



Saint Mary's University, 923 Robie Street

Minutes for Joint Occupational Health and Safety meeting held on March 19, 2025

Adam Sarty opened the meeting at 1:00 p.m. The following were in attendance:

Adam J Sarty	FGSR	Member (Employer)
Suzanne van den Hoogen	Library	Alternate (Employer)
Patrick Farmer	Facilities Management	Alternate (Employer)
Howard Donohoe	Geology	Member (Employee)
Valerie Wadman	Human Resources	OHS Consultant

Guests: Martha Nakiduuli

Regrets: Mark Moffett, Arla Day, Shellie Petrossie

Roll Call:

1.0 Approval of Minutes of Last Meeting

The December 18, 2024 & January 15, 2025 minutes were not approved due to a lack of quorum. The JOHSC met on February 26, 2025, but did not proceed 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.

Update: People & Culture are reviewing the Intro to OHS course, as a pilot. There are still some issues related to creating reports of employees to be assigned to either Brightspace or the new PD platform.

Action: Valerie Wadman to update the JOHSC at the April 16, 2025 meeting.

Emergency Management Annual update

Patrick Farmer

Patrick Farmer reported that the Emergency Management Working Group met on February 14, 2025, to review the Emergency Management Policy and Communication. The Group is also reviewing the emergency related procedures that departments were asked to complete. The Emergency Working group is still on going and they are going to meet again and then update the group. And working on the developments.

Action: Dennis Gill to update the committee at the April 16, 2025 meeting.



International Travel Registry

Adam Sarty

Adam Sarty advised he and Miyuki Arai have hired a recent graduate to create an online simple registry platform using free tools.

Action: Adam J Sarty will update the committee at the April 16, 2025 meeting.

Water content concerns

Dennis Gillis

Valerie Wadman advised Facilities Management has asked for a new quote, as the first quote included the external signage company installing the signs. FM Maintenance & Operations staff will install the signs. FAQs are almost ready and signs are almost ready to go on the website.

Action: Dennis Gillis to update the committee at the April 16, 2025 meeting.

OHS Annual Policy review – calendar item

Valerie Wadman

Valerie Wadman advised the revised policy was put into the new format and forwarded to Claire Milton. Once the policy has been reviewed by Claire, it will be posted as required.

Action: Valerie Wadman to update the committee at the April 16, 2025 meeting.

JOHSC Meeting Times

Valerie Wadman

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

Action: No action required.

3.0 Other Minutes and Reports

Science Safety Sub-committee

Adam Sarty

No minutes available for review. The committee met in January, but the February meeting was cancelled due to the storm.

Administration Units Sub-committee

Adam Sarty

January 16, 2025 meeting minutes distributed for review.

Aramark

Adam Sarty

The January 16, 2025 and February 20, 2025 meeting minutes distributed for review.



SMUSA

Adam Sarty

The February 24, 2025 minutes distributed for review. Adam Sarty advised he is working with SMUSA on reporting issues.

Childcare Facility

Adam Sarty

The March 15, 2025 minutes were distributed for review.

Contractor Documentation

Valerie Wadman

Contractor safety documentation was distributed for review. Proposed language for tender documentation was agreed to.

Action: Valerie Wadman will forward the new proposed language to Procurement.

Pandemic Updates

Mark Moffett

No new updates.

Psychologically Healthy Workplace

Arla Day

No new updates.

Indoor Air Quality Updates

Dennis Gillis

Valerie Wadman advised that there wasn't any feedback on the Facilities Management IAQ policy and worksheet that was distributed for review. Dennis Gillis, Pat Farmer, and Valerie Wadman met to review and revised the policy. Some minor changes were made. The revised policy was distributed for review. Pat Farmer advised it was important that any issues be reported immediately.

Violence in the Workplace Policy and Prevention Plan review

Valerie Wadman

Mark Moffett is arranging for the Senior Director, Department of Labour, Skills & Immigration to present to the Senior Management Teams, on the upcoming changes to the OHS Act to include psychological injury.

4.0 Injury and Incident Reports

Valerie Wadman

The January 2025 and February, 2025 Incident reports, graph and Resident statistics were distributed for review.

5.0 Workplace Inspection/Hazard Identification

Valerie Wadman

No update available.



6.0 New Business

NAOSH Week

Valerie Wadman

Valerie Wadman proposed that the Department of Labour, Skills & Immigration be invited to speak on the upcoming changes to provincial legislation regarding psychological safety. The committee agreed.

Action: Valerie Wadman to make arrangements for the speaker and update the JOHSC at the April 16, 2025 meeting.

Employee Safety Orientation Booklet

Valerie Wadman

An updated copy of the OHS Orientation Booklet was distributed for review, due to significant changes. Lorri Bower, Respectful workplace Adviser has provided text regarding the Respectful Workplace Policy and Code of Conduct. Information related to drinking water and indoor air quality has also been added to the booklet.

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 April 16, 2025

Adjournment

Meeting adjourned at 1:49 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.