

Saint Mary's University, 923 Robie Street

Minutes for Joint Occupational Health and Safety Meeting held on December 20, 2022

Arla Day opened the meeting at 1:30 p.m. The following were in attendance:

Arla Day	Psychology	Member (Employee)
Adam Sarty	FGSR	Member (Employer)
Liliane Bassil	EIT	Member (Employee)
Shellie Petrossie	Facilities Management	Alternate (Employee)
Jason Butler	Facilities Management	Alternate (Employee)
Patrick Farmer	Facilities Management	Alternate (Employer)
Luke MacDonald	Engineering	Member (Employee)
Valerie Wadman	Human Resources	HR Officer (OHS & Wellness)

Guests:

Regrets:

Roll Call:

1.0 Approval of Minutes of Last Meeting

Arla Day moved to accept the minutes of the November 15, 2022 meeting, and Jason Butler 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 the original email related to Brightspace Intro to OHS course was sent to JOHSC twice, as requested. Three JOHSC members have completed the training. Suzanne Van den Hoogen had volunteered to have the Library complete the course, as a pilot. Valerie Wadman recommended we proceed with the pilot as well as open up the course to the two safety sub-committees.

Action: Valerie Wadman to work with SAS to gain access for Library staff, and the two safety sub-committees to have access to the Brightspace Intro to OHS course.

First Aid Training

Valerie Wadman

Valerie Wadman advised she is still working on getting volunteers to be first aid attendants. The First Aid section of the OHS Program Emergency Preparedness chapter needs to be updated.

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

Communicable Disease Prevention Plan

Valerie Wadman

Valerie Wadman advised the memo to the co-chairs, for their signature, to go to Michelle Benoit, recommending approval of the Communicable Disease Prevention plan was reviewed by the remainder of the committee.

Action: Valerie Wadman to send the memo to Michelle Benoit recommending approval of the Communicable Disease Prevention plan, on behalf of the two co-chairs.

Annual Fire Drill Update

Dennis Gillis

Pat Farmer advised that all buildings, including Residences. A written report will be ready for the January, 2023 meeting.

Action: Pat Farmer will prepare a written report on the annual fire drills and forward to the JOHSC for review.

WHMIS Training Review

Valerie Wadman

Valerie Wadman advised that the Administrative Units Safety sub-committee has reviewed the current WHMIS training program and do not have any recommendations for change. She will report back on the Science Safety sub-committee 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 policy has been distributed for the annual review. To date, the only feedback received has been related to a title change. Valerie Wadman advised that the Administrative Units Safety sub-committee has reviewed the OHS Policy and do not have any recommendations for change. She will report back on the Science Safety sub-committee response, after their next meeting.

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

Auto Scrubbers

Shellie Petrossie

Shellie Petrossie advised that additional training was provided on auto scrubbers but it not cover safe driving.

Action: No further action required.

Faculty Home Office Inspections

Valerie Wadman

Valerie Wadman advised that the faculty member who asked if faculty should be completing home inspections, has been advised it is not required under the Flexible Workplace policy.

Action: No further action required.

Management Safety Communication Employee Engagement Survey Results Valerie Wadman

Mark Moffett advised that the University plan is to have individual units respond to the findings of the survey and create two to three action items for responding to the results, based on the needs of their specific units, possibly resulting in that safety communications concerns will not make the top two or three. Discussion followed on the role of the safety committee, and that the committee is already playing a role in safety communications. After discussion, it was decided that there was not a need for follow-up, by the JOHSC. If it is determined it is more of an issue, sometime in the future, the issue can be re-visited.

Action: No further action required

Annual Emergency Management Update

Dennis Gillis

Valerie Wadman advised this is on the JOHSC annual calendar. The item will be deferred until the December meeting.

Action: Dennis Gillis to update the JOHSC at the January 17, 2023 meeting.

3.0 Other Minutes and Reports

Science Safety Sub-committee

Arla Day

March, 2022 and September, 2022 minutes were distributed for review. The Science Safety Sub-committee met in November. Minutes will be available after their next meeting.

Administration Units Sub-committee

Arla Day

The Administration Units Sub-committee met in November. The minutes will be distributed with the January JOHSC documentation.

Aramark

Arla Day

The November 4, 2022 minutes were distributed for review.

SMUSA

Arla Day

The November 30, 2022 minutes were distributed for review. Adam Sarty advised he will connect with the VPAR re safety communications with SMUSA.

Childcare Facility

Arla Day

The December 13, 2023 minutes were distributed for review.

Contractor Documentation

Valerie Wadman

No safety plans received this month.

Pandemic Update

Valerie Wadman/Mark Moffett

Valerie Wadman advised there are plans being made to hire some students who can talk to their peers in the new year about University masking requirements. T-shirts have been ordered.

Psychologically Healthy Workplace

Arla Day

Arla Day advised that she was met with Michelle Benoit and others re Self-care training for senior leaders, in the new year. The focus of the training will be on leaders can practice self-care themselves and how to support their teams in self-care.

4.0 Injury and Incident Reports

Valerie Wadman

The November, 2022 incident report, graph and Residence statistics were distributed for review.

5.0 Workplace Inspection/Hazard Identification

Valerie Wadman

Valerie Wadman advised that she has reviewed the inspection spreadsheet that Facilities Management use to track received inspections. She has contacted senior leaders who still have outstanding inspection reports, for their area, and ask that they be prepared and forwarded to Facilities Management. Home inspections are being received. She noted that as per safety legislation, employers and owners are required to maintain inspection records for at least two years.

6.0 New Business

Changes to WHMIS Regulations consultation

Valerie Wadman

Valerie Wadman distributed a document, from the NS Department of Labour, detailing changes that are being made to the WHMIS Regulations. The information has also been sent to the two safety sub-committees. The regulations require that safety committees be consulted on any changes to safety legislation.

Action: Committee members are asked to review the document and provide any feedback by January 13, 2023.

Sharps related incidents

Valerie Wadman

Valerie Wadman advised there was a sharps related incident, where two syringes have been found in the trash. The responsible person, in that area, has been advised of the incident and a Sharps contained is being placed on the floor. Facilities Management have a supply of Sharps containers and will install

them when required. Shellie Petrossie note that sometimes sharp items will protrude from the glass boxes in Science.

Action: Valerie Wadman will contact the Dean of Science re this issue.

Air quality concerns

Arla Day

Arla Day advised she has been receiving many questions related to various aspects of air quality. She will forward these questions to Facilities Management and the OHS Office. Howard Donohoe noted that this discussion was also held in April, 2022, based on questions from part-time faculty. The questions and answers were included in the JOHSC minutes. It was also noted there used to be information on the website, but it has been removed. Next steps were discussed.

Action: Valerie Wadman will collect the information that was in the previous JOHSC minutes and the information that used to be on the website. Pat Farmer will review the information to see if anything has changed and update, if required. The information will then be sent to Arla Day to see if it answers the questions that have been asked.

7.0 Date and Time of Next Meeting –

Next meeting will be set for January 17, 2023.

Adjournment

Meeting adjourned at 3:03pm

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.