

Saint Mary's University, 923 Robie Street

Minutes for Joint Occupational Health and Safety Meeting held on January 18, 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)
Suzanne van de Hoogen	Patrick Power Library	Alternate (Employee)
Patrick Farmer	Facilities Management	Alternate (Employer)
Shellie Petrossie	Facilities Management	Alternate (Employee)
Matt Dickinson	Risk & Insurance services	Alternate (Employer)
Valerie Wadman	Human Resources	HR Officer (OHS & Wellness)

Guests: Kyle Whynot

Regrets:

Roll Call:

1.0 Approval of Minutes of Last Meeting

Howard Donohoe moved to accept the minutes of the December 21st, 2021 meeting, and Shellie Petrossie seconded the motion.

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 advised the Psychology Graduate Program will identify graduate student who will continue the work. At this time, it's unknown when the work will start, potentially in the summer.

Action: Adam Sarty will update the committee at the February 18, 2022 meeting.

Internal Audits

Valerie Wadman/Matt Dickinson

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 at the February 18, 2022 meeting.

Fire Drills/Fire Wardens

Dennis Gillis

Pat Farmer advised that all fire drills were completed except for the Student Centre.

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

3.0 Other Minutes and Reports

Science Safety Sub-committee

Arla Day

The November and December minutes were posted for review.

Adam Sarty advised that the University is working with Dalhousie to set up an agreement for safety assistance, such as Biological Safety Officer and Radiation Services officer activities. The agreement should be done within a month or two.

Administration Units Sub-committee

Arla Day

The Administrative Units sub-committee met on December 21, 2022. The minutes will be available after the January meeting.

Aramark

Arla Day

The Aramark JOHSC November, 2021 minutes were distributed for review. They did not meet in December due to the low number of employees on site.

SMUSA

Arla Day

The SMUSA JOHSC October and November minutes were distributed for review. The SMUSA JOHSC did not meet in December.

Childcare Facility

Arla Day

The JOHSC Childcare Facility meets quarterly and is due to meet in January, 2022.

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.

Pandemic Update

Mark Moffett/Dennis Gillis

Matt Dickenson provided an update to the committee on a communication that is currently being drafted and will be sent out to faculty, staff and students regarding return to Campus and other pandemic planning information.

Shellie Petrossie inquired what campus COVID information could be shared without breaching confidentiality. One area of concern is residence staff. Residence staff would like to be informed of what areas of residence are seeing high COVID numbers so they can take advantage of all PPE available when working in these areas. Valerie Wadman will discuss with Roberta Graham and get back to Shellie

Psychologically Healthy Workplace

Mark Moffett/Valerie Wadman

There was discussion around stress of employees, which could be linked to COVID restrictions. The potential for a workshop on stress management and providing stress management resources for employees was discussed. Suzanne advised the Counselling Centre has provided a session for her employees.

4.0 Injury and Incident Reports

Valerie Wadman

The December, 2021 incident reports, graph and residence statistics were shared for review

5.0 Workplace Inspection/Hazard Identification

Valerie Wadman

At this time, the time of returned inspection reports are unknown. Pat Farmer will check on the numbers and report back to the committee.

Action: Matt Dickinson will forward the last CURIE inspection report to the JOHSC. Pat Farmer will update the committee on the number of returned inspections.

6.0 New Business

No new business

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:

February 15, 2022

March 15, 2022

April 19, 2022

May 17, 2022

June 21, 2022

July 19, 2022

Adjournment

Meeting adjourned at 1:33pm

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.