



Faculty of Pharmacy Joint Health and Safety Committee
Minutes

Date:	2023-12-05		
Time:	10:00 AM		
Location:	Virtual, [Campus], [Building], MS Teams		
Present	Name	Member Category	Building & Department
✓	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]
✓	Azza Al-Mahrouki*	Research Associate	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]
✓	Laura Warman	USW 1998	Leslie L. Dan Pharmacy Building, 144 College Street, [Department]
✓	Kate Leuschen	USW 1998	Leslie L. Dan Pharmacy Building, 144 College Street, [Department]
✗	Adam Tarzwell	USW 1998	Leslie L. Dan Pharmacy Building, 144 College Street, [Department]
Guest (Name, Title, Department):			
Tara Snyder, Director, Administration, Faculty & Staff Relations, LDFP			
<i>*Certified Member</i>			

Item	Agenda Item	Discussion	Follow-up/Action
1.0	Call to Order at 10:06am.		
1.1	Approval of This Agenda	Approved.	
1.2	Approval of Minutes of Previous Meeting	Approved.	
2.0	Items Arising from the Minutes and Responses	None	
3.0	Incident/Accident Review (Healthcare/Lost Time)	None	
4.0	Monthly Workplace Inspection		



4.1	Completed Inspections and Findings	<p>So far, the JHSC group has inspected 10 of 12 inspection areas in the Pharmacy Building during 2023; remainder will be completed by end of December.</p> <p>Some of the findings from the inspections: Zarko informed the U of T Fire Services that some fire extinguishers in the building need to be inspected. The Fire Services representative indicated that we are in compliance until end of December. Fire Services will resume extinguishers inspections in new year.</p> <ul style="list-style-type: none">- Lab PIs should be informed of deficiencies observed during the inspections.- Vera and Tina should be informed of any structural building deficiencies that needs to be addressed. They can initiate work orders to resolve deficiencies.	Azza and Paul will solicit volunteers to conduct the monthly inspections for 2024 in late Dec or early Jan. The onus is on a worker member to lead the inspections; a manager member is allowed to assist but is not required.
4.2	Upcoming Inspections	You can find an up-to-date 2023 schedule in the JHSC SharePoint found in the Faculty of Pharmacy folders.	
5.0	Policy or Program Updates/Education	<p>JHSC Newsletter</p> <p>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: https://ehs.utoronto.ca/jhsc-newsletter/</p>	For info
6.0		<p>First Aid stations on each floor of the building contain different items and in different quantities, depending on the nature of the work performed on the floor and the number of people performing this work.</p> <p>There are two major types of First Aid Kits: a general one, whose minimum requirements are outlined in Ontario regulation 1101:</p> <p>https://www.ontario.ca/laws/regulation/901101</p> <p>and a more comprehensive one (CSA Z1220-17), which has three subtypes (Type 1 – personal, Type 2 – basic, Type 3 - intermediate); the minimum requirements for each subtype depend on number of workers (Small – 2 to 25 workers, Medium – 26 to 50 workers, Large – 51 to 100 workers).</p> <p>The requirements for each combination of kit specification and worker #s is available in the document: UofT First-Aid-Checklists.pdf</p> <p>The U of T first aid policy is available online at</p>	No action plan has been developed yet – Paul will consult with Tara and Tina do determine the # of workers per floor and the best way to determine type of kit required for each floor.



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		https://ehs.utoronto.ca/wp-content/uploads/2017/01/First-Aid-Program.pdf A Risk Assessment needs to be done for each floor to be able to equip the First Aid kits appropriately.	
6.1	New Items/Discussions	Jeff H said that we should review the spill kits in the labs.	Zarko will ask lab PIs to assess whether their spill kits are appropriate to deal with the lab hazards.
6.2	New Items/Discussions	Service elevators will not be fixed until the new year; that means that the lab waste is being stored in room 928. Waste will soon be transferred to room 940. Jeff H indicated we need to ensure that the amount of waste being stored is in compliance with safety codes.	For Information
6.3	New Items/Discussions	Azza Al-Mahrouki was elected the new worker co-chair of the JHSC. The JHSC thanked Zarko for his many years of excellent service.	For Information
7.0	Next Meeting	Early March 2024, TBD	
8.0	Closure of Agenda		

Approved Via Email by Zarko Zlicic 9/15/2023		Approved Via Email by Paul Grootendorst 9/14/2023	
Worker Co-Chair Approval	Dec 12 2023	Management Co-Chair Approval	Dec 12 2023
Resources: EHS JHSC Listing and Resources JHSC Agenda Template JHSC Minutes Template JHSC Workplace Inspection Template JHSC CUPE3902 Unit 1 and Unit 3 Pay Request Form		Distribution of the Minutes: Responsible Line Manager Department Heads Health and Safety Boards EHS JHSC (ehs.jhsc@utoronto.ca) JHSC SharePoint	