

Saint Mary's University, 923 Robie Street

Minutes for Joint Occupational Health and Safety Meeting held on June 27, 2022

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

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

Guests: Martha Nakiduuli

Regrets:

Roll Call:

1.0 Approval of Minutes of Last Meeting

Adam Sarty moved to accept the minutes of the May 24, 2022 meeting, and Liliane Bassil 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 she is meeting with SAS on June 28th to start working on putting the first course, Intro to OHS, on Brightspace.

Action: Valerie Wadman to update the committee at the September meeting.

First Aid Training

Valerie Wadman

Valerie Wadman advised she did not receive any feedback from JOHSC regarding the Department Labour First Aid Guide for Employers, which explained the changes to the First Aid regulations. She met with the Dean of Science, Manager, Custodial, Assistant Director, Homburg Centre. All Science lab technicians and Homburg front desk staff will have Intermediate (2-day) First Aid training. Currently, University Security staff have taken a five day Advanced First Aid training course.

Advanced training will now be 10 days. Due to our proximity to the QEII Hospital, the University is not required to train first aiders in advanced training. University Security staff will have Intermediate First Aid training. Contract Security staff all have Emergency (1-day) First Aid training

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

Heat Stress Guidelines

Valerie Wadman

Valerie Wadman advised that Mark Moffett forwarded information on the heat stress guidelines to the Senior Management Group. It was also posted on SMUPort and the link to the information on the OHS website was included in the University newsletter. The heat stress guideline for first aiders was sent to all first aiders.

Action: No further action required.

JOHSC TOR Annual Review

Valerie Wadman

Valerie Wadman advised she did not receive any feedback on the JOHSC Terms of Reference.

Action: No further action required.

Sexual Violence Response Team Annual Report

Valerie Wadman

The JOHSC is provided a copy of the Sexual Violence Response Team Annual Report, for information purposes only.

Action: No further action required.

3.0 Other Minutes and Reports

Science Safety Sub-committee

Arla Day

No new minutes available. Adam Sarty will contact the Dean of Science.

Administration Units Sub-committee

Arla Day

March and May minutes were distributed for review.

Aramark

Arla Day

Due to staff layoffs, the Aramark JOHSC will not be meeting until

SMUSA

Arla Day

SMUS advised they did not meet in May due to work schedules and other events.

Childcare Facility

Arla Day

The Childcare JOHSC is not scheduled to meet until July, 2022.

Contractor Documentation

Valerie Wadman

Construction safety plans were distributed for review.

Pandemic Update

Mark Moffett/Matt Dickinson

No new updates available

Psychologically Healthy Workplace

Arla Day/Valerie Wadman

Arla Day advised that the CN Centre for OHS would be hosting a 20th anniversary event re Psychologically Healthy Workplace in the fall.

4.0 Injury and Incident Reports

Valerie Wadman

The May, 2022 incident reports, graph and Residence statistics were distributed for review.

5.0 Workplace Inspection/Hazard Identification

Valerie Wadman

EIT were able to retrieve inspection reports for 2021. Work orders have been created for items requiring work orders.

6.0 New Business

Infection Control Program

Valerie Wadman

Earlier in the year, the Department of Labour, Skills and Immigration had recommended that employers create infection control procedures. After discussion, the JOHSC decided the University should follow this recommendation.

Action: Valerie Wadman to create a draft plan and distribute to JOHSC for review.

7.0 Date and Time of Next Meeting –

Valerie Wadman will send out meeting invitations for September, 2022 to June, 2022 over the summer.

Adjournment

Meeting adjourned at 2:12pm

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.