

Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:

Worker Co-Chair:
Employer Co-Chair:

Date:

Time:
Location:

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 workers) 	<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					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Dave Chisholm	UNIFOR	Carpentry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trent DeYoung	UNIFOR	M&E	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jimmy George	UNIFOR	G&T	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kevin Gerrior (Co-Chair)	UNIFOR	Carpentry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mary MacLean	UNIFOR	Custodial	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sylvia Phee	UNIFOR	Custodial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Delaney (Alternate)	UNIFOR	Carpentry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Barry Purcell (Alternate)	UNIFOR	M&E	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Employer Representatives	Work Location	Present	Regrets	Absent
Gary MacMillan (Co-Chair)	Custodial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doug Campbell	Maintenance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kevin Latimer	Maintenance and Electrical	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tara Oostvogels	Grounds and Transport	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Blair Maltby, Alternate	Project Office	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Darlene Campbell, Alternate	Custodial	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
Laurie Reid, Advisory non-voting	Occupational Health and Safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Erica Baker, Advisory non-voting	People and Culture	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karen Smith, Administration, non-voting	FM Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

2. DETERMINATION OF QUORUM

- a. A minimum of five members.
- b. Worker representatives (workers who do not exercise managerial functions) and employer representatives (workers who exercise managerial functions).
- c. At least half of the members must be worker 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)

<ul style="list-style-type: none"> • Move to adopt minutes. Moved by: <u>Gary MacMillan</u> Seconded by: <u>Sylvia Phee</u> 		
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

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*)

(* See Legend at end for Priority and Status Codes) CA = Corrective Action (taken or suggested)

Incident Date	Priority	Description of Incident (Actions Taken/Need to be taken)	Assigned	Follow up	Status
23 Jan 24	B	Worker strained back while pulling on auto scrubber, which was malfunctioning and pulling to one side. CA - equipment fixed.	Gary	N/A	C
29 Jan 24	B	Worker strained their back while trying to lift frozen garbage bag out of bin by Riley/O'Regan. CA - Call for help or use machine. Covers for the cans?	Tara	Mar 2024	IP
1 Feb 24	B	Sodexo drive damaged the payphone in the upper Bloomfield parking lot.	Sodexo	N/A	C
4 Feb 24	B	Worker, driving their personal vehicle, backed into the Security truck outside of SOC.	Worker	N/A	C
14 Feb 24	B	Worker fell twice outside, in the courtyard of MSB, in the driveway area, while stepping on a snow-covered icy surface.	N/A	N/A	C
19 Feb 24	C	Near Miss: Kell's hit a manhole cover outside of the #7 garage, while snow plowing, moving it to ¾ open. CA - It was noticed and put back and has now been bolted shut. Area should be monitored.	Doug	N/A	C
19 Feb 24	B	Fire hydrant north of BMIG was tore off by snow clearing equipment.	Tara	N/A	C

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.

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

Date Raised	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
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5. REVIEW OF CONCERNS/HAZARDS					
17 oct 23	B	<p>JBB Lower Parking lot – difficult to see when exiting.</p> <ul style="list-style-type: none"> Laurie to follow up with Security. Maybe eliminate a couple of parking spots – Trent 	Laurie	Apr 2024	IP
13 Jun 23	A	<p>Roof Access</p> <ul style="list-style-type: none"> There are some safety concerns especially in Gov Hall and MSB. Doug will discuss with Mark. Tie off procedure – Use common sense. General comment – no specific action Laurie to follow up with Vince to look at Governors and other concerning roof access points. Specifics will be added to the fall protection program. 	Laurie	Apr 2024	IP
12 Dec 23		<ul style="list-style-type: none"> Vince and Laurie visited Governor’s roof access points, and a fall protection plan with fall arrest equipment is required to access mechanical units. It has a dangerous slope and isn’t very wide. 			
23 Jan 24		<p>Access to all roof mechanical units on campus will be assessed to determine if fall protection is required. This information will be added to the StFX Fall Protection Program. Work on flat roofs without fall protection is very limited (changed in 2022), and rule of thumb for now is that roof access to mechanical units within 20 feet of a fall hazard should be assessed prior to access.</p>			
23 Jan 24	B	<p>Smoking in Residences</p> <ul style="list-style-type: none"> A concern was expressed about students smoking in residences. Several members said they regularly smell cigarette and cannabis smoke when they work in residences. The biggest concern is that the students cover the smoke detectors to be able to smoke in their room. Alcohol and drug consumption, combined with smoking in a room without smoke detection is a recipe for disaster. If someone smells smoke, they should report it to the RLC or Safety & Security immediately. These comments will be passed on to Residence Life and Safety & Security. 	Laurie	Mar 2024	IP

5. REVIEW OF CONCERNS/HAZARDS					
20 Feb 24		<ul style="list-style-type: none"> Laurie advised a new Smoking and Vaping Policy is in the works. Karen suggested we look at doing a Room Burn this year. The new Draft Smoking and Vaping Policy was given to members for their review and comments. Input is sought about what types of receptacles should be used. 			
23 Jan 24 20 Feb 24		<p>Propping Fire Doors</p> <ul style="list-style-type: none"> We are working to stop this practice across campus, as a team effort. We will work with employees whose work requires the propping of doors to come up with a reasonably practicable solution. We have ordered some samples and are testing out some devices that can be used by workers to prop doors to do their work. The devices must stay with the worker – the propped door cannot be left unattended. 	Laurie	Mar 2024	IP
20 Feb 24		<p>Snow Shoveling Sylvia expressed a concern about not having enough shovellers and emergency exits not being shoveled. Garbage trucks cannot access the waste areas, so garbage is piling up as well. Fire hydrants are inaccessible. The snow clearing employees have been overworked the last two weeks, are tired, and should be super alert and rested to do their job. Students were hired for the major snowfall, but they were not trained and did not know what to do. There are no extras to call-in like in past years. If things are not shoveled out, extras should be available to be called in. Blocked exits are not acceptable.</p>	Doug	Mar 2024	IP
20 Feb 24		<p>Backup Cameras Reported that the backup cameras on the mail truck and other vehicles are still not working properly or are of poor quality and no use.</p>	Tara	Mar 2024	IP

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

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.

Inspection Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
2 Sep 23 12 Dec 23 23 Jan 24 20 Feb 24	D	Custodial room in Bauer Theatre needs to be relocated – Deputy Fire Marshal visit. Where will it be relocated? Currently in Chapel, permanent area to be identified. A room has been provided.	Gary	N/A	C

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
17 Oct 23 14 Nov 23 23 Jan 24	C	EPI Pen Training Laurie to ask Colin Rankin to do training. Use of device to be very specific (bee stings). Colin will do training, likely in May.	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
13 Jun 23 12 Sep 23 12 Dec 23	C	Stretching It was suggested that we put up some information on stretching before your shift. Erica – posters, Gary – videos on display monitor.	Laurie Erica	Mar 2024	IP

8. ONGOING BUSINESS – Status of Action Items					
20 Feb 24		Erica advised she would send some stretching videos to the team.			
9 May 23	C	Directional signage on one-way streets	Laurie	Jun 2024	IP
13 Jun 23		<ul style="list-style-type: none"> There was a discussion about more directional signage on one-way streets. There was a discussion about the FM parking lot – enforcing directional driving and the congestion with parking. This will be reviewed. 			
12 Dec 23		<ul style="list-style-type: none"> Dave will talk to Security and Doug will check on missing signage. It was noted there are other “one-way” areas of concerns including the front of Keating and Starbucks. These items may be referred to a (yet to be established) Campus Traffic Safety Committee. 			
20 Feb 24		<ul style="list-style-type: none"> Laurie to talk to Vince and Jacob to look at this area for installation of signs in the Spring. 			
9 May 23	D	Review Safety Absolutes	Cheryl	N/A	C
13 Jun 23		<ul style="list-style-type: none"> Recommended Toolbox meetings on safety priorities; we can create some topics for discussion at the next FM JOHS meeting. 			
12 Sep 23		<ul style="list-style-type: none"> Monthly topics of discussion – tool safety – ladders, saws, drills, hearing protection, eye protection, ergonomics. Maybe post something weekly. 			
12 Dec 23		<ul style="list-style-type: none"> Dave and Laurie will check into this and post information on the monitors – possibly focus on different topics each month. Laurie will develop suggested calendar and work with Kevin and Gary to get messages broadcast on the two digital screens. 			
20 Feb 24		<ul style="list-style-type: none"> Any messages for broadcast on the digital screens can be sent to Cheryl Chisholm. 			
16 Feb 23	D	First Aid Program in FM	Laurie	Apr 2024	IP
23 Jan 24		<ul style="list-style-type: none"> Transportation of injured employees was discussed. StFX is responsible to transport injured employees to and from an emergency medical facility, as required, when the workplace injury is not serious enough for 911/ambulance. A taxi chit system has been set up with Safety & Security, so a supervisor/first aid 			

8. ONGOING BUSINESS – Status of Action Items					
20 Feb 24		<p>attendant can obtain one to pay for the cost of the taxi for the injured employee. StFX does not want employees driving injured employees to emergency medical facilities.</p> <ul style="list-style-type: none"> • A toolbox talk will be developed about current first aid practices and further training will take place with the FM first aid attendants. 			
16 Feb 23 12 Dec 23 23 Jan 24	E	<p>Terms of Reference (ToR) to be established.</p> <ul style="list-style-type: none"> • These will be distributed with the meeting minutes and reviewed at the next meeting. • Laurie to revise and present in January meeting. • Laurie will revise the current ToR from 2018 with suggested edits, and this will be emailed to the committee for discussion at the next meeting. 	Laurie	Mar 2024	IP
14 Nov 23 12 Dec 23 23 Jan 24	C	<p>Inspection Program</p> <ul style="list-style-type: none"> • Inspections of all workspaces, regularly reported to JOHSC, are a requirement of the OHS Act. OHS are looking at an app that can be used to develop checklists and capture data. Kevin was asked if he had any recommendations for a system that would work well with FM’s work order system. • Mobile App options being explored with ITS. • The TMA work order system has a “Room Inspections” module that we will be testing over the next several months to see how it will work to help fulfill the requirements of a workspace inspection program. 	Laurie	Apr 2024	IP
23 Jan 24 20 Feb 24	C	<p>Bump sign at sunken manhole on Varsity Drive</p> <p>It was suggested that a bump sign be added near this area to avoid a repeat of a damaged vehicles, and it should help slow down traffic in this area (additional employee concerns expressed at FM JOHSC about the speed of traffic in this area and the lack of safe access to MacDonald Hall.)</p>	Doug Tara	Aug 2024	IP

8. ONGOING BUSINESS – Status of Action Items					
		Sign is buried in snow. Access to MacDonald Hall and the surrounding streets will be looked at in the summer. Permanent 'slow down' signage may be installed.			
23 Jan 24 20 Feb 24		Emergency Wardens in MacDonald Hall Looking for volunteers – training and equipment will be provided.	Laurie	Mar 2024	IP

9. REGULATORY INSPECTIONS						
Date	Priority	Discussion and/or Action Items	Assigned	Date of Issue	Date to be Completed	Status

10. NEW & OTHER BUSINESS					
<ul style="list-style-type: none"> General discussion items (list actionable items below) 					
Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow Up	Status
20 Feb 24	E	Make Your Move at Work Erica introduced the MYMW initiative, whose purpose is to help us to move safely and look after ourselves.	Erica	Mar 2024	N
20 Feb 24	D	Snow clearing equipment dangers. Students are a constant hazard around moving snow clearing equipment. Suggested that a reminder be sent to students	Tara	Mar 2024	N
					N

11. NEXT MEETING	
Date:	March 19, 2024
Time:	12:00 Noon
Location:	FM Boardroom

12. MEETING ADJOURNED

Time:	1:00 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

Inspection Schedule (suggested)

- Carpentry Shops (monthly)
- Electrical Rooms (monthly)
- Elevator Rooms (monthly)
- Mechanical Rooms (monthly)
- “Tank” Run (weekly)
- Custodial Closets (quarterly)