

Saint Mary's University, 923 Robie Street

Minutes for Joint Occupational Health and Safety Meeting held on May 16, 2023

Arla Day opened the meeting at 1:34 p.m. The following were in attendance:

| | | |
|------------------------|-----------------------|-----------------------------|
| Arla Day | Psychology | Member (Employee) |
| Adam Sarty | FGSR | Member (Employer) |
| Liliane Bassil | EIT | Member (Employee) |
| Mark Moffett | People and Culture | Member (Employer) |
| Dennis Gillis | Facilities Management | Member (Employee) |
| 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 April 18, 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. 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 June 2023 meeting.**

First Aid Training

Valerie Wadman

Valerie Wadman advised that First Aid training is arranged for the Faculty of Science for students going out in the field and some technicians on May 24, 2023. Other training will be held in June for the rest of the technicians.

Action: No further action required.

WHMIS Training Review

Valerie Wadman

Valerie Wadman advised that the Science Safety sub-committee met and had no recommendations for changes.

Action: No further action required.

OHS Policy Annual Review

Valerie Wadman

Valerie Wadman advised that the Science Safety sub-committee met and had no recommendations for changes.

Action: No further action required.

Air quality concerns

Arla Day

Discussions on communications related to air quality concerns. This item to be added to section 3 of the agenda, for future follow-up, when concerns are received from employees.

Action: No further action required.

NAOSH Week

Valerie Wadman

Dr. Arla Day was the speaker for the University NAOSH Day event, Taking Care of Me. There was approximately 40 employees in attendance. Feedback was very positive.

Action: No further action required.

Violence in the Workplace Policy and Plan review

Valerie Wadman

Kevin Kelloway has received approval from Ethics for the survey and is in the process of putting the survey up onto Qualtrics. It will be put out for 2 weeks.

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

3.0 Other Minutes and Reports

Science Safety Sub-committee

Arla Day

The Science Safety Sub-committee is set to meet again soon. February minutes distributed for review.

Administration Units Sub-committee

Arla Day

The March 2023 Administration Units Sub-committee minutes were distributed for review.

Aramark

Arla Day

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

SMUSA

Arla Day

Minutes were not available for review.

Childcare Facility

Arla Day

The Childcare Facility is not scheduled to meet until June 2023.

Contractor Documentation

Valerie Wadman

Documentation was distributed for review.

Pandemic Update

Mark Moffett

Mark Moffett advised that the emergency part of the COVID plans is over as covid case trends are downward. Masks will be encouraged and not mandatory in classrooms in the next semester. Individual faculty and staff members may have reasons for requesting that people wear masks in their classroom/workplace, and the University asks that students and others respect their wishes.

Psychologically Healthy Workplace

Arla Day

No further updates.

4.0 Injury and Incident Reports

Valerie Wadman

The March & April, 2023 incident report, graph and Residence statistics were distributed for review.

5.0 Workplace Inspection/Hazard Identification

Valerie Wadman

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

6.0 New Business

Heat Stress Guidelines

Valerie Wadman

Valerie Wadman advised that the guidelines will be issued in the next couple of weeks.

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

JOHSC Terms of Reference (TOR)

Valerie Wadman

The JOHSC Terms of Reference were distributed for the annual 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 Booklet was distributed for review. Revisions to the booklet were recommended.

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

7.0 Date and Time of Next Meeting –

Next meeting will be held on June 12, 2023.

Adjournment

Meeting adjourned at 2:39pm

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. |