



Joint Health and Safety Committee

Civic Centre Minutes

Wednesday, April 13, 2016

Members Present

Management Reps: Tom Bateman, Cari Powell

CUPE 2974.1 Union Reps: Phil Berthiaume, 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.

New Business

- There is a constant noise (hum) from the cooling unit in the I.T. Server Room that should be dealt with if this is a permanent structure. Perhaps further insulation within the walls of this room could mitigate the problem.
- The County of Essex has a new provider for the Employee Assistance Program (EAP). Payroll attachments were distributed April 8, 2016 including pamphlets, a wallet card and magnet. Please contact Family Services at 1-844-720-1212 for confidential, free counselling to employees and their family members. More detailed information can be found on "[County Connect](#)" or contact the Human Resources Department.
- The Ontario Government recently introduced [Bill 132](#), an Act to amend various statutes with respect to sexual violence, sexual harassment, domestic violence and related matters. (April 2015 Civic Centre JHSC Minutes referred to these recommendations). This new legislation is expected to come into force in September 2016.

The County of Essex's current Employee Harassment in the Workplace Policy #92-001, Workplace Violence Policy #99-001 and annual postings should be revised to ensure reference is made to include sexual violence, sexual harassment, gender identity or gender expression. As well, reference to the various statutes which will be affected by this new legislation, including the Ontario Health and Safety Act. It should also be noted that Employees who wish to file a complaint will also be able to do so with the Ministry of Labour.

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- 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.
- On April 5, 2016, the Ontario government passed [Bill 136](#) - Presumptive legislation dealing with post-traumatic stress disorder (PTSD), first responders and other certain occupations, and coverage under the *Workplace Safety and Insurance Act, 1997* (WSIA). Under the new legislation, in the event that workers covered by the legislation are diagnosed with PTSD by a psychiatrist or a psychologist and make a claim for benefits, the Workplace Safety and Insurance Board ([WSIB](#)) must **presume** the condition is work-related, unless the contrary is shown.

The Workplace Violence Policy #92-001 should be revised, specifically Section 9.1 in regards to Trauma Support to now include the WSIB.

- A new online training program, HRDownloads, is replacing the Dunks 24/7 online training. Employees will soon be receiving emails directly from this program with login instructions in order to complete the courses assigned to them. Please note that previous site-specific training which may no longer be available through HRDownloads should be reviewed and implemented, if still necessary, at the Supervisor's discretion by other means of training resources. If you have any questions regarding HRDownloads, please contact the Human Resources Department.
- Further to the previous recommendations regarding the First Aid Kits within the Civic Centre, the JHSC is recommending that only one First Aid Kit should be maintained, namely the one located in the First Aid Room within the Administration Department kitchen, 2nd Floor. The stretcher currently located in the Maintenance Department should still be moved to this First Aid Room, as indicated within WSIB Regulation 1101. Signs should be posted on all levels with information on the location of the First Aid Room.
- The Civic Centre JHSC would like to remind Management that a **response** to Workplace Inspection items is required within 21 days, per Section 9 (20) of the Ontario Occupational Health & Safety Act and Regulations. Although items suggested by the committee may be corrected within this timeframe, a written response is also required.

Workplace Incidents

- An employee had a slip and fall incident on January 11, 2016 at the Main/Visitor's entrance due to an icy walkway. Maintenance was notified and immediately shovelled and iced this area.

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- The JHSC would like confirmation on the procedures in place to record health and safety incidents and near misses within the Civic Centre by the public. It is recommended that documentation be forwarded to the JHSC in order to prevent similar incidents from occurring to employees.

Adjournment