| cclogo-memo-bw | | Thunder Bay CampusJoint Health & Safety Committee | **Date:** | **February 24, 2021** |
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| **Meeting #:** | **29** |
| Present: | M. Dorval, R. Gould, J. Pohjolainen, C. Paci, M. Rozic, A. Veneruzzo, M. Bunn. C.Grenke, L.Prystanski, J.Willcott, T.Post, J.Conrad, J. Kantola, T. Wright  Guests: Regrets: S. Robinson, | | Next Meeting: | May 2021 |

|  | **Item** | **Description** | **Action By** | **Time Line** |
| --- | --- | --- | --- | --- |
| **1** | **Review and Approval of Agenda – February 24, 2021** | * Add Key Fobs to New Business * Agenda approved by A.Veneruzzo & J.Willcott |  |  |
| **2** | **Review & Approval of Minutes November 26, 2020, Meeting #28** | * Minutes approved by C.Paci & C.Grenke |  |  |
| **3** | **Business Arising** |  |  |  |
| **3a** | **Construction Update – M.Dorval** | * McIntyre building server room will receive an upgrade to the emergency power system * Kenora campus will see washroom upgrades and an accessible washroom being added * Biomass system will see a fuel feed upgrade * Projects planned for spring and summer 2021 include the Lecture Theatre * Addition of a barrier free ramp to stage level, expanding stage, seating upgrades, flooring, lighting, asbestos removal from walls, and an AV upgrade as well * N.E.W will be moving their operation from the Whalen building to Sibley Hall Conference Centre. * There will be renovations/upgrades to the conference centre and washrooms completed this summer * Re-roofing to be completed in culinary area of Shuniah building |  |  |
| **3b** | **COVID-19 – M.Rozic**   * **Numbers (forms), Fogging, Eating Areas** * **Task Force Update** * **PPE – Stores/Cleaning Supplies/SDS** * **Symptoms – Web Form Completion** | * *Numbers* * Mike believes the City will return to the grey lockdown category again on Friday Feb 26, 2021 due to the sharp increase in cases the past two weeks * *Fogging & Eating Areas* * Fogging machine purchased by the College has arrived and is being used by the cleaners * Fogging of common areas takes place weekly * Fogging will be completed if an individual is confirmed to have covid and accessed areas of the College * Fogging will be taking place in common areas where people are walking through * Eating areas have been designated in all campus buildings * McIntyre eating area is in the atrium near security desk * Student use only, capacity is set at 8 people * Staff are to use the staff lounge * Disinfectant, instructions are available for users to access when they arrive and before they leave * Shuniah Building has several different areas available * All areas have plastic chairs, distancing requirements and cleaning instructions available to all users * No drinks allowed in classrooms or labs * Beverages are to be consumed in designated areas * Memo was distributed to Dorion building staff & students informing them that beverages/food are not allowed in labs or classrooms * *Symptoms – Web Completion Form* * Direct students to use the Web Form Completion as students need to be cleared before attending class * The College has changed door hardware in Shuniah building, giving students the ability to use the space between two doors to wait for the bus. Once students exit the first doors, they will not be able to get back into the College * The Testing Centre at Sibley Hall was scaling back testing/hours of operation but since cases have risen so sharply, they will be running full hours and days |  |  |
| **4** | **Standing Items** |  |  |  |
| **4a** | **Hygiene Testing – ACE – Lead Test Results** | * Results from Stantec – test at beginning of November – numbers were quite a bit below operating guidelines * Cleaning process is working, thanks to Matt & the staff at ACE * Regular testing is done every 6 months unless we request more frequent * Next test for May 2021 |  |  |
| **4b** | **Heath, Safety & Environment Update** | * Annual asbestos inspections – complete & report to come shortly |  |  |
| **4c** | **Training Update**   * **Infectious Disease – Free Training** * **JHSC Certification Online Training** | * JHSC Certification Training – Robin Gould, John Conrad & Michael Scarcello have attended level one * Infectious Disease free training – similar to the training the College provided * Good refresher for staff |  |  |
| **4d** | **External Inspections**   * **ESA Report** | * Robin reviewed ESA report, no outstanding defects * No outstanding items for ACE * 1 recommendation for LOTW, but no defects |  |  |
| **4e** | **Workplace Injuries Report** | * Defer to next meeting |  |  |
| **4f** | **Workplace Inspections Report**   * **Status for 2020/2021 year** | * Closed 98% of work orders * 15 or so work orders to be dealt with * Fire extinguisher monthly inspections are done by security staff or students * Annual inspections are doing by contractor from outside the College | Cheryl |  |
| **5** | **New Business** |  |  |  |
| **5a** | **H&S Boards, Eye Wash, Extinguishers, etc.** | * Extinguishers being inspected monthly * Public Safety students updating H&S boards * New H&S manuals will be updated, they are currently on order * New plumber has been inspecting eye wash stations |  |  |
| **5b** | **First Aid/Bandaid Stations** | * Public Safety students from EBSM updating first aid and bandaid stations – let Mike know if your area needs to be restocked |  |  |
| **5c** | **Pilot Project - SDS** | * Public Safety students are building lists for online database * Updating all the books with SDS sheets * Process should be complete by summer |  |  |
|  | **Additional – Fobs & Keys** | * Security is short staff and running behind on getting and suppling keys * Installers on site at all campus buildings – adding fob systems on over 50 doors campus wide * Additional 21 cameras being added to higher risk areas |  |  |
| **6** | **Next Meeting – May 2021** | * Next meeting will have co-chair announcement |  |  |
| **7** | **Adjournment** | * 10:52 am |  |  |