



Saint Mary's University, 923 Robie Street

## **Minutes for Joint Occupational Health and Safety meeting held on October 17, 2023**

Arla Day opened the meeting at 1:30 p.m. The following were in attendance:

Arla Day	Psychology	Member (Employee)
Michael Chiwawa	VP Finance & Admin	Member (Employer)
Patrick Farmer	Facilities Management	Alternate (Employer)
Mark Moffett	People and Culture	Member (Employer)
Howard Donohoe	Geology	Member, (Employee)
Liliane Bassil	EIT	Member (Employee)
Valerie Wadman	Human Resources	HR Officer (OHS & Wellness)

**Guests:**      **Martha Nakiduuli**

**Regrets:**     **Adam Sarty**

### **Roll Call:**

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

Howard Donohoe moved to accept the minutes of the October 17, 2023, meeting, and Mark Moffett 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 work is continuing on adding Intro to JOHSC, Hazard Identification and Inspections and Investigations training info to Brightspace. It has been decided that access to Brightspace will have to be done by adding employees, through collecting the names, A numbers and S numbers, on a spreadsheet and sending to SAS, who will add the employees to the course. That process will have to be done monthly to capture new employees. Any committee member who hasn't completed the Intro to OHS is asked to do so.

**Action:**      **Valerie Wadman will update at the November, 2023 meeting.**



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

**Valerie Wadman**

Valerie Wadman advised that she has not received any feedback regarding the work being done related to the University of Waterloo recommendations related to gender-based violence.

**Action: Valerie Wadman to follow up with the VPAR and Security.**

**Communicable Disease Prevention Plan**

**Valerie Wadman**

Valerie Wadman advised that the Disease Prevention Plan will have to be revised as the Student Health Centre will no longer be providing Tetanus vaccinations or Hepatitis A & B vaccinations to employees who are not patients at the Centre. This information was shared with the two safety sub-committees.

**Action: Valerie Wadman will update the plan and post the revised plan on the OHS website.**

**3.0 Other Minutes and Reports**

**Science Safety Sub-committee**

**Arla Day**

The committee met in September, 2023. Minutes will available after their next meeting.

**Administration Units Sub-committee**

**Arla Day**

The committee met in September, and minutes will be available after their next meeting.

**Aramark**

**Arla Day**

The September, 2023 minutes were distributed for review.

**SMUSA**

**Arla Day**

The SMUSA JOHSC has not met.

**Childcare Facility**

**Arla Day**

The June minutes were distributed for review.

**Contractor Documentation**

**Valerie Wadman**

One Contractor safety plan was distributed for review. Discussion followed on concerns related to contractors on Campus not following SMU's Contractor Safety Program, as detailed in the University OHS Program. After discussion, it was agreed that changes are needed to the procurement process to ensure that all contractor's on Campus will follow the minimum requirements of the University OHS Program. Adam Sarty volunteered to have a look at this. Deferred until Adam Sarty is in attendance

**Action: Adam Sarty to update the committee at the November meeting.**



## **Pandemic Update**

**Mark Moffett**

Mark Moffett advised that no new changes have been made regarding the mask and pandemic policy at the university. Valerie Wadman advised that new COVID test kits have been received from the NS Health Authority. There is an increase in the number of kits being taken.

## **Psychologically Healthy Workplace**

**Arla Day**

No new updates

## **4.0 Injury and Incident Reports**

**Valerie Wadman**

The October, 2023 incident report, graph and Residence statistics were distributed for review.

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

**Valerie Wadman**

Valerie Wadman advised that Job Hazard Assessment for the new Arena is continuing. The annual inspection request, for office and home inspections, will be sent out to the university in the next month.

## **6.0 New Business**

### **Calendar items:**

#### **Annual Fire Drills/Fire Warden Update**

**Pat Farmer**

Pat Farmer advised that most annual fire drills have been completed. Evacuation times were good. Other issues were identified and are being worked on.

**Action: A report will be provided for the November meeting.**

#### **Annual WHMIS Review**

**Valerie Wadman**

Valerie Wadman advised that the annual WHMIS review, as required by WHMIS legislation, is to be done this month. Both sub-committees will be asked if the current WHMIS training being provided is sufficient to keep persons working with chemicals safe.

**Action: Valerie Wadman to update the committee at the next meeting.**

#### **Workplace Inspections**

**Valerie Wadman**

Valerie Wadman advised that information will be distributed relating to the completion of office, boardroom and storage room inspections on Campus, and also for home office inspections.

**Action: Valerie Wadman to update the committee at the next meeting.**



**Annual Review of OHS Policy**

**Valerie Wadman**

The committee members, in attendance, reviewed the policy, and did not have any recommendations for change. The policy is also being forwarded to the two safety sub-committees for review.

**Action: Valerie Wadman to update the committee at the November meeting.**

**CURIE Inspections**

**Michael Chiwawa**

Pat Farmer and Michael Chiwawa advised that a representative from CURIE has inspected a number of buildings on Campus. The feedback was the Campus is in good shape. Reports have not been received yet, but reports with recommendations will follow.

**Action: No further action required.**

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

Next meeting will be held on November 21, 2023.

**Adjournment**

Meeting adjourned at 2:25pm

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Adam Sarty, Management Co-Chair

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Arla Day, Employee Co-Chair

**Calendar**

<b>Action Item</b>	<b>Person(s) Responsible</b>	<b>Target Date</b>	<b>Actions</b>
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.