

Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	University JOHSC	Employee Co-Chair:	
		Employer Co-Chair:	Randy Peters
Date:	25 Apr 2024	Time:	12:00 Noon (called to order at 12:05 p.m.)
		Location:	Bloomfield Council Chambers

AGENDA:

<ol style="list-style-type: none"> 1. Roll Call 2. Determination of Quorum 3. Approval of Previous Meeting Minutes 4. Review Incidents 5. Review Hazards and Concerns 6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of Employees) 	<ol style="list-style-type: none"> 7. Review Education and Training 8. Ongoing Business – Status of Action Items 9. Regulatory Inspections 10. New and Other Business 11. Next Meeting 12. Meeting Adjournment
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1. ROLL CALL					
Employee Representatives	Association/Union	Work Location	Present	Regrets	Absent
Susan MacKay	AUT	42 West Street	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shah Razul	AUT (Alternate)	Science	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Colin Rankin (Co-Chair)	NSGEU	University Housing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ronalda MacGillivray	NSGEU (Alternate)	Admissions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tyson Ball	Non-Union	Student Advising	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willissa DeCoste	Non-Union (Alternate)	Library	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick Gillis	UNIFOR	Custodial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Erwin Branzuela	UNIFOR (Alternate)	Ancillary Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Rod Dunbar	CUPE	Safety & Security	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Stephen Vincent	CUPE	Safety & Security	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sophia Fabiano	Student's Union	President, SU	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Julianna Drake	Student's Union (Alternate)	Vice-President, SU	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Employer Representatives	Work Location	Present	Regrets	Absent
Lace Marie Brogden	Dean of Education	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Randy Peters (Chair)	Director of Risk Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meghan Hayne	Manager, Ancillary Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jacqueline De Leebeeck	Director, Student and Residence Life	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leon MacLellan	Director, Facilities Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blair Maltby (non-voting guest)	Incoming Director, Facilities Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jacob Burghardt	Supervisor, Safety & Security (Alternate)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lisa Jackman	Manager, StFX Store (Alternate)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
Erica Baker (non-voting advisory)	Wellness Advisor, People & Culture	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laurie Reid (non-voting advisory)	Manager, Health, Safety, Security & Environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CO-CHAIR: ASK IF THERE IS ANY NEW BUSINESS AND ADD IT TO SECTION 10.

2. DETERMINATION OF QUORUM

- a. A minimum of five members;
- b. Employee representatives (faculty and staff employees who do not exercise managerial functions) and employer representatives (management employees who exercise managerial functions);
- c. At least half of the members must be employee representatives;

Is there quorum for this meeting

** If quorum is not met, the meeting does not qualify as a monthly meeting. The monthly meeting will need to be rescheduled within the same month.*

Yes

No

3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)

- Move to adopt minutes. Moved by: Leon MacLellan Seconded by: Patrick Gillis
- Minutes accepted as presented, without changes.

Are the minutes approved?

Yes

No

- *Some details may be archived due to the long history of the issue, and those details can be found on the JOHSC website.*
- *Items discussed at this meeting are in **bold**.*

4. REVIEW OF INCIDENTS

See attached incident report:

- Monthly Incident List & Statistical Summary Report (*For any general corrective action information that requires discussion or action, please record under “New Business” e.g. make note of trends etc. Any incident-specific items and follow up requests are to be listed below*).
Review below and update, followed with new incidents reported to OHS.

(* See Legend at end for Priority and Status Codes)

CA=Corrective Action (taken or suggested)

Incident Date	Priority	Description / Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
10 Apr 2024		<p>Nicholson Smoke Event A microwave caught fire while an employee was heating their lunch on the 2nd floor of Nicholson Tower. It was confirmed that a wire had ignited in the microwave – the food was not over heated. It was a 25 year old microwave, that had been making a lot of noise when in use. The quick actions of employees minimized smoke damage to the area. The fire department attended, installed fans and aired out the area. There were several findings and follow-up points involved in this incident, including:</p> <ul style="list-style-type: none"> • The audible alarms did not operate. This caused uncertainty in evacuation. • The monitoring company did not inform Safety & Security. • Employees were unsure what to do and couldn’t locate a fire extinguisher. Although the damage was minimized by an employee’s actions, they could have put themselves in danger by carrying the microwave out of the building. The safer way would’ve been to use a fire extinguisher. • Accessibility issues – some persons in the Tower who have restricted mobility will require personal safety plans. • Will be doing awareness of appliance and fire safety in offices. • FM/Security looking at regular maintenance of fire safety equipment. • Education for tenants in buildings / drills. • Prevention is key. 		May 2024	N

4. REVIEW OF INCIDENTS

4 Apr 24	B	Fall at Athletics Gala Worker fell while descending the stairs from the stage, and they sustained a lost-time, reportable injury. The stairs were checked and they had no noted areas of concern. Worker had hands full and was unable to grab the railing to stop themselves from falling.		NA	C
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5. REVIEW OF CONCERNS/HAZARDS

Concerns and/or hazards should be raised with the employee's supervisor. If it cannot be resolved or is not acted upon, it should then be escalated to a JOHSC member. Review below and update, then follow with Around the Table so each member can raise concerns/hazards.

(* See Legend at end for Priority and Status Codes)

Date Raised	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
17 Aug 23	B	Emergency Exits in MSB	Laurie	Aug 2024	IP
28 Sep 23		<ul style="list-style-type: none"> Leaving MSB in a fire can be confusing due to some stairwell doors not unlocking during an evacuation alarm. This is not the first time this has been raised. 			
23 Nov 23		<ul style="list-style-type: none"> All emergency exits in MSB should be looked at, and measures put in place in all of them to ensure safe egress in case of an emergency evacuation. Should online locks be installed in stairwells that will open in case of emergency? 			
25 Jan 24		<ul style="list-style-type: none"> Add larger signage in stairwells to direct persons to unlocked doors. Look at signage in Coady. We (Security and OHS) will be finding a date to set off alarms in the complex and look at all the exits, then come back with recommendations to FM. 			

5. REVIEW OF CONCERNS/HAZARDS					
17 Aug 23	C	IAQ in 42 West Street <ul style="list-style-type: none"> Susan advised Darryl put in a ventilation ‘fix’ for the odour from the bathroom on the 4th floor. FM to be contacted as to what is the permanent solution for ventilation on the 4th floor. There are no windows that open in the hallways. 	Susan Blair	May 2024	IP
28 Mar 24		<ul style="list-style-type: none"> Susan advised that the fire doors are now closed in 42 West Street, so there is no intake in the corridors for outdoor air. There is no ventilation on top floor – no fan or window in the bathroom. Humidity in the summer along with long stretches of corridors is a concern. Not all washrooms have vents. 			
25 Apr 24		<ul style="list-style-type: none"> IAQ testing is not recommended. Hygrometer could be placed in the area to keep an eye on humidity levels. Luc has been speaking with Doug about this issue. Blair will follow-up and get back to the committee. Susan sent shout out to Darryl – opened windows where he could. Thanks everyone. Lace Marie commented that Xavier is, as well, very hot and stuffy in the summer. 			
23 Mar 23	C	Access at back of Keating / Ice Resurfacer operation area. <ul style="list-style-type: none"> There is no access control to the back (hazardous) area of Keating. People could be in the path of the ice surfacer. This has been raised several times previously. 	Blair	Aug 2024	IP
17 Aug 23		<ul style="list-style-type: none"> Locks have been changed on the outside doors (with very limited distribution of keys), and this seems to have made a difference in the traffic going through the back area. 			
23 Nov 23		<ul style="list-style-type: none"> Installation of magnetic locks has been postponed until the Saputo project is complete because Blair advised all access points will be reviewed at that time. 			
18 Sep 23	C	Air quality in the Library <ul style="list-style-type: none"> There are still some openings in the library ceiling areas that are covered with tarps. They will be fixed once the chiller is 	Blair	May 2024	IP
28 Mar 24					

5. REVIEW OF CONCERNS/HAZARDS					
25 Apr 24		<p>operational. Being used to monitor piping condensation.</p> <ul style="list-style-type: none"> Colin advised everybody is back and pleased to see things are happening. Blair provided an update about the chiller project. Right now we energized the pumps and got them ready. Next is control work to do. Here by May 8th. Coordinate group out of Texas to come up. Any delay, we might be able to start they system. Sometime in May. Communication plan with Library if weather gets hot, before chiller installation is complete. Andrew Rothwell (Industrial Hygienist with Department of Labour, Skills and Immigration)'s report had been circulated to the committee and will be posted on the website (required). Andrew reviewed the Mould Program, and the program will be updated to reflect his recommendations. 			
26 Oct 23 28 Mar 24 25 Apr 24	C	<p>Bricks are uneven at front of Keating</p> <ul style="list-style-type: none"> The bricks at the front of Keating are not level and they cause a hazardous trip area, and water gathers when it rains. <i>Erwin to send picture to Laurie.</i> There is a large area in front of Keating that has uneven bricks, that has been identified as a trip hazard, that can get worse when it rains and freezes. Refer to FM. Other areas in campus with bricks have the same issue. FM used to do ongoing repairs. 	Blair	May 2024	RF
23 Nov 23 22 Feb 24 28 Mar 24 25 Apr 24	B	<p>Fire alarm in MacDonald Hall</p> <ul style="list-style-type: none"> Leon advised expected completion is the end of March. Parts are in. An evacuation drill will be done when alarm is installed and functioning. Colin reported there is a delay in parts delivery; hopefully be ready by April 15th. Staff are pleased. Just about ready. Should be within the month. 	Blair	May 2024	IP
25 Jan 24	B	Safety & Security Training	NA	NA	C

5. REVIEW OF CONCERNS/HAZARDS					
22 Feb 24		<ul style="list-style-type: none"> A concern was raised about the EHS response time and if Safety & Security have the appropriate level of training for extended delays. Moving forward Intermediate First Aid will be the standard for Safety & Security Officers. Officers are completing online training, including WHMIS and Incident Command System. Future training will include Emergency Response and Non-Violent Crisis Intervention (NVCI). Jacob advised scheduling of training is an issue due to the shift work. First session of NVCI training is scheduled for June 12th. Erica will lead this training. Three more to be scheduled in the next year, to give all officers a chance to attend. Training for all officers is ongoing. A training matrix is being developed for all positions in Safety & Security. 			
25 Apr 24					
25 Jan 24	C	Door at Saputo Breezeway <ul style="list-style-type: none"> This door is usually propped. If not, the area (was/is) not accessible. This door should be replaced with one with a magnetic lock that is connected to the fire alarm system. Leon advised this is not part of the current Saputo project, and it would be a project on its own. Laurie to follow-up with FM. In an effort to reduce the porosity of the Keating/Saputo Complex, these doors will not be accessible, as requested by Kevin Benjamin. All people will have to go outside to get between Keating and Saputo. Trying to prevent it from being a hangout for youths after school. Xavier Hall has also had issues with vandalism related to youth in the halls, mainly on the 3rd floor. Bored kids go through, it's what they do. Easy solution is to keep the access limited. Is the issue security or access? Constant issue taking door props out. 	Blair	May 2024	IP
22 Feb 24					
28 Mar 24					
25 Apr 24					

5. REVIEW OF CONCERNS/HAZARDS

22 Feb 24	C	Magnetic Locks in Keating <ul style="list-style-type: none"> The magnetic locks located where the floor goes from black to stone are not strong enough to hold the door open. Reported to FM. Big doors that go into the dressing room areas. Mag locks are not strong enough to hold – so they are propped Laurie to follow-up with FM. Vince is on the case. There are fire doors on the 2nd floor of Keating with the same issue. Kick stands are on the doors (to be removed). 	Blair	May 2024	IP
28 Mar 24					
25 Apr 24					

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of Employees)

Distribute inspection checklist(s) and report(s) for meeting and use this table to record discussion and new recommendation(s). See inspection schedule at the end of this document.

No actionable items noted

Looking at a mobile app with FM.

Inspection Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
22 Feb 24	B	Looking at campus-wide program implementation, using a mobile app.	Laurie	Aug 2024	IP

7. REVIEW EDUCATION AND TRAINING

(General discussion, confirm all training is up-to-date, etc. For all actionable items please list below)

Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
June 12	E	Non-Violent Crisis Intervention Training	Erica	May 2024	IP

8. ONGOING BUSINESS – Status of Action Items

Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
26 Jan 23	D	Terms of Reference Update/Yearly Review/Robert’s Rules of Procedure <ul style="list-style-type: none"> Look at options for formalizing motions. 	Laurie	May 2024	IP

8. ONGOING BUSINESS – Status of Action Items					
25 Jan 24		<ul style="list-style-type: none"> Comments were received about the Terms of Reference, and a revised copy will be sent to the committee by email. Leon noted people should be given an opportunity to disagree with motions. 			
22 Feb 24		<ul style="list-style-type: none"> A revised version will be sent to members for their comments prior to the next meeting. 			
28 Mar 24		<ul style="list-style-type: none"> Circulated today – everyone is asked to review – item for next month’s agenda. 			
25 Apr 24		<ul style="list-style-type: none"> Comments by email is preferred. An appendix will be added to the ToR to show the Joint OHS Committees that currently exist on campus. 			
23 Mar 23 25 Jan 24	C	<p>Smoking rules on campus</p> <ul style="list-style-type: none"> Meghan reviewed some suggested changes and will send them by email for inclusion in the next version. There were questions about how smoking in residences is reported and what the follow up is. Fire Safety Code and Student Code of Conduct should be followed. 	Randy	May 2024	IP
22 Feb 24		<ul style="list-style-type: none"> Concerns were expressed about the harmful effects of second-hand tobacco and cannabis smoke, including possible impairment when exposed to cannabis smoke. A ban on smoking on walkways was suggested. 			
28 Mar 24		<ul style="list-style-type: none"> Following discussion, the general consensus was that it would be impossible to designate walkways as non-smoking because it would not be enforceable. Stronger language will be added to the policy about smokers’ consideration for non-smokers, and ensuring their smoke does not pose a hazard for others. Line J, about “impairment”, was questioned. These are the same words that were in the Cannabis Policy since 2018, and we will ensure they have been or will be reviewed by Legal. An updated policy will be sent to Randy / Monica for review, and the final version will be provided to the committee when it’s ready. Randy to follow-up with Monica 			

8. ONGOING BUSINESS – Status of Action Items						
25 Apr 24		<ul style="list-style-type: none"> The policy was accepted, with minor changes to follow-up procedure. Final version will be shared with the committee. 				
22 Feb 24	E	Day of Mourning Speaker <ul style="list-style-type: none"> This year’s day of Mourning (April 28th) is on a Sunday, and we are bringing in a Threads of Life Speaker again this year in the Barrick Auditorium over the lunch hour on Friday, April 26th 	Laurie	May 2024	IP	
28 Mar 24		<ul style="list-style-type: none"> Everyone is encouraged to attend and bring others. 				
25 Apr 24		<ul style="list-style-type: none"> Event is tomorrow – hoping for good turnout. Randy and Sylvia will emcee the event. 				
22 Feb 24	E	Make Your Move At Work. <ul style="list-style-type: none"> In conjunction with Make your Move Antigonish, StFX has signed off with Make your Move at Work. Employees will be encouraged to stretch and engage safely. The focus will be on the months of March and September (being safe coming back to ‘norm’) 	Erica	May 2024	IP	
28 Mar 24		<ul style="list-style-type: none"> Good response to this month’s events. Wrapping up this week. Move into opportunities to move safely on campus. Working with management on Active Meeting Policy. Members are asked to be advocates for this and other initiatives that encourage safe movement at work. 				

9. REGULATORY INSPECTIONS						
Date	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
15 Apr 24	E	Sean Donovan, Fire Inspector, was in to do an inspection in Keating (as requested by Kevin Benjamin). Report will be shared with the committee, one received.				

10. NEW & OTHER BUSINESS						
<ul style="list-style-type: none"> General discussion items (list actionable items below) Noted that this is Leon MacLellan’s last meeting as he is retiring after more than 30 years as Director of FM. Thanks were extended for his many years of commitment to the university. 						

10. NEW & OTHER BUSINESS

- Round the Table introductions took place (Blair Maltby incoming member).

Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow-up	Status

11. NEXT MEETING

Date:	May 23, 2024
Time:	12:00 Noon
Location:	Bloomfield Council Chambers

12. MEETING ADJOURNED

Time:	1:02 p.m.
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LEGEND

PRIORITY:		STATUS:	
A	Critical/Life threatening/high probability	N	New
B	Urgent/moderate probability of re-occurrence	R	Repeat
C	Important/low probability of re-occurrence	C	Complete
D	Reminders	IP	In Progress
E	Information	RF	Referred forward