained properly?			✓
Is waste disposed of in the proper containers?	✓		
Are employees using the proper infection control PPE (e.g. gloves, gowns, N95 respirators)?			✓
Are food, beverage and cosmetics stored appropriately, away from the likelihood of exposure?	✓		
ERGONOMIC HAZARDS			
	Y	N	N/A
Are heavy items stored appropriately?	✓		
Are lifting devices/wheeled equipment in good working order and inspected as required?			✓
Are computer workstations appropriately laid out?	✓		
Are office chairs functioning properly?	✓		
Are desk and file drawers kept closed when not in use?	✓		
<i>} Very few staff on-site</i>			
SAFETY HAZARDS			
	Y	N	N/A
Are ladders and/or scaffolds maintained in good condition?			✓
Is leaning material secured?			✓
Are electrical cords intact? Permanent extension cords are not used?	✓		
Is electrical equipment tagged by maintenance, as required?	✓		
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<i>~ None to report ~</i>								

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Sept 16/2020

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