

Saint Mary's University, 923 Robie Street

Minutes for Joint Occupational Health and Safety Meeting held on April 18, 2023

Arla Day opened the meeting at 1:34 p.m. The following were in attendance:

Arla Day	Psychology	Member (Employee)
Liliane Bassil	EIT	Member (Employee)
Luke MacDonald	Engineering	Alternate (Employee)
Patrick Farmer	Facilities Management	Alternate (Employer)
Howard Donohoe	Geology	Member (Employee)
Mark Moffett	People and Culture	Member (Employer)
Suzanne van den Hoogen	Patrick Power Library	Alternate (Employer)
Valerie Wadman	Human Resources	HR Officer (OHS & Wellness)

Guests: **Martha Nakiduuli**

Regrets:

Roll Call:

1.0 Approval of Minutes of Last Meeting

Arla Day moved to accept the minutes of the March 21, 2023, 2023 meeting, and Suzanne van den Hoogen seconded the motion.

2.0 Outstanding Items from Previous Meeting

JOHSC training

Valerie Wadman

From previous minutes: Valerie Wadman advised members to take part in the free CCOHS training, paid for by the Department of Labour and Advanced Education. 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.

Valerie Wadman advised that the 15 people have completed the entire Intro to OHS course and 15 have started the course but not completed, out of 72 people who are registered for the course. The work on Intro to JOHSC has started, with an initial set of files already posted to Brightspace. Work is proceeding on the revisions to the OHS Program

Action: **Valerie Wadman to update the committee at the May 16, 2023 meeting.**

First Aid Training

Valerie Wadman

Valerie Wadman advised that work is continuing on First Aid training, as well as other first aid related issues.

Action: Valerie Wadman will update the committee at the May meeting.

WHMIS Training Review

Valerie Wadman

Valerie Wadman advised that the Science Safety sub-committee has asked for more time to complete the annual WHMIS review. She will report back on their response, after their next meeting.

Action: Valerie Wadman will update the JOHSC on the feedback from the Science Safety sub-committee, when received.

OHS Policy Annual Review

Valerie Wadman

Valerie Wadman advised that the Science Safety sub-committee has asked for more time to complete the annual OHS Policy review. She will report back on their response, after their next meeting.

Action: Valerie Wadman will update the JOHSC on the feedback from the Science Safety sub-committee, when received.

Air quality concerns

Arla Day

Further discussion on air quality concerns. Dennis Gillis advised that the systems are working as required.

Action: No further action required, beyond normal/regular operation and maintenance.

NAOSH Week

Valerie Wadman

Dr. Arla Day will be the speaker for the University NAOSH Day event.

Action: The JOHSC will be updated at the May meeting.

Violence in the Workplace Policy and Plan review

Valerie Wadman

Valerie Wadman advised that Kevin Kelloway has forwarded the updated Violence in the Workplace survey to Ethics. He is hoping to have the survey distributed by May 15, 2023

Action: Valerie Wadman to update the JOHSC at the May meeting.

3.0 Other Minutes and Reports

Science Safety Sub-committee

Arla Day

The Science Safety Sub-committee did not meet. Previous minutes were not available for review.

Administration Units Sub-committee

Arla Day

The December 15, 2022 and February 16 Administration Units Sub-committee minutes were distributed for review.

Aramark

Arla Day

The Aramark JOHSC March minutes were distributed for review. Aramark has advised that there will be no further meetings until September, 2023, due to the reduction in the number of staff.

SMUSA

Arla Day

Minutes were not available for review.

Childcare Facility

Arla Day

The Childcare JOHSC is not scheduled to meet until June, 2023.

Contractor Documentation

Valerie Wadman

Documentation was distributed for review.

Pandemic Update

Mark Moffett

Mark Moffett advised there are no new changes to COVID plans. The RTCAT is meeting on April 19, 2023 to discuss plans for the next semester regarding masking.

Psychologically Healthy Workplace

Arla Day

Suzanne van den Hoogen advised that Janelle McNutty is reaching out to departments asking them to review feedback with staff, from the results of the Employee Survey, and to get back to her. It was noted that some employees found the questions hard to understand and answer.

4.0 Injury and Incident Reports

Valerie Wadman

The March, 2023 incident report, graph and Residence statistics were distributed for review.

5.0 Workplace Inspection/Hazard Identification

Valerie Wadman

Valerie Wadman advised that inspections are still being received. She is continuing to contact managers re outstanding inspection reports.

6.0 New Business

Day of Mourning

Valerie Wadman

Valerie Wadman advised that the annual Day of Mourning, to remember workers who have died at work, will be held on April 28, 2023. There will be a service at Province House.

Action: No further action required.

7.0 Date and Time of Next Meeting –

Next meeting will be held on May 16, 2023.

Adjournment

Meeting adjourned at 2:08pm

Adam Sarty, Management Co-Chair

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.