



Saint Mary's University, 923 Robie Street

Minutes for Joint Occupational Health and Safety Meeting held on June 12, 2023

Arla Day opened the meeting at 1:36 p.m. The following were in attendance:

Arla Day	Psychology	Member (Employee)
Adam Sarty	FGSR	Member (Employer)
Howard Donohoe	Geology	Member (Employee)
Michael Chiwawa	VP Finance & Admin	Member (Employer)
Patrick Farmer	Facilities Management	Alternate (Employer)
Mark Moffett	People and Culture	Member (Employer)
Valerie Wadman	Human Resources	HR Officer (OHS & Wellness)

Guests: **Martha Nakiduuli**

Regrets:

Roll Call: Michael Chiwawa was introduced to the committee. He will be the new alternate for Mark Moffett.

1.0 Approval of Minutes of Last Meeting

Adam Sarty moved to accept the minutes of the May 16, 2023, meeting, and Dennis Gillis 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 there have been no new completions to the Intro to OHS course. Out of 74 people who are registered for the course, 12 people have completed the entire course and 19 have started the course but not completed. And there have been two more people that have enrolled in the course. The work on Intro to JOHSC has started and will hopefully be ready to start by the end of June. Once it is completed, Valerie Wadman will send out a reminder to get the course participation.

Action: **Valerie Wadman to send out reminders to members and will update at the September, 2023 meeting.**

Violence in the Workplace Policy and Plan review**Valerie Wadman**

Kevin Kelloway and Mark Fleming have provided approval along with that from Ethics for the survey and are in the process of putting the survey up onto Qualtrics. It will be put out within the next few weeks.

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

JOHSC Terms of Reference (TOR)**Valerie Wadman**

The JOHSC Terms of Reference were distributed for the review.

Action: Committee members will review the TOR and forward any comments or suggestions for revision to Valerie Wadman

OHS New Employee Booklet**Valerie Wadman**

A copy of the OHS New Employee Orientation Booklet was distributed for review. Recommended revisions to the booklet were added by Valerie and additional feedback was provided.

Action: Valerie Wadman will make the recommended changes and forward the booklet to the JOHSC to review.

3.0 Other Minutes and Reports**Science Safety Sub-committee****Arla Day**

No minutes available for review.

Administration Units Sub-committee**Arla Day**

April minutes were distributed for review.

Aramark**Arla Day**

The Aramark JOHSC is not scheduled to meet until September 2023.

SMUSA**Arla Day**

SMUSA June minutes were distributed for review.

Childcare Facility**Arla Day**



The Childcare Facility is scheduled to meet in June 2023.

Contractor Documentation

Valerie Wadman

No new documentation received in the past month.

Pandemic Update

Mark Moffett & Valerie Wadman

Mark Moffett and Valerie Wadman advised that no new changes have been made towards the mask and pandemic policy at the university. Masks will be encouraged and not mandatory in classrooms in the next semester.

Psychologically Healthy Workplace

Arla Day

Arla Day advised that this summer's institute is looking at developing healthy workplaces training which will take place in July 24 – 26 and is open to all Saint Mary's employees to attend. Arla requested that this information be added to the community bulletin board.

4.0 Injury and Incident Reports

Valerie Wadman

The January & May 2023 incident report, graph and Residence statistics were distributed for review.

5.0 Workplace Inspection/Hazard Identification

Valerie Wadman

Valerie Wadman advised that Job Hazard Assessment for the new arena has begun. Workplace inspection checklists continue to trickle in.

6.0 No New Business

7.0 Date and Time of Next Meeting –

Next meeting will tentatively be held on September 19, 2023.

Adjournment

Meeting adjourned at 2:40pm

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.