

**HEALTH AND SAFETY EXECUTIVE COUNCIL
MEETING MINUTES**

2024 February 28
Zoom Meeting
10:00am - 11:30am

Present (√) Absent (x) Regrets (R)

√	Mary Catherine Masciangelo (chair)	√	Piotr Holody
√	Humaira Pirooz	√	Sonny Day
√	James Andrew Smith	√	Stewart Evan Dankner
√	Lisa Domanski	√	Gus Van Harten
X	Orville Wallace	R	Ron Tapley (guest)
R	Patrick Banville	√	Sanar Hadjiahmady (minute-taker)
R	Paulette Burgher		

Meeting called to order at 10:05am.

WELCOME

The Council welcomed Gus Van Harten as the newest member, representing OHFA.

STANDING ITEMS

1. APPROVAL OF AGENDA

- Agenda approved by all.

2. APPROVAL OF PREVIOUS MINUTES

- Meeting minutes from November were approved by all. A minor change noted by Sonny (specify meeting date and section that will be revised).

3. BUSINESS ARISING

(S) 2102-02	Well-being Strategy Update – M.C. Masciangelo
February 2024	
Mary Catherine presented an update:	
The Well-being Strategy Team is analyzing the feedback that was obtained in Fall 2023 and the draft strategy will be updated for launch in Fall 2024.	
As part of the Well-being Strategy, the University will host 3 Well-being Weeks during the calendar year. Each event will focus on a different dimension of well-being. The upcoming Well-being Week is March 4-8 and will focus on physical and nutritional health. Communication will be out on February 26 th . HSEC members were encouraged to read the Yfile article and additional communications and register & participate where possible.	

Action: Provide a Well-being Strategy update.	By whom: M.C. Masciangelo	By when: Next meeting (May 2024)
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(S) 2108-01	JHSC Membership Review – H. Pirooz
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February 2024

Prior to the start of this meeting, a summary of JHSC membership gaps was shared with HSEC members. Highlights of that summary are shared here:

Urgent need: There is 1 committee that is **non-functional** due to lack of membership:

- Faculty of Education – needs 1 CUPE 3903 + 1 YUFA + 1 YUSA

Coming soon: Recruitment efforts have begun to form a new Markham JHSC.

- Markham – needs 1 CUPE 3903 + 1 YUFA + 1 CPM + 1 CPM worker + 1 CUPE 1356 + CUPE 1356-1 + CUPE1356-2 (applicable)

Person Responsible	Affiliation	# to be filled	JHSC Name(s)
Ali Gholami	CUPE 3903	10	AMPD, Bennett Centre/VPD, Central Square, Engineering, Faculty of Education , Kaneff Tower, LAPS, Markham, Osgoode, York Lanes, Libraries
Sonny Day	YUSA	4	Athletics, Kinsmen and 4747 Keele, Faculty of Education , William Small
Piotr Holody	CUPE 1356	5	Glendon, Housing & Residence, Markham, William Small
Alison Fisher	YUFA	3	Faculty of Education , Markham, Science
Vacant	IUOE	1	Glendon
Area Leadership	CPM	13	Facilities Services, Markham, Osgoode, OPD, School of Continuing Studies, Schulich, Science, William Small, York Lanes
Area Leadership	CPM worker	7	CUB, Faculty of Education , Glendon, Kinsmen and 4747 Keele, Markham, Schulich, York Lanes
Shane Beetham	OPSEU	1	School of Continuing Studies

Action: Provide membership update.	By whom: H. Pirooz	By when: Next meeting (May 2024)
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(S) 2108-03	Connecting with Union Leaders About Membership Vacancies – All members	
February 2024		
<p>At the November meeting, HSEC Members were asked to bring JHSC vacancy information back to their respective unions to help increase membership within their respective areas.</p> <p>At this meeting, members provided their updates: Sonny mentioned that the Faculty of Education has been contacted several times for a YUSA, but no one has volunteered for the position. He indicated that he would try to contact specific individual to see they would be interested to join.</p> <p>Piotr mentioned it is hard to recruit CUPE 1356 members.</p> <p>Humaira thanked YUSA’s JHSCs recruitment efforts and offered to join any membership meeting with CUPE 1356 to assist with recruitment efforts.</p>		
Action: N/A	By whom: N/A	By when: N/A

(E) 2311-04	JHSC Osgoode Inspection Reports on JHSC Website – H. Pirooz	
February 2024		
<p>At the November meeting, it was noted that Osgoode inspection records were not accessible on the JHSC website.</p> <p>Humaira provided an update at this meeting:</p> <p>The inspection records for the Osgoode JHSC are up to date. A few comments:</p> <ul style="list-style-type: none"> • The building was inspected fully last year as per the legislation requirement. • The inspections missed during some months were due to challenges with lack of worker membership and availability. • The JHSC has completed their January 2024 inspection. • It is the committee’s/Co-chair’s responsibility to ensure inspections are completed. Health and Safety Advisors assigned to each committee and send ongoing reminders to complete inspections as well when possible. 		
Action: No further action required.	By whom: N/A	By when: N/A

(E) 2311-05	Access Policies for Employees – H. Pirooz	
February 2024		
<p>At the November meeting, it was noted that YUFA members had difficulty viewing the JHSC website. The members discussed that all employees and union leaders have access to the website with passport York. Individuals without passport York, can be given a guest passport York account. Departments are responsible for ensuring their staff, faculty and instructors have passport York. Concerns can be resolved with UIT’s help.</p> <p>Humaira provided an update on access to view the JHSC website:</p> <ul style="list-style-type: none"> • HSEWB has confirmed that all employees of York University have access to the JHSC website. • Sonny mentioned that guest staff who are not employees of York university such as YUSA office staff with a passport York are not able to access the JHSC website. • Guest staff access to the JHSC website will be raised with IT department. 		
Action: Investigate guest staff access to the JHSC website.	By whom: H. Pirooz	By when: Next meeting (May 2024)

(E) 2308-02	Ventilation Update - S. Dankner	
February 2024		
<p>At the November meeting, James requested that Facilities comment on the rejected written recommendation (ventilation). Specifically, he requested the University provide a citation or a policy document to support the last statement in paragraph 4 of the employer’s response.</p> <p>The citation was provided following this meeting. The body being quoted in the link has been correct to Health Canada instead of World Health Organization for CO2 levels. All other information was correct.</p> <p>Stewart provided a ventilation update at this meeting:</p> <ul style="list-style-type: none"> • As Summer is approaching, the systems in some buildings (e.g., Science) is turned on earlier to allow for the cooling of equipment. Attempts are also made to control the humidity levels. • Steven and Peter from Facilities Services along with their teams spent the past couple of months ensuring that the systems are running properly based on the desired schedule (pre-covid). • Systems in classroom-type buildings might not operate during off-hours in order to save money. 		

Members discussed several ventilation topics:

- Sonny mentioned that as a result of YUFA agreement in the past, employer did a spot audit on 10% of the classroom spaces. Many issues were identified with that report. Is the employer going to address the ventilation issue more broadly?
 - Stewart mentioned that they respond to the issues that are noted in a specific area and the HSEWB does any testing that is required to be done in the area by their trained professionals.
- Sonny mentioned that there is a space at Ross building first floor that is a former classroom space that is now being used as an exam space. There are reports from individuals of burning eyes. What does the employer do to address the concerns?
 - Stewart mentioned that there is a need for a work order in this case. Depending on the situation, it will take up to 48 hours for a response team to be present to do inspection. If there is a health and safety concern, HSEWB team will be present to do the required testing.
 - Humaira mentioned that when there is an IAQ concern, Facilities will be involved to make sure that the ventilation is working properly. At the same time HSEWB reviews the need for testing and generally an IAQ test is performed.
 - Humaira asked Sonny to send an email in regard to the Ross issue for further investigation.
- James was concerned that there is no proactive air quality monitoring and that the whole system is reliant on the complaint process that starts with employees.
 - Humaira noted that IAQ testing, and assessments are based on requests and not required by law to be performed on an ongoing basis unless a need is identified. It is expected that there are systems and programs in place to ensure the ventilation systems are working properly. Complaints would be addressed accordingly.
 - Effective annual preventative maintenance and any complaints received are handled by Steven's and Peter's teams.
 - Lisa mentioned that there is a feasibility issue when we consider the size of the campus. We do not have the capacity to proactively inspect all campus spaces.
- Sonny mentioned that the Auditor General's report noted that many buildings are left in poor condition. How is the employer addressing it as this might impact ventilation?
 - Stewart mentioned that they consider this report to be supportive in the University's attempt to get more funding from the government.
 - We currently receive 30 million dollars in total and 1.5 million of this fund goes towards preventative maintenance and the remaining is not enough for the needs of the organization.
 - Facilities is prioritizing based on the needs of the organization and most efforts are towards key things like elevators, fire alarms, domestic hot water systems, and the heating system.

Action: Sonny to email Humaira regarding Ross building concern.	By whom: S. Day	By when: Next meeting (May 2024)
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(E) 2308-06	Community Safety Customer Service Update – R.Tapley on behalf of O. Wallace	
February 2024		
At this meeting, Ron sent his regrets and will provide updates in the next meeting.		
Action: Provide update	By whom: R. Tapley	By when: Next meeting (May 2024)

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 		
February 2024		
Humaira provided an update.		
<ul style="list-style-type: none"> • Since this topic was last reviewed with HSEC members, Workplace Safety & Prevention Services (WSPS) held interviews with multiple community partners to understand current contractor safety processes. • Upon completion of the interviews, a draft gap analysis was shared with the Contractor Safety Working Group for review. • The Working Group reviewed the recommendations and provided input. 		
Next steps will involve creating a draft Contractor Safety Program and associated training modules (WSPS to provide).		
<ul style="list-style-type: none"> • Sonny mentioned that the employer has a contractor safety handbook and it has not been updated. He also asked if union staff get a chance to provide feedback before a program is published. 		

<ul style="list-style-type: none"> ○ Humaira mentioned that HSEWB will follow up with Facilities Services with respect to updating the handbook and that the Contractor Safety Program will be sent to HSEC for their review prior to publishing. ● Piotr asked if there are any worker members in Working Group. <ul style="list-style-type: none"> ○ Humaira will check the membership and report back to Piotr. 		
Action: Report back on Working Group Membership.	By whom: H. Pirooz	By when: Next meeting (May 2024)
Action: Provide update on contractor safety handbook.	By whom: H. Pirooz	By when: Next meeting (May 2024)
Action: Provide update from the Contractor Safety Working Group.	By whom: H. Pirooz	By when: Next meeting (May 2024)

5. INCIDENT SUMMARIES

2023 November 01 - 2024 January 31 Incidents (N=46)

Incident Type	First Aid	Lost Time	Medical Aid	Near Miss
Client Activity/Behaviour	1	0	0	0
Fire/Explosion	0	0	0	1
Fall	5	3	3	1
Fall, Struck/Caught - By Object	0	1	0	0
Motor vehicle accident	0	1	0	1
Other	0	3	1	3
Overexertion	0	2	0	0
Repetition	1	0	1	0
Slip/Trip	1	0	3	1
Stress - Traumatic	0	0	0	1
Struck/Caught - By Object	7	1	4	0
TOTAL	15	11	12	8

Comments: Above incident data was retrieved on February 2, 2024

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 November 01 - 2024 January 31 Incidents (N=0)

Critical Injury	# of Incidents
n/a	0
TOTAL	0

Comments: Above incident data was retrieved on February 2, 2024

Incident Summary Comments / Questions

<p>February 2024</p> <p>Questions / Comments: James asked about the difference between “Struck/Caught - By Object” and “Fall, Struck/Caught - By Object” and if there are trends that needs to be looked at.</p> <ul style="list-style-type: none"> • An example of a “Fall, Struck/Caught - By Object” is a person walking along the street and falling. • An example of a “Struck/Caught - By Object” is an elevator door where the person does not fall. <p>Humair mentioned that the Health and Safety Analyst looks at the incident trends and identifies trends if there are any. Slips, trips and falls during winter is a trend and efforts are being made to reduce slips, trips and falls at the university.</p>		
<p>Action: No further action required.</p>	<p>By whom: N/A</p>	<p>By when: N/A</p>

6. POLICY/ PROGRAM/ PROCEDURE REVIEW

<p>February 2024</p> <p>The following HSEWB programs were created or updated and re-released since the last meeting:</p> <ul style="list-style-type: none"> • Slips, Trips, and Falls Prevention • Ergonomics and Musculoskeletal Disorder Prevention • WHMIS • Pre-Occupancy Inspection Protocol <p>The following programs are currently under review by HSEWB:</p> <ul style="list-style-type: none"> • Laser Safety • Biosafety • Mould Prevention and Control <p>Programs are on a 3-to-5-year cycle review. Ergonomics Program is on a 2-year cycle for review.</p> <p>Questions:</p> <ul style="list-style-type: none"> • Do we use survey tools to periodically ask the community to raise their health and safety concerns?
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<ul style="list-style-type: none"> Humaira mentioned that this idea can be certainly looked at. 		
Action: Respond to use of survey tool.	By whom: H. Pirooz	By when: Next meeting (May 2024)

7. SITUATIONAL STANDING ITEMS

2112-01	COVID-19	
Background:		
Ongoing updates and discussion regarding York’s response to the COVID-19 pandemic.		
February 2024		
No updates at this meeting.		
Action: N/A	By whom: N/A	By when: N/A

NEW BUSINESS

2311-02	Modify Situational Standing Item (COVID-19) to Community Health Update(s) - H. Pirooz	
February 2024		
Humaira proposed modifying the Situational Standing Item (COVID-19) to Community Health Update(s).		
Feedback:		
James mentioned that the term community health is too broad, and the chair proposed the name “COVID-19 and Communicable Disease” instead.		
Action: The title to be updated from COVID-19 to COVID-19 and Communicable Disease.	By whom: H. Pirooz	By when: Next meeting (May 2024)

2402-01	Markham JHSC update - H. Pirooz	
February 2024		
HSEC agreed on the formation of the Markham JHSC.		
Humaira provided an update on the formation of the Markham JHSC:		

- A dedicated Markham page has been added to the JHSC website.
- HSEWB has contacted the applicable affiliations to request members.
- The goal is to have the committee formed by April so that a pre-occupancy inspection can be completed before the building opens.

Feedback:

- Piotr and Sonny requested to be a part of the pre-occupancy inspection.
- Stewart shared that he expects to see CUPE members at Markham.
- Membership spots on the JHSC website will be updated to reflect YUSA, YUFA, CUPE 3903, CUPE, CUPE-1, CUPE-2 (if applicable), CPM worker, and CPM Management.

Action: Connect with Piotr regarding pre-occupancy inspection.	By whom: H. Pirooz	By when: Before the inspection is scheduled.
Action: Update JHSC website (Markham page)	By whom: H. Pirooz	By when: Next meeting (May 2024)
Action: Provide Markham JHSC update.	By whom: H. Pirooz	By when: Next meeting (May 2024)

Meeting adjourned at 11:35pm.

Next meeting: May 29, 2024

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