

Saint Mary's University, 923 Robie Street

Minutes for Joint Occupational Health and Safety Meeting held on February 15, 2022

Arla Day opened the meeting at 1:00 p.m. The following were in attendance:

Arla Day	Psychology	Member (Employee)
Mark Moffett	Human Resources	Member (Employer)
Adam Sarty	FGSR	Member (Employer)
Howard Donohoe	Geology	Member (Employee)
Liliane Bassil	EIT	Member (Employee)
Suzanne van de Hoogen	Patrick Power Library	Alternate (Employer)
Dennis Gillis	Facilities Management	Member (Employer)
Shellie Petrossie	Facilities Management	Alternate (Employee)
Luke MacDonald	Engineering	Alternate (Employee)
Valerie Wadman	Human Resources	HR Officer (OHS & Wellness)

Guests: Kyle Whynot

Regrets:

Roll Call:

1.0 Approval of Minutes of Last Meeting

January minutes were not approved. Approval of January minutes moved to next meeting

2.0 Outstanding Items from Previous Meeting

JOHSC Training

Valerie Wadman

From previous minutes: Valerie Wadman advised that the free CCOHS training, paid for by the Department of Labour and Advanced Education is now online again. All Nova Scotia residents can choose three courses, per year. Committee members who have not taken the training are encouraged to take the safety committee training. Further information can be found at:

https://www.ccohs.ca/catalog/courses_list_nova.php. Anyone wishing to take additional courses should contact their manager or chair.

Valerie Wadman advised she has almost completed the Intro to OHS training package, which is intended for all employees, and would be a pre-requisite for JOHSC training.

Action: Valerie Wadman will forward the Intro to OHS package to JOHSC.

Safety Training for Teaching Assistants

Adam Sarty

Adam Sarty recommended that the committee remove this item from the agenda until an update can be provided on safety training for T/As. He will bring back to the committee once the work has been completed.

Action: No further action required

Internal Audits

Valerie Wadman/Matt Dickinson

(From previous minutes) Valerie Wadman clarified that the internal audit that is being worked on is for Maintenance and Operations staff, and will be a test of performing a larger audit.

Action: Valerie Wadman will update the committee in the Fall, 2022

Fire Drills/Fire Wardens

Dennis Gillis

All fire drills were completed except for the Student Centre.

Action: Dennis Gillis to update the committee in March, 2022.

3.0 Other Minutes and Reports

Science Safety Sub-committee

Arla Day

Minutes are not available. Minutes will be available after the February meeting.

Administration Units Sub-committee

Arla Day

December 16, 2022 minutes were distributed for review.

Aramark

Arla Day

No new minutes received.

SMUSA

Arla Day

January 25, 2022 minutes were distributed for review. Adam Sarty will ask SMUSA to be invited to their next JOHSC meeting.

Action: Adam Sarty to update the committee in March, 2022

Childcare Facility

Arla Day

January 27, 2022 minutes were distributed for review. Discussion followed on infection control procedures at the Daycare. Childcare facilities are inspected by governing authorities, follow public health rules closely, and are being transparent with the University regarding any COVID cases at the Daycare.

Contractor Documentation

Valerie Wadman

(From previous minutes) Valerie Wadman advised that the Contractor safety chapter has been revised based on feedback received. The JOHSC agreed that this chapter be re-issued when the Emergency Preparedness chapter is re-issued.

Action: Valerie Wadman to re-issue revised OHS program chapter at a later date.

No comments/updates for February meeting.

Pandemic Update

Mark Moffett/Dennis Gillis

Discussion related HVAC concerns and related information. Dennis Gillis informed the committee that all rooms are being checked to ensure they meet air flow requirements. The work is in progress. The committee discussed the pros and cons of generating a detailed report on our HVAC system. Overall, the committee has not seen any negligence surrounding the HVAC system.

Psychologically Healthy Workplace

Mark Moffett/Valerie Wadman

Committee members discussed the strain that the pandemic is causing on staff. Fatigue and burnout has been noticed among staff. Part of this fatigue and burnout coming from employees having to pickup extra duties when other staff members have to isolate due to COVID.

4.0 Injury and Incident Reports

Valerie Wadman

The November, 2021 to January, 2022 incident reports, graph and Residence statistics were distributed for review. Incident # 5456 is a new incident report received for November. Incident report #s 5475 and 5477 are new incident reports received for December. Discussion followed on several incidents. It was confirmed that all Science related incidents are reviewed at the Science Safety sub-committee. Slips and falls are an ongoing concerns due to weather conditions and a reduced number of snow shovellers.

5.0 Workplace Inspection/Hazard Identification

Valerie Wadman

The person, in Facilities Management, who had been updating the spreadsheet, is no longer employed. Pat Farmer will find the spreadsheet and update the committee on the numbers of inspection reports that have been received. Once any deficiencies on the inspection reports have been addressed by Facilities, the reports will be forwarded to Valerie Wadman to review any items that did not require a work order to correct.

Action: Valerie Wadman to update the committee at the next meeting.

6.0 New Business

NAOSH Week

Valerie Wadman

Valerie Wadman advised the committee Arla day will give a presentation in the first week of May for NAOSH week. More updates surrounding NAOSH week will be coming

Action: Valerie Wadman to update the committee at the March meeting.

7.0 Date and Time of Next Meeting –

The JOHSC meetings will be held on the third Tuesday of each month, from 1:00 p.m. to 2:30 p.m.

Dates:

March 15, 2022

April 19, 2022

May 17, 2022

June 21, 2022

July 19, 2022

August 16, 2022

Adjournment

Meeting adjourned at 2:16pm

Dennis Gillis, Management Co-Chair (Interim)

Arla Day, Employee Co-Chair

Calendar

Action Item	Person(s) Responsible	Target Date	Actions
NAOSH Week	Committee	February/March	Plan inhouse speaker
Memo to Distribution Group re heat stress guidelines	Committee/ Valerie Wadman	May	Review at May JOHSC meeting. Place announcement in SMUport in June referring employees to OH&S website.
Review of Terms of Reference/ Membership Terms Select JOHSC co-chairs	Committee	May/June	Review Terms of Reference Documents and Committee membership.
Occupational Health and Safety booklet	Valerie Wadman	August	Send to CAID for new Faculty orientation day in August. Send to Cont. Ed for instructors. Email to Deans and assistants in August an electronic copy. Email to TLC.
Fire Drills/Fire Warden	Dennis Gillis	October	Fire Drills and Warden updates. Review compliance regarding fire alarms.
WHMIS training Review	Committee	October	Review WHMIS Training annually. (Report to JOHSC when completed or if issues arise)
Workplace Inspections	Valerie Wadman on behalf of the JOHSC	October	Forward in October of each year
Annual Review of the OH&S Policy	Committee	October	Review the policy at October JOHSC meeting.
CURIE Inspections	Risk Manager	October	Risk manager to share CURIE inspection reports
Emergency Management	Dennis Gillis	November	Review procedures.