

Saint Mary's University, 923 Robie Street

Minutes for Joint Occupational Health and Safety Meeting held on November 15, 2022

Adam Sarty opened the meeting at 1:35 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)
Mark Moffett	Human Resources	Member (Employer)
Patrick Farmer	Facilities Management	Alternate (Employer)
Shellie Petrossie	Facilities Management	Alternate (Employee)
Suzanne van den Hoogen	Patrick Power Library	Alternate (Employer)
Luke MacDonald	Engineering	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 October 18, 2022 meeting, and 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 all JOHSC members plus Drs. Kelloway and Fleming have access to the course. One person has completed the course. Valerie requested that the members take time and review the completed course and training between the November and December meeting.

Action: Valerie Wadman to send out reminders to committee members every two weeks from the November meeting.

First Aid Training

Valerie Wadman

Valerie Wadman advised that ten more people are needed to take the training on campus at the two levels.

Action: Valerie Wadman will update the committee at the December meeting.

Communicable Disease Plan

Valerie Wadman

Valerie Wadman advised that as previously agreed upon, she will write a memo, for the JOHSC co-chairs signature, to be sent to Michelle Benoit, recommending approval of the draft Communicable Infection Control plan.

Action: Valerie Wadman will update the committee at the December meeting.

Annual Fire Drill Update

Patrick Farmer

Patrick Farmer advised that all fire drills including the Dauphnee Center and Residence Buildings are now completed. Signs facilitate the ease and organization of these drills are to be put up at the different locations around the library.

Action: Dennis Gillis will update the committee at the December meeting.

WHMIS Training Review

Valerie Wadman

Valerie Wadman advised that both committees are due to meet for an annual WHMIS review. No feedback yet.

Action: Valerie Wadman will update the committee at the December meeting.

OHS Policy Annual Review

Valerie Wadman

Distributed for review. Only feedback received were minor corrections to policy.

Action: Valerie Wadman will update the committee at the December meeting.

Curie Inspections

Patrick Farmer

Patrick Farmer advised that a report for this year is not available as these inspections have changed. The yearly walk around for these is going to be spot/ building focused.

Action: An update will be provided to the committee at the December meeting.

CN Centre for OHS

Arla Day

Arla Day confirmed that the Centre held their 20th birthday celebrations on October 21, 2022 with great attendance, including guest speakers from Cape Breton, expert speakers and began to plan for the 2027 celebrations.

Action: No further action required.

Auto Scrubbers

Shellie Petrossie

Concerns raised about the increase in incidents related to the use of auto scrubbers were addressed with providing additional training. Valerie Wadman advised that she met with the Custodial Manager to discuss providing the training. Some training has been provided but was not adequate enough to solve the issue with the auto scrubbers. Shellie Petrossie and Roberta Graham are working on providing the proper amount again.

Action: The committee will receive an update from the committee at the December meeting.

3.0 Other Minutes and Reports

Science Safety Sub-committee

Adam Sarty

There were no minutes available from the Science Safety Sub-Committee

Administration Units Sub-committee

Adam Sarty

Administration Units Sub-committee met on October 20th. Minutes will be available for the December meeting.

Aramark

Adam Sarty

October minutes were distributed for review.

SMUSA

Adam Sarty

October minutes were distributed for review.

Childcare Facility

Adam Sarty

Committee is not due to meet until December.

Contractor Documentation

Valerie Wadman

No updates available.

Pandemic Update

Valerie Wadman/Mark Moffett

There have been a few cases of COVID-19 around the university. Valerie Wadman advised that people should continually check the Saint Mary's Websites in case of any updates or changes to the COVID-19 policy.

Psychologically Healthy Workplace

Mark Moffett

There are no updates available. Arla Day would be taking on the responsibility to find out more about creating a Psychologically healthy workplace and advise the committee on what could be done once information is available.

4.0 Injury and Incident Reports **Valerie Wadman**

October, 2022 incident reports, graph and Residence statistics were distributed for review.

5.0 Workplace Inspection/Hazard Identification **Valerie Wadman**

Valerie Wadman advised that home inspections that had been added this year for employees who work from home, either hybrid or home flex, were well received.

6.0 New Business

Faculty Home Office Inspections **Valerie Wadman**

Valerie Wadman advised that offices are officially provided on campus for faculty members. Faculty's agreement is subject to review as it may not stipulate that home offices are a part of official offices.

Management Communication Survey Results **Valerie Wadman**

Valerie Wadman advised that, as of the employee engagement survey, improvement is required in communication when it comes to employee engagement.

Action: **An update will be provided to the committee in the next meeting.**

Annual Emergency Management Update **Dennis Gillis**

Dennis Gillis was unavailable this meeting but will address this in the next month.

7.0 Date and Time of Next Meeting –

Next meeting will be set for December 20, 2022.

Adjournment

Meeting adjourned at 2:51pm

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.