

Saint Mary's University, 923 Robie Street

Minutes for Joint Occupational Health and Safety Meeting held on May 24, 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

Arla Day moved to accept the minutes of the March 15, 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 has met with the University lawyer, who confirmed that Chairs and Faculty do legally have responsibilities for safety in the classroom, on field trips, etc. The lawyer will forward an opinion in writing.

First Aid Training

Valerie Wadman

The Department Labour First Aid Guide for Employers was distributed for review. The committee was asked to review the document and forward any comments or questions by June 16, 2022 to the OHS Office. Valerie Wadman noted that there were more people needed to be first aiders. Adam Sarty expressed the need for an International Travel Registry to make it easier to keep track of school trip events or Saint Mary's off campus ventures in order to ensure safety of faculty and students.

Action: Valerie Wadman requested feedback by June 16.

NAOSH Week

Valerie Wadman

Arla Day and Valerie Wadman updated the committee on NAOSH week events. The inhouse event, delivered by Arla Day, was a great success and received great feedback.

Action: No further action required.

Fire Drills/Fire Wardens

Patrick Farmer

Dennis Gillis provided a copy of the annual fire drill summary report for the JOHSC review. Pat Farmer provided an overview of the report.

Action: No further action required.

3.0 Other Minutes and Reports

Science Safety Sub-committee

Adam Sarty

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

Administration Units Sub-committee

Adam Sarty

February 17, 2022 minutes were distributed for review.

Aramark

Adam Sarty

No new minutes available

SMUSA

Adam Sarty

April 28, 2022 minutes were distributed for review.

Childcare Facility

Adam Sarty

April 19, 2022 minutes were distributed for review.

Contractor Documentation

Valerie Wadman

No new construction safety plans available for review.

Pandemic Update

Mark Moffett/Matt Dickinson

The University will be extending the mask requirement until the end of the academic year

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.

4.0 Injury and Incident Reports

Valerie Wadman

The March 1, 2022 to April 30, 2022 incident reports, graph and Residence statistics were distributed for review.

5.0 Workplace Inspection/Hazard Identification

Valerie Wadman

Pat Farmer has made arrangements with EIT to access the desktop of the previous FM student to get the inspection reports received. A Job Hazard Assessment for the Arena will be completed over the summer months.

6.0 New Business

Heat Stress Guidelines

Valerie Wadman

Valerie Wadman advised that information on heat stress will be distributed. An email will be sent to all SMG, to be distributed to all employees, by Mark Moffett. There will be an article in the University newsletter and on SMUPort. The guideline for first aiders will be sent to all first aiders.

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

JOHSC TOR Annual Review

Valerie Wadman

The terms of reference review will be sent out to all committee members. Committee members are asked to review the TOR and provide feed back by June 16, 2022.

Action: Committee members to review TOR and provide feed back by June 16, 2022.

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.

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 2:12pm

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.