




Faculty of Pharmacy Joint Health and Safety Committee
Minutes

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|---|---|------------------------------|---|
| Date: | 2022-09-07 | | |
| Time: | 01:00 PM | | |
| 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] |
| ✓ | 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] |
| * | Donald Wong | USW 1998 | Leslie L. Dan Pharmacy Building, 144 College Street, [Department] |
| ✓ | Ashley Cheng | CUPE 3902, Unit 1 | Leslie L. Dan Pharmacy Building, 144 College Street, [Department] |
| Guest (Name, Title, Department): | | | |
| <i>*Certified Member</i> | | | |

| Item | Agenda Item | Discussion | Follow-up/Action |
|------|--|---|------------------|
| 1.0 | Call to Order at 1:04pm. Welcome Ashley Cheng! | | |
| 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 | <p>Worker Member Certification</p> <p>Previously, a worker member was approved by their union to complete JHSC Certification training however, the worker has since left the committee.</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. The training requires:</p> <ol style="list-style-type: none"> 1. Part 1, three (3) consecutive days via PSHSA | Ongoing |



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| | | <ol style="list-style-type: none"> Part 2, two (2) consecutive days via in person training with EHS. Part 2 must be completed within 12 months of completing Part 1. Refresher, every three years via in person training with EHS <p>Worker Co-Chair has suggested that one of the potential new worker members 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> | |
| 3.0 | Incident/Accident Review (Healthcare/Lost Time) | None | |
| 4.0 | Monthly Workplace Inspection | | |
| 4.1 | Completed Inspections and Findings | <p>Since the last meeting, the following spaces were inspected:</p> <ul style="list-style-type: none"> March, Floors B1, B2, and B3 May, Floors 9 to 13, Hallways, cold rooms, stairwells, solvent storage rooms (on 13th floor) July, Rooms 912, 925, 928, 930, 923, 927, 931, 937, 938, 943, 947, 949, & 950 <p>Major items noted:</p> <ul style="list-style-type: none"> N/A | Area supervisor informed of any hazards noted during the inspection. |
| 4.2 | Upcoming Inspections | <p>A live document shared with the JHSC to determine 2022 workplace inspection schedule.</p> <p> 2022 Workplace Inspection Schedule</p> | |
| 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 | New Items/Discussions | <p>Committee Membership</p> <p>JHSC Manager will send a request for membership from USW. USW will then send a “call-out” to workers within the JHSCs jurisdiction. Interested worker members can apply by responding to that email. It is the union that appoints their members on the JHSC.</p> | |
| 7.0 | Next Meeting | December 2022, TBD | |
| 8.0 | Closure of Agenda | | |

| Zarco Zlicic | 11/16/2022 | Paul Grootendorst | 11/16/2022 |
|---|------------|--|------------|
| Worker Co-Chair Approval | Date | Management Co-Chair Approval | Date |
| Resources: EHS JHSC Listing and Resources JHSC Agenda Template JHSC Minutes Template | | Distribution of the Minutes: Responsible Line Manager Department Heads Health and Safety Boards | |



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[JHSC Workplace Inspection Template](#)
[JHSC CUPE3902 Unit 1 and Unit 3 Pay Request Form](#)

EHS JHSC (ehs.jhsc@utoronto.ca)
[JHSC SharePoint](#)