

**JOINT HEALTH AND SAFETY COMMITTEE MEETING OF
THE DEPARTMENT OF ASTRONOMY AND ASTROPHYSICS
&
DUNLAP INSTITUTE FOR ASTRONOMY AND ASTROPHYSICS**

HELD ON SEPTEMBER 26, 2016, 12:00P.M. – 1:00P.M., CONFERENCE ROOM AB101-H

Minutes respectfully submitted by Alice Chow, Recording Secretary

ATTENDANCE: Alice Chow, Natalie Price-Jones, Rob Figueiredo, Suresh Sivanandam, Mike Williams, and Hugh Zhao, Mark Austin (in attendance)

ABSENT: Angela Choi, Dae-Sik Moon and Christine Weidner with regrets

- 1. Approval of Agenda:** Approved. H. Zhao welcomed Mark Austin, Health and Safety Coordinator from USW1998. M. Austin added an additional agenda item, "USW Health & Safety Concerns". H. Zhao also officially welcomed R. Figueiredo to the Health and Safety Committee and thanked G. Patel for serving the committee in the past years. H. Zhao added that R. Figueiredo would join M. Williams for building inspection.
- 2. Approval of Minutes of Meeting March 22, 2016:** As a follow up of item 3 regarding the proper lighting on balcony of MP, M. Williams reported that the problem has been resolved by installing some lighting devices. H. Zhao proposed to adopt the minutes and S. Sivanandam seconded.
- 3. Report from Joint Health and Safety Committee (South) (M. Williams):** M. William reported that the Director, Critical Incidents, Safety and Health Awareness has been appointed. Her name was Caroline Rabbatt. She was part of the Faculty of Arts and Science and would be working closely with C. Weidner. She would serve as the divisional case manager of critical incidents to leadership in the Dean's Office and across the academic and administrative units of the Faculty of Arts & Science. She would also assist with the comprehensive coordination, development and implementation of Faculty wide safety, crisis, and issues training and response. She would be available to give half-hour or two-hour presentations on critical incidents. S. Sivanandam asked if the presentation could benefit people who were working in the labs. M. Williams said the presentations were intended for departmental units and people working in the labs would definitely find the presentations useful. M. Williams reported that the Environment, Health and Safety (EHS) has launched a new website and was offering new online training program tailored for administrative staff. H. Zhao asked M. Williams to forward the relevant information. M. Williams also reported that the government has amended the Health and Safety Act by adding a section on sexual harassment. The University has amended its policy accordingly to reflect the new legislation.
- 4. Inspection Report, Plan and Assignment (A. Choi, M. Williams, R. Figueiredo):** M. Williams reported that an inspection has been conducted on the previous Friday and would be conducted on the Friday after the meeting for areas that have not been inspected. Inspection would be done in a four-month cycle. H. Zhao would submit the inspection report to the Physics Health and Safety Committee. S. Sivanandam reported that he has purchased radio isotopes and was stored in his lab.

He has gone through the required procedures and has a permit for that. The university Health and Safety Committee would come for inspection periodically.

5. Training and Certification (H. Zhao): H. Zhao reported that as new graduate students and postdocs arrived in September, A. Choi has circulated the email regarding Basic Occupational Health & Safety Awareness Training in September and reminded people that they were required to complete the training. However, since DAA and Dunlap did not have any record on who have taken and who haven't, the units could only remind and encourage people to complete the online training. M. Austin commented that it would be better if the department could keep track on who have taken it. H. Zhao asked N. Price-Jones to remind graduate students who were working as TA to complete the online training. H. Zhao has forwarded an email to HSC regarding EHS Health & Safety Training Basic Part 1. The deadline of application was October 1. M. Austin added that the Part 1 was also available in USW centre for USW workers in November.

6. Other Business:

USW Health & Safety Concerns: M. Austin reminded that the departmental HSC should keep the union informed. According to the collective agreement, HSC was required to upload the minutes and inspection reports to the modules. HSC should also inform the Union when new members were being appointed. M. Austin reported that there was a multi-site joint meeting to discuss the restructuring of committees and provide new terms of reference guide for committees on campus. The recommendations would likely be available within 2017 after receiving the approval from the Ministry of Labour. M. Austin commented that a few things have been missing on the Health and Safety Board. He would send the list to M. Williams and HSC would update the board accordingly.

7. Next Meeting: The next meeting will be held in March 2017.

8. Meeting adjourned at 12:37pm.