



**JOINT HEALTH & SAFETY COMMITTEE
MINUTES
December 17th, 2019
11:00 am
Meeting Room 2171**

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

- Approval of Agenda:** The meeting was called to order at 11:02 am, chaired by Shannon Maki. Agenda was approved by the committee with no additional items for discussion.
- Review of Minutes and Action Items:**
Shannon did a review of the Minutes and following **ACTION** items from **November 13th** as well as **UPDATES (dated accordingly):** (throughout copy of minutes) – ***updates under each section**
- 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:
 - **Main floor freezer room across from lab - ONGOING**
 - There was an email sent from the Munro lab group regarding a strong odour that was emanating from this area – Tanya investigated and it is confirmed to be a leak in the waste drum which has since been replaced and the chemicals will be transferred and then picked up by GFL



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TBRHSC LOCATION:

- **3rd Floor office space (inside 3116)**
 - All areas good – temperature does seem to fluctuate to very cool at times; will continue to monitor – **December 17th/19** – temperature continues to fluctuate throughout each day and can be very cool at times

- **3rd Floor Lab – All Areas**
 - CHEMICAL HAZARDS – Shannon/Tanya inspected the large container of chemical that has no owner and requires disposal – this container has been on-site in the lab for several years – **ONGOING – Will be disposed of with several other containers**

- **1st Floor – room 1640B**
 - SAFETY HAZARDS – cords under desks need organizing and bundling - **ONGOING – Martina has provided Yurii with the cord clips**
 - Housekeeping request – vacuuming/emptying of recycle bin

- **2nd Floor – Room 2167** – Temperature still fluctuates to cooler at times – **ONGOING**

- **2nd Floor – Physics Lab Area** – Area inspected, all good - lots of equipment being used – eyewash is being inspected regularly

Business Arising:

- **Policy Review** – To be deferred to next meeting

Meeting adjourned at 11:20 am

Next meeting: January 21st, 2020

MONTHLY WORKPLACE INSPECTION REPORT

Date: December 16, 2019

Inspected By: Sasha Grynko, Sasha Bubon

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				

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: December 17, 2019

Inspected By: Martina

Department (level/room #): 1640B

<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:

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MONTHLY WORKPLACE INSPECTION REPORT

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			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
Cords and cables under desks need bundling					Bundle cords and cables		yes	November 12 2019
Floor needs to be vacuumed; recycle bin needs to be emptied					Contact housekeeping			

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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WORKER SIGNATURE: Martina Agostino **DEPARTMENT MANAGER** (print & sign): _____

MONTHLY WORKPLACE INSPECTION REPORT

Date: December 16, 2019

Inspected By: Shannon Maki

Department (level/room #): 3rd floor lab, office areas

<i>PHYSICAL HAZARDS</i>	Y	N	N/A
Are all walking surfaces and/or work surfaces clean and free of hazards? – benches have some clutter	√		
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? – large container to be disposed	√		
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?			√
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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?	√		
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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?	√		

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