



Saint Mary's University, 923 Robie Street

Minutes for Joint Occupational Health and Safety Meeting held on September 19, 2023

Adam Sarty opened the meeting at 1:30 p.m. The following were in attendance:

Arla Day	Psychology	Member (Employee)
Adam Sarty	FGSR	Member (Employer)
Michael Chiwawa	VP Finance & Admin	Member (Employer)
Dennis Gillis	Facilities Management	Member (Employer)
Mark Moffett	People and Culture	Member (Employer)
Suzanne van den Hoogen	Patrick Power Library	Alternate (Employer)
Shellie Petrossie	Facilities Management	Alternate (Employee)
Liliane Bassil	EIT	Member (Employee)
Valerie Wadman	Human Resources	HR Officer (OHS & Wellness)

Guests: Martha Nakiduuli

Regrets: Howard Donohoe

Roll Call:

1.0 Approval of Minutes of Last Meeting

Dennis Gillis moved to accept the minutes of the June 12, 2023, meeting, and Arla Day 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 work is continuing on adding Intro to JOHSC, Hazard Identification and Inspections and Investigations training info to Brightspace. She advised that a group of people are working on a way to make the Intro to OHS course available to all employees and a process that new employees to be added, as they are hired. Any committee member who hasn't completed the Intro to OHS are asked to do so.

Action: Valerie Wadman will update at the October 17, 2023 meeting.

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

Valerie Wadman advised that the survey report has been received from Dr. Kevin Kelloway and has been distributed to the JOHSC and the two safety sub-committees. The report was also forwarded to Security and they advise they are working on some items that are raised in this report. Also, there is a senior management group working on a response to University of Waterloo recommendations based on gender related violence. It was agreed that feedback from both groups needs to be received and considered in any review and update of the current violence in the workplace program.

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

JOHSC Terms of Reference (TOR)**Valerie Wadman**

Valerie Wadman advised she did not receive any feedback or recommendations for change to the JOHSC TOR.

Action: No further action required

OHS New Employee Booklet**Valerie Wadman**

Valerie Wadman advised that the changes were made to the booklet and posted on line. In August, the booklet was forwarded to the Studio and The Language Centre as part of their orientation processes for new faculty and instructors.

Action: No further action required.

3.0 Other Minutes and Reports**Science Safety Sub-committee****Adam Sarty**

No minutes available for review. The committee is meeting in September, 2023.

Administration Units Sub-committee**Adam Sarty**

May and June minutes were distributed for review.

Aramark**Adam Sarty**

The Aramark JOHSC will start meeting again this month.

SMUSA**Adam Sarty**

The SMUSA JOHSC has not met.



Childcare Facility

Adam Sarty

The Childcare Facility JOHSC September minutes were received too late to be included in this meeting. They will be included in the October documentation.

Contractor Documentation

Valerie Wadman

Contractor safety documentation 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.

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

Pandemic Update

Mark Moffett

Mark Moffett advised that no new changes have been made towards the mask and pandemic policy at the university. Masks will be encouraged and not mandatory in classrooms. Employees are advised to follow the NS Health Authority guidelines for people who have tested positive for COVID.

Psychologically Healthy Workplace

Arla Day

Arla Day updated the committee on the Occupational Health Summer Institute.

4.0 Injury and Incident Reports

Valerie Wadman

The June 1 to August 31, 2023 incident report, graph and Residence statistics were distributed for review. Valerie Wadman advised that the WCB costs for the University groups covered by WCB, was 66.5% higher than other employers in the same group the University is included in.

5.0 Workplace Inspection/Hazard Identification

Valerie Wadman

Valerie Wadman advised that Job Hazard Assessment for the new arena was worked on over the summer months and is now ready to be reviewed by Arena staff. Workplace inspection checklists continue to trickle in. The annual inspection request will be sent out to the university in October.

6.0 New Business

FOIPOP/Privacy info for safety committees

Valerie Wadman

Valerie Wadman advised that Claire Milton has provided info related to Privacy, specific to safety committees. The information will be included in the Intro to JOHSC Brightspace course.

Action: No further action required.



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 will also be shared with the two safety sub-committees.

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

7.0 Date and Time of Next Meeting –

Next meeting will tentatively be held on October 17, 2023.

Adjournment

Meeting adjourned at 2:55pm

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.