

Saint Mary's University, 923 Robie Street

Minutes for Joint Occupational Health and Safety Meeting held on March 15, 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)
Howard Donohoe	Geology	Member (Employee)
Liliane Bassil	EIT	Member (Employee)
Dennis Gillis	Facilities Management	Member (Employer)
Luke MacDonald	Engineering	Alternate (Employee)
Matt Dickinson	Risk and 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 January 18, 2022 minutes, and Dennis Gillis seconded the motion.

Dennis Gillis moved to accept the minutes of the February 15, 2022 meeting, Howard Donohoe 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 completed a rough draft of the intro to OHS training package, Valerie Wadman has received some feedback on this and is open to more feedback from the committee.

Action: Valerie Wadman will continue to update the committee on JOHSC training.

NAOSH Week

Valerie Wadman

Valerie Wadman discussed the appropriate delivery approach for NAOSH week event, provided by Arla Day, starting in the early May. JOHSC came to the consensus of a hybrid delivery system

Action: Valerie Wadman will update the committee in the May, 2022

Fire Drills/Fire Wardens

Dennis Gillis

Summary report has been received for all fire drills, common issues are not having an identified fire warden, small technical issues such as a speaker not working. Dennis Gillis will provide a copy of the summary report.

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

3.0 Other Minutes and Reports

Science Safety Sub-committee

Arla Day

No new minutes available.

Administration Units Sub-committee

Arla Day

January 20, 2022 minutes were distributed for review.

Aramark

Arla Day

The March 4, 2022 minutes distributed for review. JOHSC discussed changing our minutes format to a table based format such as Aramark.

SMUSA

Arla Day

No new minutes available.

Childcare Facility

Arla Day

The Childcare JOHSC committee is scheduled to meet in April.

Contractor Documentation

Valerie Wadman

No comments

Pandemic Update

Mark Moffett/Matt Dickinson

No Major updates, University will be extending the majority of restrictions until the end of the academic year.

Psychologically Healthy Workplace

Mark Moffett/Valerie Wadman

No update available.

4.0 Injury and Incident Reports

Valerie Wadman

The February, 2022 Incident report, Graph and Residence statistics were posted for review.

5.0 Workplace Inspection/Hazard Identification

Valerie Wadman

From previous meeting: The person, in Facilities Management, who had been updating the spreadsheet, is no longer employed. Pat Farmer will find the spreadsheet and update the committee on the numbers of inspection reports that have been received. Once any deficiencies on the inspection reports have been addressed by Facilities, the reports will be forwarded to Valerie Wadman to review any items that did not require a work order to correct.

Spreadsheet has not been found yet, Patrick is trying to get a hold of the student to help determine the location of the spreadsheet

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

6.0 New Business

JOHSC Responsibilities

Arla Day

JOHSC committee responsibilities are outlined in the University Occupational Health and Safety Program Manual. Committee then discussed how the line of communications should work with the unions, and advice on communicating concerns/information to the unions.

Action: No further action required.

First Aid Training

Valerie Wadman

Discussed first-aid training for all ranges of staff, faculty and students. The JOHSC discussed about creating a more uniform and organized approach for first-aid requirements among departments and field trip requirements. The Department Labour, in a previous inspection, advised that for first aid purposes, Saint Mary's is an industrial environment, not an office environment. A first aid room is required and Student Health Services agreed that the Student Health Centre would be the University First Aid room. Howard Donohoe asked about requirements for field trips concerning distance to hospitals, area, how will first aid be brought into field trips

Action: Valerie Wadman to advise JOHSC when revised First Aid regulations are issued.

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:

June 21, 2022

Adjournment

Meeting adjourned at 2:01pm

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.