

## Joint Occupational Health & Safety Committee Meeting Minutes

<b>Name of Committee:</b>	University JOHSC	<b>Employee Co-Chair:</b>	
		<b>Employer Co-Chair:</b>	Randy Peters
<b>Date:</b>	28 Mar 2024	<b>Time:</b>	12:00 Noon (called to order at 12:05 p.m.)
		<b>Location:</b>	Bloomfield Council Chambers

### AGENDA:

<ol style="list-style-type: none"> <li>1. Roll Call</li> <li>2. Determination of Quorum</li> <li>3. Approval of Previous Meeting Minutes</li> <li>4. Review Incidents</li> <li>5. Review Hazards and Concerns</li> <li>6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of Employees)</li> </ol>	<ol style="list-style-type: none"> <li>7. Review Education and Training</li> <li>8. Ongoing Business – Status of Action Items</li> <li>9. Regulatory Inspections</li> <li>10. New and Other Business</li> <li>11. Next Meeting</li> <li>12. Meeting Adjournment</li> </ol>
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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 (Alternate)	Student Advising	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willissa DeCoste	Non-Union	Library	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sophia Fabiano	Student's Union	President, SU	<input checked="" 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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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, Occupational Health & Safety	<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 <i>* 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.</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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## 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: Jacqueline De Leebeeck Seconded by: Colin Rankin
- Minutes accepted as presented, without changes.

Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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- *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
22 Mar 24	B	Worker fell on Gilmora stairs, near north entrance to building. Injury reportable to Department of Labour. Looking at the lighting in the area with Security.	Jacob	Apr 2024	N

#### 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	<b>Emergency Exits in MSB</b>	Laurie	May 2024	IP
28 Sep 23		<ul style="list-style-type: none"> <li>• 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.</li> </ul>			
23 Nov 23		<ul style="list-style-type: none"> <li>• 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?</li> </ul>			
25 Jan 24		<ul style="list-style-type: none"> <li>• Add larger signage in stairwells to direct persons to unlocked doors.</li> <li>• Look at signage in Coady.</li> <li>• <b>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.</b></li> </ul>			

5. REVIEW OF CONCERNS/HAZARDS					
17 Aug 23	C	<p><b>IAQ in 42 West Street</b></p> <ul style="list-style-type: none"> <li>Susan put in a request to FM to look at the IAQ, specifically no open windows, long corridor and no ventilation in the bathrooms.</li> <li>Awaiting response on ventilation and what improvements can be made in the bathrooms and long corridor areas.</li> <li>FM is currently working on ventilation in bathroom 4<sup>th</sup> floor.</li> <li><b>Susan advised Darryl put in a ventilation ‘fix’ for the odour from the bathroom on the 4<sup>th</sup> floor.</b></li> <li><b>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.</b></li> </ul>	Susan Leon	Apr 2024	IP
22 Feb 24					
28 Mar 24					
23 Mar 23	C	<p><b>Access at back of Keating / Ice Resurfacer operation area.</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li><b>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.</b></li> </ul>	Blair	Jun 2024	IP
17 Aug 23					
23 Nov 23					
18 Sep 23	C	<p><b>Air quality in the Library</b></p> <ul style="list-style-type: none"> <li>System Care’s work is just about complete.</li> <li>There will be further cleaning and repairs done by FM.</li> <li>The humidity sensors are installed, but there may be connection issues.</li> <li>Tramble Centre is pleased with the area. Space is in full use. Odour is gone.</li> <li>Chiller is on the way with an expected completion date before the end of March.</li> </ul>	Leon	Apr 2024	IP
22 Feb 24					

5. REVIEW OF CONCERNS/HAZARDS					
28 Mar 24		<ul style="list-style-type: none"> <li>A plan needs to be made to put measures in place to keep the water and mould away – address water intrusion, regular inspections, storage standards, etc.</li> <li>There are still some openings in the library ceiling areas that are covered with tarps. They will be fixed once the chiller is operational. Being used to monitor piping condensation.</li> <li>Colin advised everybody is back and pleased to see things are happening.</li> </ul>			
26 Oct 23 28 Mar 24	C	<p><b>Bricks are uneven at front of Keating</b></p> <ul style="list-style-type: none"> <li>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></li> <li>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.</li> <li>Refer to FM. Other areas in campus with bricks have the same issue. FM used to do ongoing repairs.</li> </ul>	Leon	Apr 2024	IP
23 Nov 23 28 Mar 24	C	<p><b>Gilmora Circle – lighting and cameras</b></p> <ul style="list-style-type: none"> <li>A concern was raised during Orientation Weekend about the lack of lighting and monitoring for the Gilmora Circle area.</li> <li>Better lighting and the installation of a camera was suggested.</li> <li>Add to list of outdoor lighting priorities tracking sheet.</li> </ul>	Randy	NA	C
23 Nov 23 22 Feb 24 28 Mar 24	B	<p><b>Fire alarm in MacDonald Hall</b></p> <ul style="list-style-type: none"> <li>Leon advised expected completion is the end of March.</li> <li>Parts are in. An evacuation drill will be done when alarm is installed and functioning.</li> <li>Colin reported there is a delay in parts delivery; hopefully be ready by April 15<sup>th</sup>. Staff are pleased.</li> </ul>	Leon	Apr 2024	IP

5. REVIEW OF CONCERNS/HAZARDS					
25 Jan 24  22 Feb 24	B	<p><b>Safety &amp; Security Training</b></p> <ul style="list-style-type: none"> <li>A concern was raised about the EHS response time and if Safety &amp; Security have the appropriate level of training for extended delays.</li> <li><b>Moving forward Intermediate First Aid will be the standard for Safety &amp; Security Officers. Officers are completing online training, including WHMIS and Incident Command System. Future training will include Emergency Response and Non-Violent Crisis Intervention.</b></li> <li>Jacob advised scheduling of training is an issue due to the shift work.</li> </ul>	Laurie	Apr 2024	IP
25 Jan 24  22 Feb 24  28 Mar 24	C	<p><b>Access to MacDonald Hall</b></p> <ul style="list-style-type: none"> <li>A concern was brought forward about safe access to MacDonald Hall, given the slippery parking area in front that's located on a hill and no sidewalk around MacDonald Hall. It is a high-traffic area. Possible upgrades discussed include sidewalks, crosswalks and a staircase.</li> <li>This will be looked at in the Spring any may involve "Slow Down" signage.</li> <li><b>Refer to FMJOHSC</b></li> </ul>	NA	NA	RF
25 Jan 24  22 Feb 24  28 Mar 24	C	<p><b>Door at Saputo Breezeway</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>Leon advised this is not part of the current Saputo project, and it would be a project on its own.</li> <li><b>Laurie to follow-up with FM.</b></li> </ul>	Leon	Apr 24	IP
22 Feb 24	C	<p><b>Magnetic Locks in Keating</b></p> <ul style="list-style-type: none"> <li>The magnetic locks located where the floor goes from black to stone are not strong enough to hold the door open. Reported to FM.</li> </ul>	Patrick	Apr 24	IP

5. REVIEW OF CONCERNS/HAZARDS					
28 Mar 24		<ul style="list-style-type: none"> <li>Big doors that go into the dressing room areas. Mag locks are not strong enough to hold – so they are propped</li> <li>Laurie to follow-up with FM.</li> </ul>			
22 Feb 24		<p><b>Falls on Snow and Ice Incidents</b></p> <ul style="list-style-type: none"> <li>When employee incidents take place, footwear is one of the investigative points when appropriate. That does not necessarily take place when other people fall on campus, e.g. students. What is the follow-up? Everyone should be reminded of the importance of proper footwear when accessing campus during incimate weather.</li> </ul>	Leon Jacqueline	NA	C
28 Mar 24		<ul style="list-style-type: none"> <li>When reported to the OHS office, student incident reports will be shared with UJOHSC.</li> </ul>			

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of Employees)					
<p>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.</p> <p><input checked="" type="checkbox"/> No actionable items noted Looking at a mobile app with FM.</p>					
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	Jun 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
22 Feb 24	E	Security First Aid training scheduled for March 2 <sup>nd</sup> and 3 <sup>rd</sup>	Laurie	Apr 2024	IP

8. ONGOING BUSINESS – Status of Action Items					
Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status

8. ONGOING BUSINESS – Status of Action Items					
26 Jan 23 25 Jan 24 22 Feb 24 28 Mar 24	D	<p><b>Terms of Reference Update/Yearly Review/Robert’s Rules of Procedure</b></p> <ul style="list-style-type: none"> <li>• Look at options for formalizing motions.</li> <li>• 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.</li> <li>• A revised version will be sent to members for their comments prior to the next meeting.</li> <li>• <b>Circulated today – everyone is asked to review – item for next month’s agenda.</b></li> <li>• <b>Comments by email is preferred.</b></li> </ul>	Laurie	Apr 2024	IP
23 Mar 23 25 Jan 24 22 Feb 24	C	<p><b>Smoking rules on campus</b></p> <ul style="list-style-type: none"> <li>• Meghan reviewed some suggested changes and will send them by email for inclusion in the next version.</li> <li>• 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.</li> <li>• 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.</li> <li>• Following discussion, the general consensus was that it would be impossible to designate walkways as non-smoking because it would not be enforceable.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>	Randy	Apr 2024	IP



8. ONGOING BUSINESS – Status of Action Items					
28 Mar 24		<ul style="list-style-type: none"> <li>• <b>Randy to follow-up with Monica</b></li> </ul>			
23 Mar 23	D	<b>Committee membership</b> <ul style="list-style-type: none"> <li>• New Employer members include Lace Marie Brogden, Jacqueline De LeeBeeck and Meghan Hayne.</li> <li>• Kris MacSween has stepped down from the committee. Tyson Ball will become the Non-Union representative, and a new Non-Union alternate will be sought.</li> <li>• HR have been asked to coordinate selection of the Non-Union Employee Alternate.</li> <li>• Shah Razul is the AUT Alternate.</li> <li>• Randy Peters is the Employer Co-Chair.</li> <li>• Lisa Jackman is an Employer Alternate.</li> <li>• <b>Willissa DeCoste is the new Non-Union Employee Alternate.</b></li> </ul>	Laurie	NA	C
25 Jan 24					
22 Feb 24					
28 Mar 24					
26 Oct 23		C			
22 Feb 24					
28 Mar 24					
22 Feb 24	E	<b>Day of Mourning Speaker</b> <ul style="list-style-type: none"> <li>• 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 26<sup>th</sup></li> <li>• <b>Everyone is encouraged to attend and bring others.</b></li> </ul>	Laurie	Apr 2024	IP
28 Mar 24					

### 8. ONGOING BUSINESS – Status of Action Items

22 Feb 24	E	<b>Make Your Move At Work.</b> <ul style="list-style-type: none"> <li>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’)</li> <li><b>Good response to this month’s events. Wrapping up this week.</b></li> <li><b>Move into opportunities to move safely on campus.</b></li> <li><b>Working with management on Active Meeting Policy.</b></li> <li><b>Members are asked to be advocates for this and other initiatives that encourage safe movement at work.</b></li> </ul>	Erica	Apr 2024	IP
28 Mar 24					

### 9. REGULATORY INSPECTIONS

Date	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status

### 10. NEW & OTHER BUSINESS

<ul style="list-style-type: none"> <li>General discussion items (list actionable items below)</li> <li></li> </ul>						
Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow-up	Status	
28 Mar 24	C	Stephen suggested clearer painting of arrows on some one-way streets, specifically Martha Drive. Laurie advised FM are looking at signage for some one-way streets on campus, i.e. intersection of Varsity Drive and Convocation Blvd.		Apr 2024	N	

### 11. NEXT MEETING

Date:	April 25, 2024
Time:	12:00 Noon
Location:	Bloomfield Council Chambers

## 12. MEETING ADJOURNED

Time:	12:40 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

Adjournment at 1:05 p.m.