




Faculty of Pharmacy Joint Health and Safety Committee  
Minutes

<b>Date:</b>	2022-12-06		
<b>Time:</b>	11:00 AM		
<b>Location:</b>	Virtual, [Campus], [Building], MS Teams		
<b>Present</b>	<b>Name</b>	<b>Member Category</b>	<b>Building &amp; Department</b>
✓	Paul Grootendorst, Co-Chair	Faculty	Leslie L. Dan Pharmacy Building, 144 College Street, [Department]
✓	Zarko Zlicic, Co-Chair	USW 1998	Leslie L. Dan Pharmacy Building, 144 College Street, [Department]
✓	Ruth Carew	USW 1998	Leslie L. Dan Pharmacy Building, 144 College Street, [Department]
✓	Samuel D'Alfonso	USW 1998	Leslie L. Dan Pharmacy Building, 144 College Street, [Department]
✓	David Dubins	Non-Union Admin - Management	Leslie L. Dan Pharmacy Building, 144 College Street, [Department]
✓	Tina Harvey-Kane*	Non-Union Admin - Management	Leslie L. Dan Pharmacy Building, 144 College Street, [Department]
✓	Jeffrey Henderson	Faculty	Leslie L. Dan Pharmacy Building, 144 College Street, [Department]
✓	Elizabeth Huynh*	Non-Union Admin - Management	215 Huron Street, EHS
✓	Tammy Taylor Deane	USW 1998	254/256 McCaul Street, [Department]
✓	Jack Uetrecht	Faculty	Leslie L. Dan Pharmacy Building, 144 College Street, [Department]
✓	Ashley Cheng	CUPE 3902, Unit 1	Leslie L. Dan Pharmacy Building, 144 College Street, [Department]
✗		N/A	N/A, [Department]
<b>Guest (Name, Title, Department):</b>			
<i>*Certified Member</i>			

Item	Agenda Item	Discussion	Follow-up/Action
<b>1.0</b>	Call to Order at 11:02am		
<b>1.1</b>	Approval of This Agenda	Approved.	
<b>1.2</b>	Approval of Minutes of Previous Meeting	Approved via Email on November 23, 2022.	
<b>2.0</b>	Items Arising from the Minutes and Responses	<p><b>Worker Member Certification</b></p> <p>The JHSC requires a worker member to complete JHSC Certification training. Worker members should discuss amongst themselves regarding who would like to complete training. Once they have received approval from their union, EHS can get them registered. Please contact EHS at <a href="mailto:ehs.jhsc@utoronto.ca">ehs.jhsc@utoronto.ca</a> to be advised as to how to get started. The training requires:</p> <ol style="list-style-type: none"> <li>1. Part 1, three (3) consecutive days via PSHSA</li> <li>2. Part 2, two (2) consecutive days via in person training with EHS. Part 2 must be completed within 12 months of completing Part 1.</li> <li>3. Refresher, every three years via in person training with EHS</li> </ol>	Ongoing



		<p>Worker Co-Chair has suggested that one of the potential new worker members could become certified as there has been a few members that have retired/will be retiring soon, and there are plans for them to be replaced in their jobs and on the JHSC.</p> <p><b>Committee Membership</b> JHSC Manager sent a request for membership from USW. No response was received. Another request will be sent.</p>	JHSC Manager will send another request. No response received from the last request sent.
<b>3.0</b>	Incident/Accident Review (Healthcare/Lost Time)	None	
<b>4.0</b>	Monthly Workplace Inspection		
<b>4.1</b>	Completed Inspections and Findings	<p>Since the last meeting, the following spaces were inspected:</p> <ul style="list-style-type: none"> <li>- November: Room 750 and Access</li> <li>- More reports will be sent for November and December.</li> </ul> <p>Friendly reminder that part of your workplace is required to be inspected each month such that all workplaces that falls under Faculty of Pharmacy JHSC is inspected by the end of the year. This includes offices, hallways, lab personnel rooms, common areas, etc.</p> <p>Major items noted:</p> <ul style="list-style-type: none"> <li>- N/A</li> </ul>	Area supervisor informed of any hazards noted during the inspection. Faculty of Pharmacy is doing well regarding Health and Safety. Issues are addressed promptly.
<b>4.2</b>	Upcoming Inspections	<p>A live document shared with the JHSC to determine 2022 workplace inspection schedule.</p> <p> <a href="#">2022 Workplace Inspection Schedule</a></p>	
<b>5.0</b>	Policy or Program Updates/Education	<p><b>JHSC Newsletter</b> The JHSC is encouraged to review the newsletter as it contains important information and resources. Please provide/distribute the newsletter accordingly.</p> <p>For a list of previously sent newsletter: <a href="https://ehs.utoronto.ca/jhsc-newsletter/">https://ehs.utoronto.ca/jhsc-newsletter/</a></p>	For info
<b>6.0</b>	New Items/Discussions	<p><b>First Aid Training</b> First Aid Training is available for identified First Aiders on the St. George campus. This blended training is for the identified First Aiders and designed to meet the University's obligations under Regulation 1101 under the Workplace Safety and Insurance Act. Only identified First Aiders who are responsible for identified First Aid Stations will be allowed into these sessions. The University will pay for two (2) First Aiders to attend per First Aid Station.</p> <p>The training is divided into two parts. Part 1 is online and self-directed. Part 2 is in-person and requires a full day of training. To register for training, please fill out</p>	For info.



		<p><a href="#">this form</a>, and send it to the EHS Office email (<a href="mailto:ehs.office@utoronto.ca">ehs.office@utoronto.ca</a>). Once Part 1 is complete, you will automatically be registered for the next Part 2 training and will be sent information once confirmed. You can find more information regarding First Aid on our <a href="#">First Aid Training Page on the EHS website</a>.</p> <p><b>HECMET</b> Potential implementation of the new HECMET system has been in discussion at faculty of Pharmacy. The worker member involved with the meetings regarding the project has requested to have Faculty of Medicine implement the system first to make implementation easier.</p> <p><b>Health and Safety Audit</b> A Health and Safety audit was conducted recently at faculty of Pharmacy. Responsibility for training students was discussed in the audit report. It had been decided by the faculty a few years ago that responsibility of training lies with the individual Principal Investigator for the lab in question.</p> <p><b>Leak on the 8<sup>th</sup> Floor</b> A worker member informed us that there was a leak from a drain on the 8<sup>th</sup> Floor. The issue has been resolved.</p> <p><b>Safety Training</b> Safety Training has been scheduled for USPC students at the beginning of May 2023. In some cases where the individual is unable to attend the days for in person Safety Training, recordings of the trainings work to replace having to take the training in person, however, they must take the quiz online after. When the individual decides to advance their career at the University, it is policy that they must retake the training to refresh their knowledge.</p>	<p>For info. Ongoing.</p> <p>For info. Ongoing.</p> <p>For info.</p> <p>For info.</p>
<b>7.0</b>	Next Meeting	March 2023, TBD	
<b>8.0</b>	Closure of Agenda		

Approved via email by Zarko Zlicic 12/9/2022		Approved via email by Paul Grootendorst 12/8/2022	
Worker Co-Chair Approval	Date	Management Co-Chair Approval	Date
<p>Resources:</p> <p><a href="#">EHS JHSC Listing and Resources</a></p> <p><a href="#">JHSC Agenda Template</a></p> <p><a href="#">JHSC Minutes Template</a></p> <p><a href="#">JHSC Workplace Inspection Template</a></p> <p><a href="#">JHSC CUPE3902 Unit 1 and Unit 3 Pay Request Form</a></p>		<p>Distribution of the Minutes:</p> <p>Responsible Line Manager</p> <p>Department Heads</p> <p>Health and Safety Boards</p> <p>EHS JHSC (<a href="mailto:ehs.jhsc@utoronto.ca">ehs.jhsc@utoronto.ca</a>)</p> <p><a href="#">JHSC SharePoint</a></p>	