

Saint Mary's University, 923 Robie Street

Minutes for Joint Occupational Health and Safety Meeting held on September 20, 2022

Adam Sarty opened the meeting at 1:00 p.m. The following were in attendance:

Arla Day	Psychology	Member (Employee)
Adam Sarty	FGSR	Member (Employer)
Liliane Bassil	EIT	Member (Employee)
Dennis Gillis	Facilities Management	Member (Employer)
Howard Donohoe	Geology	Member (Employee)
Mark Moffett	Human Resources	Member (Employer)
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

Howard Donohoe moved to accept the minutes of the June 27, 2022 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 the Intro to OHS Brightspace training package is almost ready to be reviewed. The University Accessibility Committee will also review the package to ensure it is accessible. Suzanne Van Den Hoogen volunteered to have the training completed by Library staff before it's opened up to all employees.

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

First Aid Training

Valerie Wadman

Valerie Wadman advised that a two-day Intermediate (formerly called Standard) First Aid training was provided for Science employees over the summer. She recommended that laboratory technicians,

University Security staff and Homburg front desk staff have two-day Intermediate First Aid training. Other designated first aiders, e.g. in houses and office areas, will be provided a one day Basic (formerly called Emergency) training course. The JOHSC were in agreement with this recommendation. New first aiders are needed, due to staff changes. This recommendation needs to be added to the OHS Program.

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

Infection Control Program

Valerie Wadman

Valerie Wadman advised a draft Communicable Disease Plan was developed and distributed to all three safety committees for review. It was also reviewed by the Nurse Manager, Student Health, and by the Faculty of Science to determine if it was sufficient for exposure to blood borne pathogens in laboratories. The committee asked for an additional month to review the plan.

Action: JOHSC members to review the plan and send any feedback to Valerie Wadman by October 14, 2022.

3.0 Other Minutes and Reports

Science Safety Sub-committee

Arla Day

The Science Safety sub-committee is scheduled to meet on September 29, 2022.

Administration Units Safety Sub-committee

Arla Day

The Administrative Units safety met in June. Minutes will be available after the September 27, 2022 meeting.

Aramark

Arla Day

Aramark has advised the committee will be meeting in late September.

SMUSA

Arla Day

The SMUSA September 2, 2022 minutes were distributed for review. The JOHSC co-chairs will request to meet with SMUSA.

Childcare Facility

Arla Day

The Childcare JOHSC September 2, 2022 minutes were distributed for review.

Contractor Documentation

Valerie Wadman

Construction safety plans were distributed for review.

Pandemic Update

Mark Moffett

Valerie Wadman advised that the provincial government is providing COVID tests for students. Distribution points will be determined by Student Services.

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 in the fall.

4.0 Injury and Incident Reports

Valerie Wadman

The June, July and August, 2022 incident reports and graph were distributed for review. There were no statistics for Residence in June, July or August.

5.0 Workplace Inspection/Hazard Identification

Valerie Wadman

Valerie Wadman advised that inspections checklists will be forwarded for completion in October, as per the OHS Annual Calendar.

6.0 New Business

No new business

7.0 Date and Time of Next Meeting –

The monthly JOHSC meeting will be held on the third Tuesday of each month, as follows:

October 18, 2022	November 15, 2022	December 20, 2022
January 17, 2023	February 21, 2023	March 21, 2023
April 18, 2023	May 16, 2023	June 20, 2023

Adjournment

Meeting adjourned at 2:pm

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.