



Saint Mary's University, 923 Robie Street

Minutes for Joint Occupational Health and Safety meeting held on January 15, 2025

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

Arla Day	Psychology	Member (Employee)
Adam J Sarty	FGSR	Member (Employer)
Shellie Petrossie	Facilities Management	Member (Employee)
Patrick Farmer	Facilities Management	Alternate (Employer)
Howard Donohoe	Geology	Member (Employee)
Mark Moffett	People & Culture	Member (Employer)
Valerie Wadman	Human Resources	HR Officer (OHS & Wellness)

Guests: Martha Nakiduuli

Regrets:

Roll Call:

1.0 Approval of Minutes of Last Meeting

The December 18, 2024 minutes were not approved due to a lack of quorum.

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, Skills & Immigration. 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 work is continuing. Broken links, etc., have been fixed. Some issues have been more complex than first expected. There are still other issues that need to be corrected before the pilot can be rolled out.

Action: Valerie Wadman to update the JOHSC at the February 26, 2025 meeting.

Emergency Management Annual update

Dennis Gillis

Dennis Gillis reported that the Emergency Management Working Group will meet on February 14, 2025

Action: Dennis Gill to update the committee at the February, 2025 meeting.



International Travel Registry

Adam Sarty

Adam Sarty asked that the title of this item be changed from “Risk Management regarding international travel and international field schools” be change to “International Travel Registry. He advised a travel registry will be developed in-house in the new year. The first international field school trip has gone through the field school trip process. All international field school trips will now go through this process.

Action: Adam J Sarty will update the committee at the January 15, 2025 meeting.

Water content concerns

Dennis Gillis

Dennis Gillis advised that they are obtaining pricing for the signs. The Facilities project team will set up a meeting to discuss FAQs for the OHS website.

Action: Dennis Gillis to update the committee at the February 26, 2024 meeting.

OHS Annual Policy review – calendar item

Valerie Wadman

Valerie Wadman will make the recommended changes to the policy and send to the JOHSC.

Action: Valerie Wadman to update the committee at the February 26, 2024 meeting.

Transport Canada TDG Inspections

Valerie Wadman

Valerie Wadman distributed a copy of the TDG Inspection report. The inspection went very well, with no concerns noted.

Action: No further action required.

3.0 Other Minutes and Reports

Science Safety Sub-committee

Arla Day

The December 13, 2024 minutes and a Science safety policy were distributed for review

Administration Units Sub-committee

Arla Day

The committee did not meet in December. The January meeting will be on January 20, 2025

Aramark

Arla Day

Their first meeting for the new year is scheduled for January 20, 2025.



SMUSA

Arla Day

No minutes available for review. A message from SUMSA has been received, advising that they have not received a response to their concerns. The two co-chairs will contact them.
From June minutes: Arla Day and Arla Day will connect with SMUSA re the whistleblower reference

Action: The JOHSC co-chairs will contact SMUSA and set up a meeting.

Childcare Facility

Arla Day

The August 21st and November 27th minutes were distributed for review.

Contractor Documentation

Valerie Wadman

No new contractor safety documentation to review.

Item carried over from October meeting: Adam Sarty shared a proposal from Procurement to add language to the RFP document.

Dennis Gillis advised this item is not completed yet. It will be completed and forwarded to the JOHSC by January 31, 2025.

Action: Dennis Gillis to update at the February 26, 2025 meeting.

Pandemic Updates

Mark Moffett

No new updates.

Psychologically Healthy Workplace

Arla Day

No new updates.

Indoor Air Quality Updates

Dennis Gillis

The Facilities Management IAQ policy and worksheet was distributed for review. JOHSC members to review and provide feedback.

Violence in the Workplace Policy and Prevention Plan review

Valerie Wadman

No new updates.

4.0 Injury and Incident Reports

Valerie Wadman

The November, 2024 and December, 2024 incident reports, graph and Resident statistics were distributed for review.

5.0 Workplace Inspection/Hazard Identification**Valerie Wadman**

The spreadsheet showing which inspection reports have been received has been distributed for review. Valerie Wadman to send out reminders.

6.0 New Business**JOHSC Meeting Times****Valerie Wadman**

It was agreed to leave the meeting times, as is.

Action: No action required.

7.0 Date and Time of Next Meeting –

Meetings for the academic year will be on Wednesday at 1:00 p.m. Appointments have been sent to the committee. The next meeting will be January 1, 2025

Adjournment

Meeting adjourned at 1:45 p.m.

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.