

COMMITTEE MINUTES - ISSUES DISCUSSED

Date of Meeting December 12, 2002

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Committee WJHSC – St.
Catharines

CONTROL NO. (If applicable)	ISSUE	RECOMMENDED ACTION	TARGET DATE	ACTION REFERRED TO (status code*) (name if applicable)	FOLLOW UP BY (Name of committee member when appl.)
N/A	<p>Introductions There were several new/potential members at the meeting. Tom Mather was introduced as the new member representing management.</p> <p>Dave Edwards and Jerry MacNeil both of OPSEU Local 270 were introduced as observers for this meeting and plan to attend future meetings as committee members or alternates.</p> <p>Suzanne Thomas has replaced Gerry Tullio as the member representing AMAPCEO</p>				
N/A	<p>Workplace Inspections:</p> <p>The inspection schedule for 2003 needs to be developed</p> <p>John and Dan updated the committee on inspections that were completed in November, December and the scheduled dates of any outstanding inspections. All inspections will be completed by calendar year end.</p> <p>It has been noted during some inspections that the Fire Exit signs are no longer located in the aisle ways in some offices due to reconfiguration of those offices. As a result, the sign may be located above a workstation or pointing to a cubicle wall.</p>	<p>Natalie to create and forward to worker members</p> <p>Relocate Fire Exit Sign in the 2nd Floor Maintenance and Claim area to correct location above aisle way. Relocate Fire Exit Signs on 8th Floor MVIS area to correct location and replace burnt out bulb in sign</p>	<p>January 3/03</p> <p>ASAP</p>	<p>2</p> <p>4</p>	<p>ERO</p> <p>Michael Joseph</p>

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	It was noted that there is only one bulletin board located in the 8 th floor MTO offices that is shared by OPSEU and the JHSC and it is not located in a very convenient location.	Relocate board to a more convenient location (see Dan McKnight re: location) and put up an additional board so that OPSEU and JHSC do not need to share.	January 31/03	4	Michael Joseph
N/A	Accident/Incidents Reports Reviewed Natalie updated the committee on her status since the incident that occurred the day of the last JHSC meeting. There were no other incidents reported.	No action required	Completed	1	
31.2	Emergency Management John Lee (Deputy Chief Fire Warden) informed the committee that Stage 1 of the Fire Warden Training had been completed and that there had been changes to the Fire Plan with respect to the procedures for the evacuation of those with special needs.	No action required	Completed	1	

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35.1	<p>2nd Floor Display Cabinets:</p> <p>There was some discussion regarding what could be posted in the JHSC display cabinet.</p> <p>It was suggested that Patti Webb be contacted with regard to some of the spirit committee “wellness” initiatives i.e. Walking club.</p> <p>It was suggested that information regarding the IIEA program could be posted.</p> <p>It was also suggested that the cabinet could be used to draw attention to the major changes in the Fire Plan and Evacuation Procedures</p> <p>It was also discussed that once the new worker and management members of the JHSC are determined, the listing identifying JHSC membership that is posted on the bulletin boards on every floor would need updating.</p>	<p>Contact Patti Webb</p> <p>Contact Corinne Grant</p> <p>Follow-up with Peter Lacey as Chief Fire Warden. ERO is of the opinion that we could highlight that there are changes to the evacuation procedures and that anyone requiring more information or requiring assistance should contact the Head Floor Warden of their floor for more information.</p> <p>Update information regarding JHSC members on the bulletin boards once it is known.</p> <p>Bev Nagy (ERO) will post on the bulletin boards</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p>	<p>2</p> <p>2</p> <p>2</p> <p>2</p>	<p>ERO</p> <p>ERO</p> <p>ERO</p> <p>Dan McKnight/Bev Nagy (ERO)</p>

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29.2	<p>Communication of JHSC Minutes</p> <p>The suggestion that the e-mail notification could be improved in order to generate more interest in the minutes met with the committee's approval.</p> <p>There was discussion around what should go into this meeting's banner of the new e-mail notification designed by Bev Nagy. The committee felt that information regarding emergency evacuation might be timely. It was suggested that it read:</p> <p><i>Emergency Evacuation</i> <i>Have you reviewed your Green Bulletin?</i> <i>Do you know your NEW rendezvous location?</i> <i>Anyone requiring assistance or more info please contact the Head Floor Warden on your floor.</i></p> <p>Dan McKnight informed the committee that OPSEU Local 270 is in the process of implementing a website. He requested that the workplace JHSC minutes be posted on this website and informed the committee that he had</p>	<p>Natalie Barton will bring suggestion forward to Bev Nagy and will distribute drafts of the notification e-mail to the committee for review and input.</p> <p>Verify with FMO and ERO that it is OK to include Emergency Evacuation as a subject for the banner.</p> <p>Take request forward</p>	<p>Completed</p> <p>ASAP</p> <p>Prior to next meeting</p>	<p>1</p> <p>2</p> <p>2</p>	<p>ERO</p> <p>ERO</p>

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	approval to post the LERC minutes provided they are in .pdf format.				
31.1	<p>Earl Longhurst of Profac Facilities Management Services attended the meeting to discuss building issues with the committee.</p> <p>The following issues were discussed:</p> <p>Approval for the window tinting project for the west side of the building will be known closer to the end of this fiscal year. Once approval is granted the project should take 2-3 months to complete.</p> <p>Profac updated the committee on the status of the project in which a consultant has been hired in order to review the HVAC and mechanical systems on the second floor in order to address the temperature differential on areas of that floor. Earl indicated that they would be concentrating on the 2nd floor first followed by the 3rd floor and then will address building wide issues. Profac indicated that they are getting to the root cause of these ongoing issues and that it is related to the original construction.</p>	Profac to continue to keep committee informed of progress via attendance at JHSC meetings.	March 11/03	2	Profac

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	<p>Issues discovered so far are as follows:</p> <ul style="list-style-type: none"> • The sensors that measure CO₂ content and control the opening and closing of the fresh air dampers are inoperable. These sensors are being replaced. In the interim, the fresh air exchange is being monitored to ensure that there is no risk to tenants. • The charcoal filters used to control emissions from the bus terminal are replaced yearly and were replaced in September. • Some ductwork was removed on the second floor in some areas. This is being addressed. • An exhaust fan was discovered on the second floor that was not on the automated system and has never been operated. They went back to the Engineer who indicated that it was installed later. • Throughout the building heating and cooling valves and wiring were installed improperly causing the temperature to increase when you are trying to decrease it. It is being addressed. • Two air-handling units converge in the construction office on the second floor. Plan is to extend ductwork to address the issue of insufficient volume of returned air. 				

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	<ul style="list-style-type: none"> Several P/A speakers that failed during fire safety tests have been replaced. <p>Earl also indicated that staff should not be fiddling with thermostats (medistats). These should be set in the middle and if there are temperature issues, staff are encouraged to contact Profac.</p> <p>There was some discussion regarding the availability of workstation garbage and recycling containers. It appears that some employees have purchased their own containers as ministry supplied receptacles were unavailable and that there are issues with garbage left in containers over the weekend etc. Profac indicated that they have to follow the Max Green Recycling Initiative (Gov.on.ca) and that it is time for some re-education on those initiatives.</p>	Earl indicated that he believes the containers are in and will follow-up with Mary regarding distribution	January 31/03	2	Profac
34.2	<p>Furniture Storage in Parking Garage</p> <p>Michael updated the committee with regards to issues surrounding the furniture storage in the parking garage. He indicated that Babco Inc. has been contracted to clean up the area and this should be completed by mid January. They are also developing a protocol to address the procedures for reinstating the equipment/furniture</p>	Clean up area, develop protocol for removal and reinstatement of surplus equipment/furniture	January 31/03	4	Michael Joseph

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	into service. The protocol will address the issue of proper cleaning prior to reinstatement.				
34.1	Workplace Inspections Natalie informed the committee that either herself or one of the management representatives would accompany the worker representative during W.P. Inspections to help facilitate the process.	Continue to accompany Worker Rep on inspections	Completed	1	
35.2	Committee Training Due to the changing composition of the committee and an influx of new members, it was suggested that the committee could benefit from some training. The training will cover Workplace Inspections, Office hazards and Accident/Incident Investigation, will be half a day and will be held on the morning of the next committee meeting March 11/03.	Natalie to contact the Municipal SWA to arrange training	January 31/03	2	ERO
35.3	Accident/Incident Statistics The committee requested the accident/incident stats for 301 St. Paul Street for 2002.	Natalie to compile statistics and forward to committee members prior to next meeting for discussion on March 11/03	January 31/03	4	ERO

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35.4	<p>Notification</p> <p>The new committee worker members have requested that a memo be forwarded to their Managers informing them of the members' appointment to the committee.</p>	<p>Natalie to draft a memo to be forwarded to the managers' of the new committee members</p>	<p>January 31/03</p>	<p>4</p>	<p>ERO</p>

NEXT MEETING: March 11, 2003 1:00 – 4:00 pm

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