

**JOINT HEALTH AND SAFETY COMMITTEE MEETING OF  
DAVID A. DUNLAP DEPARTMENT OF ASTRONOMY AND ASTROPHYSICS  
AND  
DUNLAP INSTITUTE FOR ASTRONOMY AND ASTROPHYSICS**

**HELD ON APRIL 20, 2020, 1:00 P.M.- 2:00 P.M.**

<https://dunlap.zoom.us/j/798498627>

*Minutes respectfully submitted by Ingrid Small, Recording Secretary*

Alena Wasney (Co-Chair), Alice Chow (Co-Chair), Stipe Milisa, Dae-Sik Moon, Suresh Sivanandam, Ingrid Small, Ashley Stock, Irene Tang, Christine Weidner, Mike Williams

**1. Approval of Agenda:** Approved.

**2. Approval of Minutes of Meeting October 30, 2019:** Minutes approved

**3. Business Arising from Previous Meeting**

Item 1. Access to JHSC website and Bulletin Board:

I. Tang reported that by using VPN everyone should have access to edit or delete the information. M. Williams reported that he hasn't tried recently but would do so shortly.

I. Tang stated that M. Williams should contact her for assistance if he encounter any issue.

Item 2. Chemical Inventory follow-up:

M. Williams reported that upon return to the Astronomy Building, S. Sivanandam would conduct a chemicals inventory of the cabinet in AB73C. C. Weidner reported that a student was available to assist prior to the campus closure. She asked S. Sivanandam to contact Wen Zhu, Health and Safety Officer at the Office of Environmental Health & Safety to help when he would be ready to proceed. C. Weidner also reported that it should take no more than half a day for a student to input the information into the system. This item would be followed in the next meeting.

Item 3. Broken tiles on MP 15<sup>th</sup> floor balcony:

M. Williams reported that the new tiles were in place but the Atmospheric Physics people installed a new Dome on the balcony and tiles were broken during the installation.

C. Weidner asked whether the incident was reported to the property manager; M. Williams responded that a new property manager has been in place but is unaware of the situation. C. Weidner suggested reporting to the property management. C. Weidner then asked whether the tiles were concrete or asbestos to which M. Williams confirmed the tiles were concrete and that the new manager would be contacted. This item would be followed in the next meeting.

**4. Report from Joint Health and Safety Committee (South)**

M. Williams reported that C. Weidner sent out the injury report in which no incidents were reported for Astronomy and Astrophysics. M. Williams also reported that Chad Jankowski did a presentation on mental health for Astronomy and continues to offer training despite the campus closure. Chad was hosting a webinar on "The 5 Points of Well-Being", and he could offer tailor-made presentation for Astronomy dealing with the new working conditions.

A. Chow reported that the Dunlap Institute would be organizing a virtual retreat in May 2020 instead of a physical one as planned. The Retreat Committee was considering to invite speakers for sessions on mental health issues and were also working towards a schedule of 1-1 ½ hours in the morning and afternoon over two to three days. Abby Cites was leading the committee and more information would be available shortly. C. Weidner reported that she would provide Chad's name and email contact as he welcomed email requests from anyone to create tailored sessions for small or large groups. C. Weidner also reported that she would circulate the A&S mental health offerings website information that could also be done online.

## **5. Inspection Report, Plan and Assignment**

The December inspection report was previously delayed and would be on hold until the reopening of campus. This item will be placed on the Agenda for the next meeting.

## **6. Building Security/Safety**

A. Wasney reported that H. Zhao and S. Milisa, IT personnel, have special letters giving them permission to be on campus. A. Wasney reported that all doors within the building were locked 24 hours until the university resume normal operations. A. Wasney also reported Campus Police is patrolling the area and checking the building.

I. Small mentioned that the building was very hot. A. Wasney responded that she received an email notification the heat would be switched off in the building and was also consulted about the situation.

S. Sivanandam inquired about a security issue at the Astronomy Building. A. Wasney reported that H. Zhao found someone having lunch in the Astro lounge sometimes in March and the Campus Police was notified. A. Wasney believed the person might have snuck in behind someone who had access to the building and it was important that people should ensure the doors were locked when they enter the building. A. Wasney reported that as the emergency doors had been left open previously, the Campus Police were asked to check the doors and especially the emergency doors regularly.

S. Sivanandam noted that at some point when the situation improves, a safety plan for people or a skeleton crew to come back and work would be required. He asked "Would it be this Committee's responsibility to provide that safety plan or will the University do so while providing minimal access to labs". S. Sivanandam report no one has gone into labs in weeks and were completely shut down. A. Wasney reported that the University would provide a safety plan/guidelines for returning to work when the situation improves. C. Weidner then reminded everyone to refer to the main UofT COVID-19 FAQ website which would be updated frequently and it includes updates regarding loosening restrictions and advices on physical and social distancing if we were allow to return to work. I. Tang added that there was also a Research FAQ website which includes physical and social distancing in labs and reopen gradually. The Research FAQ link could be found on the main UofT COVID-19 website. There were also links include Human Resources & Equity, Mental Health and other COVID-19 government websites etc. I. Tang reported that Central would be updating these links when there were new guidance and reminded the Committee's role was to promote awareness around those FAQs, especially if restrictions have been loosen and then Toronto Public Health told us to tighten them up again.

A. Wasney reported that she would work closely with A. Chow to implement any additional procedures or clarification.

## **6. Other Business**

### University Updates

A. Chow reported that the University has updates regarding pay continuity up to April 30 but no information beyond that. She said she was expecting another updates from UofT HR to staff soon.

### Working from Home

A. Chow reported I. Tang has recommendations regarding working from home.

C. Weidner reported that the Injury Report email she sent earlier included a short video link about ergonomics with a laptop. The video was very brief but with good animations and certainly relevant to working from home. A. Chow reported that the Dunlap Institute has set-up a process for postdocs, research associates and staff to order computer equipment that facilitate the work from home set-up.

### Mini Machine Shop update

S. Sivanandam reported that he has drafted a set of rules but has not sent out. The mini-machine shop was in the process of purchasing the final piece of equipment. The rules would be based on the Mechanical Engineering Machine Shop Rules which include sections on student access control and training on equipment. Students would need to pass a test on the use of equipment and safety measures in the mini machine shop. Video surveillance would be in place and users would be made aware of the security precautions.

### WFH Internet/Power

S. Sivanandam asked A. Stock whether students were having internet or power issue. A. Stock reported that it was good that an email was sent to students about keyboards etc., but was not aware of any issue. A. Stock would ask students if they have any concerns.

### Extra Committee Meeting

With regard to CUPE, A. Stock enquired about communications for next steps; should the Committee meet sometime in the summer as policies change. A. Chow suggested that since things were changing rapidly, we could consider having an extra meeting and informed A. Stock that she was welcome to let the co-chairs know if there were student concerns from the CUPE side regarding health and safety, they would be happy to coordinate one.

## **7. Next Meeting**

I. Small would schedule the next regular meeting which would be held before the end of October 2020.

## **8. Meeting adjourned at 1:45pm.**