

Saint Mary's University, 923 Robie Street

## Minutes for Joint Occupational Health and Safety Meeting held on February 21, 2023

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

Arla Day	Psychology	Member (Employee)
Liliane Bassil	EIT	Member (Employee)
Shellie Petrossie	Facilities Management	Alternate (Employee)
Dennis Gillis	Facilities Management	Member (Employer)
Patrick Farmer	Facilities Management	Alternate (Employer)
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:

### Regrets:

### Roll Call:

#### 1.0 Approval of Minutes of Last Meeting

Mark Moffett moved to accept the minutes of the December 20, 2022 meeting, and Shellie Petrossie 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](https://www.ccohs.ca/catalog/courses_list_nova.php).

Valerie Wadman advised that the two safety sub-committee members and Library employees have been added to the Brightspace OHS course, for a total of 72 people. Eight people have completed the entire course and 15 have started the course but not completed. Suzanne van den Hoogen has sent a reminder to Library employees.

**Action:** Valerie Wadman to update the committee at the March 21, 2023 meeting.

##### 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 March meeting.**

**Communicable Disease Prevention Plan**

**Valerie Wadman**

Valerie Wadman advised the memo to Michelle Benoit, on behalf of the JOHSC co-chairs, recommending approval of the Communicable Disease Prevention plan was sent on January 11, 2023. A response has not been received.

**Action: Valerie Wadman to resend the memo to Michelle Benoit, on behalf of the JOHSC co-chairs.**

**Annual Fire Drill Update**

**Dennis Gillis**

No update available.

**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.**

**Annual Emergency Management Update**

**Dennis Gillis**

Dennis Gillis advised that the coordination of emergency management meetings was assigned to Risk Management. Until a new risk manager is hired, Valerie Wadman, between now and the next annual meeting, will work with Dennis Gillis to set up meetings, as required.

**Action: No further action required.**

**Changes to WHMIS Regulations consultation**

**Valerie Wadman**

Valerie Wadman advised she has not received any feedback from any of the committees regarding changes to the WHMIS Regulations.

**Action: No further action required.**

**Sharps related incidents**

**Valerie Wadman**

Valerie Wadman advised the Dean of Science has been advised of the concern and is forwarding the concern to the safety committee.

**Action: No further action required.**

**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.**

**3.0 Other Minutes and Reports**

**Science Safety Sub-committee**

**Arla Day**

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

**Administration Units Sub-committee**

**Arla Day**

The Administration Units Sub-committee met in February. Minutes will be available after the March meeting.

**Aramark**

**Arla Day**

The January, 2023 minutes were distributed for review.

**SMUSA**

**Arla Day**

The February, 2023 minutes were distributed for review.

**Childcare Facility**

**Arla Day**

Minutes have not been received. The Childcare Facility has been contacted.

**Contractor Documentation**

**Valerie Wadman**

Two safety plans were distributed for review.

**Pandemic Update**

**Valerie Wadman/Mark Moffett**

Mark Moffett advised there are ongoing conversations related to masking as there is no capacity to enforce the masking mandate.

## **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 December, 2022 to January 31, 2023 incident report, graph and January Residence statistics were distributed for review. Residence statistics were not available for December.

## **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**

### **NAOSH Week**

**Valerie Wadman**

NAOSH Week will be May 1 – 5, 2023. Valerie Wadman asked the committee if they had any ideas for topics. Arla Day advised she will discuss with the OHP Group. She also advised that the meeting be hybrid, so people external to SMU can be invited.

**Action: The JOHSC will be updated at the March meeting.**

## **7.0 Date and Time of Next Meeting –**

Next meeting will be set for March 21, 2023.

## **Adjournment**

Meeting adjourned at 3:03pm

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Adam Sarty, Management Co-Chair

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Arla Day, Employee Co-Chair

## Calendar

<b>Action Item</b>	<b>Person(s) Responsible</b>	<b>Target Date</b>	<b>Actions</b>
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.