



Joint Health and Safety Committee

Civic Centre Minutes

Wednesday, December 21, 2016

Members Present

Management Reps: Scott Holland, Cari Powell

CUPE 2974.1 Union Reps: James Bryant, Karrie Ferguson

Old Business

- Further to the H&S Minutes Friday, October 23, 2015 in regards to signage at each entrance, it is suggested that this signage should be on both the exterior and interior of the entrances. Again, this would ensure correct directions are provided when communicating to the 911 dispatcher in the event of an emergency. It is further recommended that the signage be labelled: Terrace, Main, Fairview and Ramp or Rear entrances to avoid further confusion with direction.
- Regarding the constant noise (hum) from the cooling unit in the I.T. Server Room, the employee's supervisor should speak with employee to determine if complaint is still relevant.
- The Crime Prevention through Environmental Design and Threat and Risk Assessment which was completed by Barry Horrobin, Director of Planning, Windsor Police Force in 2007 should be reviewed once the final Civic Centre renovations have been completed. In addition, the JHSC is requesting a response on the status of the surveillance cameras and recommends that signage be placed to inform employees and visitors to the Civic Centre that video surveillance is taking place within and surrounding the building.

Workplace Incidents

- On September 26, 2016 an employee slipped and fell on wet ceramic tile at Terrace entrance. The employee sustained multiple injuries requiring medical aid. Floor mats have since been laid out on the floors again.

New Business

- Please welcome the new Co-Chairs of the Civic Centre Joint Health and Safety Committee (JHSC): James Bryant (CUPE 2974.1) and Scott Holland (Management).
- Cari Powell will continue to draft the minutes for the JHSC.

JHSC CIVIC CENTRE MINUTES

December 21, 2016

- The JHSC has reviewed the proposed changes to Policy 92-001 Employee Harassment in the Workplace. Comments will be sent from the JHSC to the Director of Human Resources.
- The JHSC will review and provide comments in mid-late January 2017 for the following proposed Health and Safety policies, as requested by the Director of Human Resources:
 1. Health and Safety Statement and Duties
 2. General
 3. Accidents, Incidents and Injuries
 4. Confined Spaces
 5. Personal Protective Equipment
 6. Lockout/Tagout
 7. Machine Guarding
 8. Material Handling
- The current function of the JHSC was discussed. The Terms of Reference of the committee will be reviewed in detail and an action plan is to be established to improve the overall function of the JHSC.

Adjournment