

HEALTH AND SAFETY EXECUTIVE COUNCIL MEETING MINUTES

2023 May 23
Zoom Meeting
10:30am - 12:00pm

Present (√) Absent (x) Regrets (R)

√	Mary Catherine Masciangelo (chair)	√	Orville Wallace (guest)
√	Aldo Altomare	√	Patrick Banville
√	Helen Psathas (guest)	x	Paulette Burgher
√	Humaira Pirooz	√	Piotr Holody
√	Jagrati Chauhan	x	Sonny Day
√	James Andrew Smith	√	Stewart Evan Dankner
x	Jason Tikaram	√	Sanar Hadjiahmady
√	Lisa Domanski		

Meeting called to order at 10:36am.

WELCOME:

Two guests were introduced at this meeting: Orville Wallace, the new Executive Director of Community Safety, will be replacing Aldo Altomare on this committee. HSEC members expressed their appreciation for Aldo's contributions and support over the last couple of years and wished him well. Helen Psathas, Director of Campus Planning was present to share an update on one of the minute items.

STANDING ITEMS:

1. APPROVAL OF AGENDA

- Agenda approved by all.

2. APPROVAL OF PREVIOUS MINUTES

- Previous meeting minutes approved by all.
- February meeting had limited attendance, therefore some items were put over to this meeting.
- Please note that the February minutes were condensed as the committee agreed to archive previous minute discussions in an effort to streamline the document. Previous meeting minutes are available on the website.

3. BUSINESS ARISING

(S) 2102-02	Well-being Strategy Update – M.C. Masciangelo	
<p>May 2023</p> <p>The University continues to work on the development of a comprehensive pan University Well-being Strategy.</p> <ul style="list-style-type: none"> • Engagement session feedback has been analyzed and reviewed with the Executive Well-being Committee. • The thematic analysis of the feedback was utilized to form the strategic focus areas, action(s) and measurable(s). • The first draft of the Well-being Strategy is expected to be shared with the community for feedback in Fall of 2023. • HSEC members will also be asked to review and provide feedback on the draft Strategy in Fall 2023. 		
Action: Provide a Well-being Strategy update.	By whom: M.C. Masciangelo	By when: Next meeting (August 2023)

(S) 2108-01	JHSC Membership Review – H. Pirooz	
<p>May 2023</p> <p>A copy of the JHSC Vacancy List was shared with committee members to highlight where vacancies need to be filled. HSEC Members were asked to bring this information back to their respective unions to help increase JHSC participation within their respective areas.</p> <p>Two questions were raised for Athletics & Recreation JHSC:</p> <ol style="list-style-type: none"> 1. Would it be useful to have a YUFA member on this committee, given the connection between Kinesiology? <ul style="list-style-type: none"> ○ Humaira responded that the local JHSCs are based on hazard and location and membership represents employees that have offices/workstations in those areas. If YUFA is not present, then they will not be part of the membership. ○ Athletics & Recreation JHSC can perform a scan of their area to see if there are additional affiliations that have been overlooked. 2. The hockey facility is primarily a commercial building, but it is also used by our athletes and sometimes by Kinesiology. How do we deal with that issue? <ul style="list-style-type: none"> ○ If a facility is rented and is being used by our teams, there would be a dual relationship. Our local JHSC would generally conduct inspections if we reside in a building, but we would not have an individual from that partner organization participating on the JHSC as they are not our 		

employee. The partner organization is expected to have their own JHSC comprised of their own employees.		
Action: Connect with union leaders to assist with filling vacancies.	By whom: HSEC members	By when: Next meeting (August 2023)
Action: Ask A&R JHSC to see if all affiliations are represented.	By whom: H. Pirooz	By when: Next meeting (August 2023)

(P) 2202-01	Program Review Timelines – H. Pirooz	
May 2023		
<ul style="list-style-type: none"> • The Program Consultation page on the JHSC website is up and running effectively. • Feedback is being collected from JHSC members and is reviewed by the HSEWB Team. • YUSA is being notified when programs are made available for consultation. • Program review schedule may adjust based on changes in the legislation. 		
Action: No further action.	By whom: N/A	By when: N/A

(E) 2211-01	Air Quality Concerns – J.A. Smith	
May 2023		
Stewart provided an update to the committee:		
<ul style="list-style-type: none"> • The University adheres to ASHRAE Standard 62.1. • Ventilation is not turned on and off at different points in the day. All air handling units follow a schedule based on occupancy. Air handling units remain on where possible, but will remain off in unoccupied spaces. • Ventilation is set to run 2 hours before and after occupancy in classrooms. • Custodial workers are in some buildings 24 hours a day and ventilation is operating 24 hours a day in those buildings. • Facilities follows a maintenance schedule that is built into the Maximo system. All air handling units are within the Maximo system. Most air handling systems follow an annual maintenance schedule. • A concern was raised that at times there is no airflow in some meeting rooms at Lassonde and later ventilation is turned on and the fresh airflow is noticeable. • Stewart responded that he is quite confident that they are providing the air that is needed, however it is possible that something is not working properly because Facilities is not equipped to monitor all indoor spaces at all times. If something is noticed in a particular space, it was advised to reach out to the work control center, place a work order with Stewart’s name on it and he will be able to track that specific item. Please do not put Stewart’s name on all work 		

orders. Stewart is willing to share relevant updates as needed at future HSEC meetings.		
Action: No further action.	By whom: N/A	By when: N/A

(E) 2302-03	Review of CPM (non-mgmt.) Members - H. Pirooz	
May 2023		
Humaira provided an update:		
<ul style="list-style-type: none"> • During JHSC meetings, HSEWB is asking if there are opportunities to add CPM non-management members. Committees are referring to these individuals as CPM worker members on the website. • As of May 12: <ul style="list-style-type: none"> ○ 10/23 committees have replied ○ 7 committees have added spots for CPM worker members ○ 16 positions are available to be filled • HSEWB is recording whether there are CPM workers in the meeting minutes. 		
Action: No further update required.	By whom: N/A	By when: N/A

(E) 2302-04	Community Safety – P. Holody	
May 2023		
Aldo provided an update in response to the request for a timelier notification for grounds and maintenance staff when incidents happen:		
<ul style="list-style-type: none"> • All Security, Supervisors and Squad Leaders have been reminded to use all available channels on the radio systems when incidents occur. • Security has been working with Facility Services management on a new radio system which includes GPS capability. This is an additional tool for staff if they're involved in situations or incidents that may require a more robust response from a security perspective. Increasing the deployment of these radios is being reviewed. • Communication has been shared to ensure that all grounds and maintenance staff have downloaded the York Safer Together app which provides mass notification in the event of an incident. Operations management has also been made aware this of communication. 		
Stewart thanked Aldo's team who assisted with getting Facilities staff up to speed on what is required and the assistance that is available.		
Piotr mentioned that he has received a lot of complaints from his colleagues who are afraid to come to work. They are asking what University is doing to keep staff safe.		
<ul style="list-style-type: none"> • Aldo commented that Community Safety in conjunction with a number of departments have taken significant action to address on-campus violence that 		

<p>has occurred. This has included enhanced security patrols, engaging with third party security, and having Toronto police provide more dedicated staffing for us. A lot of the investigations that have been undertaken by TPS have resulted in arrest or other resolutions.</p> <ul style="list-style-type: none"> • There is an ongoing commitment to continuously evaluate what we do and how we do it to keep the community safe. 		
<p>Action: No further update required.</p>	<p>By whom: N/A</p>	<p>By when: N/A</p>

<p>(E) 2302-05</p>	<p>Traffic Flow in Common Area – J.A. Smith</p>
<p>May 2023</p> <p>Helen Psathas responded to a question raised at the February HSEC meeting: What kind of improvements have been made since February 2020 to ensuring pedestrian safety?</p> <ul style="list-style-type: none"> • The subway opened in the later part of 2017. Prior to that point, the biggest issue in terms of pedestrian safety was the enormous number of buses. Buses were largely removed and relocated to the new bus terminals that came with the new subway stations. • Once the buses were removed, cars that have always been prohibited from entering the common, with the exception of service vehicles, began to enter the area. • Beginning in 2020 signage at all entry points going into the common was reviewed and adjusted as needed. <ul style="list-style-type: none"> ○ On all 4 corners, it's very clear that there's no entry for any vehicles coming into campus from York Boulevard. ○ More signage will be augmented to say wrong way. Also, more arrows will be put in place to make it clear that it's a one-way road. • Helen also shared that all parking gate arms across Keele campus were removed once parking migrated to a new pay structure. Individuals are more compelled to pay parking because of the issuance of municipal parking tickets. This is a very effective tool in terms of compliance. • Stewart mentioned that on occasion, there are delivery trucks parked in front of Vari Hall where there are many pedestrians and he asked if “no parking zone” or “no stopping zone” signs could be used here. <ul style="list-style-type: none"> ○ Helen replied that that type of signage is not present. Historically, the University service vehicle has always been allowed, therefore, maintenance, custodial and parked security need to access the area. • There is additional feedback from community members that receive deliveries from couriers that they don't want to go to a central point of delivery. It is critical to their operation to receive goods and services immediately. The idea of a central point where all couriers deliver items and department pick up has never been reconciled. • At Lumbers that the space designated for kiss and ride is being used by individuals; physical barriers are being moved by parents or the UPS delivery personal. 	

<ul style="list-style-type: none"> Members agreed that proper signage was part of the solution. Effective long-term actions will need to be considered. 		
Action: HSEC members to share their recommended long-term solutions with Campus Planning for consideration.	By whom: HSEC members	By when: Next meeting (August 2023)

2302-06	Building Safety (SCS) – J. Chauhan	
<p>May 2023</p> <p>Concerns from School of Continuing Studies (SCS) shared at last meeting:</p> <ol style="list-style-type: none"> Faculty would like to be able to lock the classroom with a key and leave for breaks. Instructors are concerned about their safety in case of an emergency or lockdown as it is not possible to lock the doors from inside. <p>It was noted that this issue is outside the scope of HSEC. An update was provided on actions taken since the last meeting:</p> <ul style="list-style-type: none"> Community Safety shared that the perimeter doors of buildings and some interior main doors are controlled by electronic locks. Most interior classroom doors etc. are not electronically controlled and cannot be electronically controlled unless retrofitted at a huge cost to the University. Most classrooms are locked and unlocked by maintenance staff on a scheduled basis. They are on a master key system. Our custodial team unlocks and locks keyed locks for RAC rooms based on the schedule provided. Stewart commented his team was engaged as part of the locking scheme and that Community Safety is responsible for scheduling and card access. Aldo commented that the scheduled locking of interior locking doors of classrooms can be worked out with building managers based on their preference. Community Safety website contains active shooter protocols, lockdown, and other emergency procedures. Aldo will provide some additional information during the next SCS meeting. 		
Action: Provide additional information to SCS management. (HSEC does not require an update.)	By whom: A. Altomare / O.Wallace	By when: September 2023

4. ESCALATED JHSC ITEMS

(E) 1910-01	JHSC: Facilities	Topic: Contractor Safety
Background: <ul style="list-style-type: none"> Item on YUSAPUY JHSC (item 3.6) on and off since 2012, a checklist was developed by HSEWB for reporting of contractor H&S concerns, outstanding item is JHSC feedback on Facilities Contractor Handbook. Referred to HSEC by Facilities JHSC on 24 Oct 2019 due to pan-university scope. At February's meeting, a proposal was presented to the committee (attached). It was agreed that a stakeholder group (e.g., JHSCs) need to be explored as part of the planning process, on the agenda for the May meeting. Formed a working group <ul style="list-style-type: none"> Representatives from UIT, Facilities, Faculties, Risk, HSEWB (Teresa). Meeting by the end of September or first week of October 		
May 2023 This item was not discussed due to time limitations. Defer this item to the next meeting.		
Action: Provide update from the Contractor Safety Working Group.	By whom: H. Pirooz	By when: Next meeting (August 2023)

(E) 2305-01	JHSC: Engineering	Topic: Provision of N95 masks
May 2023 This item was not discussed due to time limitations. Defer this item to the next meeting.		
Action: No action required. Defer to next meeting.	By whom: N/A	By when: Next meeting (August 2023)

(E) 2305-02	JHSC: Engineering	Topic: Ventilation
May 2023 This item was not discussed due to time limitations. Defer this item to the next meeting.		
Action: No action required. Defer to next meeting.	By whom: N/A	By when: Next meeting (August 2023)

5. INCIDENT SUMMARIES

2023 February 01 - 2023 April 30 Incidents (N=42)

Incident Type	First Aid	Lost Time	Medical Aid	Near Miss
Fall	3	2*	2	4
Harmful Substances	0	1	0	1
Motor vehicle accident	0	0	0	1
Overexertion / Repetition	3	1	1	0
Slip/Trip	1	3	0	2
Struck By Person/Client	1	0	0	0
Struck/Caught - By Object	6	0	2	1
Contact with	0	0	1	0
Assault	0	2	0	0
Client Activity/Behaviour	0	0	2	0
Other	0	1	0	1
TOTAL	14	10	8	10

Comments: Above incident data was retrieved on May 1, 2023

*Denotes critical injury. (One of the two Falls was a critical injury.)

Communicable Disease Incidents:

- **Lost Time** – An incident could be lost time if an individual became positive with a communicable disease following confirmed contact with a confirmed case at work and they were ill (unable to work).
- **No Lost Time/Medical Aid** – An incident could be no lost time if an individual became positive with a communicable disease proven to be obtained in the workplace but were able to continue to work.

Critical Injuries

2023 February 01 - 2023 April 30 Critical Injuries (N = 1)

Critical Injury	# of Incidents
March 2023	1
TOTAL	1

Comments: Above incident data was retrieved on May 1, 2023

Incident Summary Comments / Questions

<p>May 2023</p> <p>Humaira provided additional follow up to two concerns raised at the February HSEC meeting:</p>
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1. The data in the February 2023 incident summary table was not accurate (specifically a COVID exposure in the workplace did not appear).

- A potential COVID-19 exposure in the workplace was reported to EWB via email. The individual was told to complete the YU Screen.
- If they had gone through YU Screen as directed, the system would have told them that there was no confirmed workplace exposure, and they would have been told to follow the precautions for their own status. If they had gone to EWB, they would have also said the same.
- YU Screen and EWB would not have confirmed this as a workplace exposure.
- In order to have seen this case appear in our incident data, both individuals would need to have confirmed positive tests for COVID-19 and the timeline of exposure would have to have lined up. This practice aligned with public health guidance and York’s reporting guidelines.
- In this particular case, there was no COVID-19 exposure in the workplace and thus it did not appear in the incident summary table presented at the February meeting.

2. At item raised in February 2020 regarding data analytics was not corrected.

- February 2020 meeting minutes were reviewed and there did not appear to be any follow up actions required. Incidents are received by HSEWB, are entered immediately in to the system and WSIB categories are utilized. The data is accurate.

Humaira reviewed how Workplace Incident Reports (WIRs) are sent to HSEWB and how they are processed. James commented that the WIR system is not widely known within the York Community. He suggested a University-wide communication to explain the WIR and how it should be used.

Action: Humaira will share the suggestion with the HSEWB team.

By whom: H. Pirooz

By when: Next meeting (August 2023)

6. POLICY/ PROGRAM/ PROCEDURE REVIEW

May 2023

This item was not discussed due to time limitations. Defer this item to the next meeting.

Action: Provide an update.

By whom: H. Pirooz

By when: Next meeting (August 2023)

7. SITUATIONAL STANDING ITEMS

2112-01		COVID-19
<p>Background:</p> <p>Ongoing updates and discussion regarding York’s response to the COVID-19 pandemic.</p>		
<p>May 2023</p> <p>No open actions from previous meetings. This item was not discussed due to time limitations. Defer this item to the next meeting.</p>		
<p>Action: No action required. Defer to next meeting.</p>	<p>By whom: N/A</p>	<p>By when: Next meeting (August 2023)</p>

NEW BUSINESS

2305-03		Ergonomics at Hoteling Stations - S. Day
<p>May 2023</p> <p>This item was not discussed due to time limitations. Defer this item to the next meeting.</p>		
<p>Action: No action required. Defer to next meeting.</p>	<p>By whom: S. Day</p>	<p>By when: Next meeting (August 2023)</p>

2305-04		JHSC Certification Training Charge Back to Department - H. Pirooz
<p>May 2023</p> <p>This item was not discussed due to time limitations. Defer this item to the next meeting.</p>		
<p>Action: No action required. Defer to next meeting.</p>	<p>By whom: H. Pirooz</p>	<p>By when: Next meeting (August 2023)</p>

Meeting adjourned at 12:00pm.

Next meeting: August 22, 2023

Distribution List: Health, Safety and Employee Well-Being (hsewb@yorku.ca); posted to website: https://jhsc.info.yorku.ca/ppy_secure/hsec/

Current and past meeting minutes can be found on HSEC website:
https://jhsc.info.yorku.ca/ppy_secure/hsec/

Legend:

- (S) – Situational standing items
- (E) – Item from previous council meeting
- (I) – Incident summary item
- (P) – Policy/ program/ procedure item