

Saint Mary's University, 923 Robie Street

## **Minutes for Joint Occupational Health and Safety Meeting held on March 21, 2023**

Adam Sarty opened the meeting at 1:34 p.m. The following were in attendance:

Arla Day	Psychology	Member (Employee)
Liliane Bassil	EIT	Member (Employee)
Dennis Gillis	Facilities Management	Member (Employer)
Patrick Farmer	Facilities Management	Alternate (Employer)
Mark Moffett	People and Culture	Member (Employer)
Adam Sarty	FGSR	Member (Employer)
Suzanne van den Hoogen	Patrick Power Library	Alternate (Employer)
Valerie Wadman	Human Resources	HR Officer (OHS & Wellness)

**Guests:**        **Martha Nakiduuli**

**Regrets:**      **Howard Donohoe**

### **Roll Call:**

#### **1.0 Approval of Minutes of Last Meeting**

Arla Day moved to accept the minutes of the February 21, 2023, 2023 meeting, as revised, and Dennis Gill 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](https://www.ccohs.ca/catalog/courses_list_nova.php).

Valerie Wadman advised that the 14 people have completed the entire Intro to OHS course and eight have started the course but not completed. She recommended that the course be rolled out to all employees, with the review still continuing. Adam Sarty recommended the course also be provided to graduate students. Valerie advised there are a number of outstanding changes to the OHS Program, that have been previously reviewed and approved by the three safety committees, that need to be issued. She recommended that those changes and information on the online course be sent to the employees at the same time.

**Action:**        **Valerie Wadman to update the committee at the April 18, 2023 meeting.**

**First Aid Training****Valerie Wadman**

Valerie Wadman advised that First Aid training will be set up for May. The First Aid section of the OHS Program Emergency Preparedness chapter needs to be updated. She advised that employees who were to have Advanced First aid training, as prescribed in their job descriptions, will be able to take another five day course, instead of 10 day Advanced First Aid training.

**Action: Valerie Wadman will update the committee at the April meeting.**

**Communicable Disease Prevention Plan****Valerie Wadman**

Valerie Wadman advised that Michelle Benoit has approval of the Communicable Disease Prevention Plan.

**Action: No further action required.**

**Annual Fire Drill Update****Dennis Gillis**

A copy of the fire drill report for 2022 was distributed.

**Action: No further action required.**

**WHMIS Training Review****Valerie Wadman**

Valerie Wadman advised that the Science Safety sub-committee has asked for more time to complete the annual WHMIS review. She will report back on their response, after their next meeting.

**Action: Valerie Wadman will update the JOHSC on the feedback from the Science Safety sub-committee, when received.**

**OHS Policy Annual Review****Valerie Wadman**

Valerie Wadman advised that the Science Safety sub-committee has asked for more time to complete the annual OHS Policy review. She will report back on their response, after their next meeting.

**Action: Valerie Wadman will update the JOHSC on the feedback from the Science Safety sub-committee, when received.**

**Air quality concerns****Arla Day**

Further discussion on air quality concerns. Dennis Gillis advised that the systems are working as required.

**Action: No further action required, beyond normal/regular operation and maintenance.**

**NAOSH Week****Valerie Wadman**

Dr. Arla Day will be the speaker for the University NAOSH Day event.

**Action:**        **The JOHSC will be updated at the April meeting.**

### **3.0 Other Minutes and Reports**

#### **Science Safety Sub-committee**

**Arla Day**

The Science Safety Sub-committee met in February. Minutes will be available after the March 30<sup>th</sup> meeting.

#### **Administration Units Sub-committee**

**Arla Day**

The Administration Units Sub-committee is meeting on March 23, 2023. February minutes will be available after the meeting.

#### **Aramark**

**Arla Day**

Minutes are not available for review.

#### **SMUSA**

**Arla Day**

The February, 2023 minutes were distributed for review.

#### **Childcare Facility**

**Arla Day**

The February, 2023 JOHSC minutes were distributed for review.

#### **Contractor Documentation**

**Valerie Wadman**

Safety plans were distributed for review.

#### **Pandemic Update**

**Mark Moffett**

Mark Moffett advised there are no new changes to COVID plans. Suzanne van den Hoogen advised that mask wearing by students is about the same ratio now, as before the change to the policy.

#### **Psychologically Healthy Workplace**

**Arla Day**

Adam Sarty noted that psychological safety was part of the employee survey, and the committee should pay attention to the University response to psychological safety.

### **4.0 Injury and Incident Reports**

**Valerie Wadman**

January 1, 2023 to February 28, 2023 incident report, graph and February Residence statistics were distributed for review.

## **5.0 Workplace Inspection/Hazard Identification**

**Valerie Wadman**

Valerie Wadman advised that inspections are still being received. She is continuing to contact managers re outstanding inspection reports.

## **6.0 New Business**

### **Violence in the Workplace Policy and Plan review**

**Valerie Wadman**

Valerie Wadman advised that employers are expected to review violence prevention plans every five years. The SMU five year review is due August, 2023. Valerie has met with Kevin Kelloway and he is willing to oversee the violence in the workplace survey again. Due to other commitments, the survey will have to be done in May.

**Action: Valerie Wadman to update the JOHSC at the April meeting.**

## **7.0 Date and Time of Next Meeting –**

Next meeting will be held on April 18, 2023.

## **Adjournment**

Meeting adjourned at 2:37pm

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Adam Sarty, Management Co-Chair

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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.