

Saint Mary's University, 923 Robie Street

Minutes for Joint Occupational Health and Safety Meeting held on October 18, 2022

Arla Day opened the meeting at 1:35 p.m. The following were in attendance:

Arla Day	Psychology	Member (Employee)
Adam Sarty	FGSR	Member (Employer)
Liliane Bassil	EIT	Member (Employee)
Shellie Petrossie	Facilities Management	Alternate (Employee)
Howard Donohoe	Geology	Member (Employee)
Dennis Gillis	Facilities Management	Member (Employee)
Luke MacDonald	Engineering	Member (Employee)
Valerie Wadman	Human Resources	HR Officer (OHS & Wellness)

Guests: Martha Nakiduuli

Regrets:

Roll Call:

1.0 Approval of Minutes of Last Meeting

Dennis Gillis moved to accept the minutes of the September 20, 2022 meeting, and Shellie Petrossie 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 the names of JOHSC members have been given to SAS and all members will be given access to the Intro to OHS course to review.

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

First Aid Training

Valerie Wadman

No update available.

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

Communicable Disease Plan

Valerie Wadman

The JOHSC recommended that the draft Communicable Infection Control plan be forwarded to Michelle Benoit, for approval.

Action: Valerie Wadman to 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 November meeting.

3.0 Other Minutes and Reports

Science Safety Sub-committee

Arla Day

The Science Safety Sub-committee met on September 27, 2022. Minutes of the previous meeting were not approved as some members needed more time to review the minutes.

Administration Units Sub-committee

Arla Day

Administration Units Sub-committee September meeting was cancelled due to low attendance.

Aramark

Arla Day

No response received from Aramark.

SMUSA

Adam J Sarty

SMUSA did not meet in September, due to workload. Adam Sarty advised he has contacted SMUSA asking for a meeting.

Childcare Facility

Adam J Sarty

Not due to meet until December.

Contractor Documentation

Valerie Wadman

No documentation received.

Pandemic Update

Valerie Wadman/Mark Moffett

There have been no changes to the University COVID-19 plans. Valerie Wadman advised that people should continually check the Saint Mary's Websites in case of any updates or changes.

Psychologically Healthy Workplace

Valerie Wadman

No Updates available. Mark Moffett to share once available.

4.0 Injury and Incident Reports

Valerie Wadman

The September, 2022 incident report, graph and Residence statistics were distributed for review.

5.0 Workplace Inspection/Hazard Identification

Valerie Wadman

Valerie Wadman advised that the annual inspection request, on behalf of JOHSC, will be sent on October 19, 2022. This year, home inspection have been added for employees who work from home, either hybrid or home flex.

6.0 New Business

Annual Fire Drill Update

Dennis Gillis

Dennis Gillis advised that all buildings completed their fire drills except the Dauphnee Center and Residence buildings. Dennis advised that these are all expected to be complete in the next two weeks.

WHMIS Training Review

Valerie Wadman

Valerie Wadman advised that, as in previous years, the two sub-committees, will review the WHMIS training program, to determine that the current WHMIS training being offered, is sufficient to keep employees who work with chemicals safe.

Action: Valerie Wadman will update the JOHSC on the feedback from the two sub-committees.

OHS Policy Annual Review

Valerie Wadman

Valerie Wadman advised that the policy has been distributed for the annual review.

Action: Committee members to review the policy and forward any recommendations for revision by November 10, 2022.

Curie Inspections

Valerie Wadman

Valerie advised that how often and the way these inspections occur has changed. A report for this year is not available.

Action: No further action required.

CN Centre for OHS

Arla Day

Arla Day confirmed that the Centre is holding their 20th birthday celebrations on October 21, 2022. The JOHSC are invited to attend.

Action: Arla Day to update the JOHSC at the November meeting.

Auto Scrubbers

Shellie Petrossie

Concerns were raised about the increase in incidents related to the use of auto scrubbers. Discussion followed on the potential reasons for the increase in these incidents. Valerie advised there has been an increase in incidents, where it was noted, “didn’t notice, wasn’t paying attention”, etc. She and Roberta Graham have met with two students doing research on incident causation, and it’s hoped this research may show some root causes.

Action: Valerie Wadman will forward the issue to the Custodial Manager.

7.0 Date and Time of Next Meeting –

Next meeting will be set for November 15, 2022.

Adjournment

Meeting adjourned at 2:27pm

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.