| cclogo-memo-bw | | Thunder Bay CampusJoint Health & Safety Committee | **Date:** | **May 31, 2021** |
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| **Meeting #:** | **30** |
| Present: | M. Dorval, R. Gould, J. Pohjolainen, C. Paci, M. Rozic, A. Veneruzzo, M. Bunn. C.Grenke, L.Prystanski, J.Willcott, T.Post, J. Kantola, T. Wright, S. Robinson, M.Scarcello  Guests: Dhanya Jayasree EBSM Student Regrets: J.Conrad | | Next Meeting: | September 2021 |

|  | **Item** | **Description** | **Action By** | **Time Line** |
| --- | --- | --- | --- | --- |
| **1** | **Review and Approval of Agenda – May 31, 2021** | * The committee observed a moment of reflection for the 215 indigenous students found in Kamloops, BC * Agenda approved by J.Willcott & A.Veneruzzo |  |  |
| **2** | **Review & Approval of Minutes February 24, 2021, Meeting #29** | * Minutes approved by C.Paci & A.Veneruzzo * Welcome Dhanya, EBSM student * John Conrad to cover as Co-chair for C.Lamers while she is on leave * John is currently on leave and will return in late August 2021 |  |  |
| **3** | **Business Arising** |  |  |  |
| **3a** | **Construction Update – M.Dorval** | * Lecture Theatre Renovations are out for tender * Additions include barrier free ramp, upgrades to AV system, replacement of flooring, seating, and walls which contain asbestos. * To begin in June with anticipated completion for late September * Contractor will be provided separate entrance on the Balmoral side of the building * Successful bid for tender will hire one of Guarda’s security guards for screening purposes * Re-roofing out for tender * Shuniah building above Rumors dining room and above the powerhouse area * Sibley Hall west side (activity room and offices) to be completed this fall * Sibley Hall west side renovations * Office areas to be remodeled as Northwest Employment Works staff will be moving into this area in the fall * Various flooring and painting projects taking place in the Shuniah building * Delivery of materials is taking longer than expected for some items * Room 212 in McIntyre building undergoing renovation * New desks, chairs, upgraded IT and electrical components * Will be ready before September |  |  |
| **3b** | **COVID-19 – M.Rozic**   * **Task Force Update – Covid Training** * **PPE – Stores/cleaning Supplies/SDS** * **September Forward** | * Covid Task Force * Mike has asked all Covid Task Force members to review the Covid-19 online training for students and staff * Asking all JHSC members to review the training as well. Looking to ensure all information in the training is still accurate and up to date * Let Mike know if you encounter any areas that require updating * PPE (Central Stores) * Stores is onsite at the College is to be used for all required PPE for students and staff * All inventory has been approved for use * J.Willcott to email Mike with regards to complaints about the disposable masks. Some staff complaining, they do not fit as well as previous masks and the quality has changed. John to provide batch number to Mike * September Forward * Once we start to find out details on what September will look like, the JHSC may need to convene again prior to our September 2021 meeting | JHSC committee  J.Wilcott |  |
| **4** | **Standing Items** |  |  |  |
| **4a** | **SDS Online Conversion Update** | * 2 EBSM student interns were working on SDS sheets * New students starting June 1, 2021 will pick up where they left off * All SDS sheets sent to mysds.ca for our online database * Mike working on procedure and protocol moving forward for the fall semester * Mike reaching out to managers to see who they want as their lead * Mysds.ca will offer free training * Paper copies are still available for binders if some prefer that option * Once fully implemented, audits will be done every 6 months * Mike provided a viewing of how the mysds.ca website works * Cell phone and tablet friendly * Will be available on all college computers and the portal |  |  |
| **4b** | **Heath, Safety & Environment Update/Lead Testing ACE** | * Any materials that contain asbestos that were damaged or in poor condition have been removed * Community garden to open soon, after the water line inspection is completed * Spring Up to Clean Up was held earlier in May * Lead Testing ACE * Delayed as Stantec contact has left the company * Testing now scheduled for June 7, 2021 * Results will be presented at our next meeting |  |  |
| **4c** | **Training Update**   * **Transportation of Dangerous Goods** * **JHSC Certification Online Training** | * Transportation of Dangerous Goods * The College has to have employees that are trained in this area * The College purchased the training and identified the employees that are to complete this training * Training will be done every 2 years for compliance * Olena Sprovieri (McIntyre building) has completed this training and was working with some EBSM students on the training * JSHSC Certification Training - Online * A number of members have completed level 1 * Let Mike know if you have not completed the training as of yet * Forward Mike R and Sue S training certificates upon completion |  |  |
| **4d** | **External Inspections**   * **ESA Report** | * No ESA reports to share * Last inspections done in February – ESA inspector not on site since that time * No outstanding issues |  |  |
| **4e** | **Workplace Injuries Report** | * Mike reviewed Injury Analysis report provided by Allison Hynnes in HR * No lost time by employees in 2021 so far |  |  |
| **4f** | **Workplace Inspections Report**   * **Status for 2020/2021 year** | * J.Conrad has been monitoring work orders and ensuring they are completed in a timely manner * Reminder emails will come from Mike Rozic or Suzanne McMahon * Members of JOHSC to work with student interns on inspections * 1 worker, 1 management member are required as a minimum on inspections * Approximately 15 work orders need to be completed * Most are larger work orders that will take some time * Simple work orders are being completed quickly * Students bring an additional set of eyes and fresh view that some staff may miss. Good experience for them as well | Mike Rozic |  |
| **5** | **New Business** |  |  |  |
| **5a** | **H&S Boards, Eye Wash, Extinguishers, etc.** | * H&S Boards * Student interns have updated H&S boards with new books. If your board hasn’t been updated contact Mike * If anyone wants one of the previous books, let Mike know * Eye Wash Stations * Our plumber, Silvio has set up eye wash stations. * Let Mike know if any stations require inspection * Extinguishers * Monthly inspections are being completed * Tags have been ordered and will be replaced when full * Some fire extinguishers relocated in McIntyre building (within the same room) * C.Grenke requesting signs with arrows indicating ‘extinguisher here’ * Email Mike with how many needed and where relocated to * J.Willcott at ACE may have a few extras to share * M.Scarcello needs extra fire extinguishers for simulations in nursing lab. Michael will email Mike Rozic |  |  |
| **5b** | **First Aid/Bandaid Stations** | * Student interns have updated and conducted monthly inspections * Supplier for refills no longer carries the brand we use * Located another supplier and have product now |  |  |
| **5c** | **Hazardous Waste Update, Training, Inspections** | * Transportation of Dangerous Good Inspection * Inspector contacted the College requesting to review documentation of transportation of dangerous goods that occurred from College * Mike & Robin gathered information * Found that people did not have training documentation * Report from 2017 indicates training had not been completed and there were issues with documentation * The College has agreed with the inspector that until training has been completed there will be no transportation of dangerous goods off campus * The College failed based on same reasons as 2017 (incomplete/unavailable/illegible documentation) * Departments will be responsible for keeping shipping documents on file while sending a copy to Facilities department as well * More information will come once policy has been updated and approved via the policy review committee |  |  |
| **6** | **Next Meeting – September 20201** | * Meeting will be September but may require one sooner for planning if we are able to return to campus |  |  |
| **7** | **Adjournment** | * 11:36 am |  |  |