

Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	University JOHSC	Employee Co-Chair:	Colin Rankin
		Employer Co-Chair:	
Date:	22 Feb 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shah Razul	AUT (Alternate)	Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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"/>
Vacant	Non-Union	Library	<input 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"/>
Whyllie MacPherson	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 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Leon MacLellan	Director, Facilities Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jacob Burghardt	Supervisor, Safety & Security (Alternate)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lisa Jackman	Manager, StFX Store (Alternate)	<input checked="" 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)

<ul style="list-style-type: none"> • Move to adopt minutes. Moved by: <u> Meghan Hayne </u> Seconded by: <u> Leon MacLellan </u> • Minutes accepted as presented, without changes. 	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

- *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
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 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	May 2024	IP

5. REVIEW OF CONCERNS/HAZARDS					
28 Sep 23 23 Nov 23 25 Jan 24		<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. 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? 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. 			
17 Aug 23 23 Nov 23 25 Jan 24 22 Feb 24	C	<p>IAQ in 42 West Street</p> <ul style="list-style-type: none"> Susan put in a request to FM to look at the IAQ, specifically no open windows, long corridor and no ventilation in the bathrooms. The carpet on the top floor was removed and replaced with carpet tiles, and this seems to have improved the IAQ/smell in that area. Awaiting response on ventilation and what improvements can be made in the bathrooms and long corridor areas. FM is currently working on ventilation in bathroom fourth floor. 	Susan Leon	Mar 2024	IP
23 Mar 23 17 Aug 23 23 Nov 23	C	<p>Access at back of Keating / Ice Resurfacer operation area.</p> <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. 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. 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. 	Blair	June 2024	IP

5. REVIEW OF CONCERNS/HAZARDS							
18 Sep 23	C	Air quality in the Library <ul style="list-style-type: none"> • System Care’s work is just about complete. • There will be further cleaning and repairs done by FM. • The humidity sensors are installed, but there may be connection issues. • Tramble Centre is pleased with the area. Space is in full use. Odour is gone. • Chiller is on the way with an expected completion date before the end of March. • 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. 	Randy Laurie	Mar 2024	IP		
22 Feb 24							
26 Oct 23	C	Bricks are uneven at front of Keating 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>	Erwin	Mar 2024	IP		
26 Oct 23	C	Gilmora Circle – lighting and cameras <ul style="list-style-type: none"> • A concern was raised during Orientation Weekend about the lack of lighting and monitoring for the Gilmora Circle area. • Better lighting and the installation of a camera was suggested. 	Randy	Mar 2024	IP		
23 Nov 23							
23 Nov 23	B	Lack of fire alarm in MacDonald Hall <ul style="list-style-type: none"> • The fire alarm in MacDonald Hall is not working. In the meantime, Security have put a protocol in place for what to do in case of a fire. Leon advised fixing the alarm is in the works. • Leon advised expected completion is the end of March. • Colin expressed his appreciation to Doug Campbell, who reached out directly to the concerned employee. • Parts are in. An evacuation drill will be done when alarm is installed and functioning. 	Leon	Mar 2024	IP		
25 Jan 24							
22 Feb 24							
25 Jan 24	B	Safety & Security Training	Laurie	Apr 2024	IP		

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. Jacob advised scheduling of training is an issue due to the shift work. 			
25 Jan 24 22 Feb 22	C	<p>Access to MacDonald Hall</p> <ul style="list-style-type: none"> 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. This will be looked at in the Spring any may involve "Slow Down" signage. 	Leon	May 2024	IP
25 Jan 24 22 Feb 24	C	<p>Door at Saputo Breezeway</p> <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. 	Leon	Mar 24	IP
22 Feb 24	B	<p>Icy Lower Stairway at Bloomfield This area was reported as icy during our recent flash freeze weather events. This was reported to FM</p>	Lisa	NA	C
22 Feb 24	C	<p>Magnetic Locks in Keating The magnetic locks located where the floor goes from black to stone are not strong enough to hold the door open. Reported to FM.</p>	Patrick	Mar 24	IP
22 Feb 24		Falls on Snow and Ice Incidents	Leon Jacqueline	Mar 24	IP

5. REVIEW OF CONCERNS/HAZARDS

		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 inclement weather.			
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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	June 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
23 Nov 23	E	JOHSC training scheduled for December 13	Laurie	Apr 2024	IP
25 Jan 24		Members who have not previously taken the training will be sent an invitation to one of the 1/2 day sessions (am or pm). Further JOHSC training will be held for Science JOHSC members, and any other members who have not taken the training will be invited to the training.			
22 Feb 24		Security First Aid training scheduled for March 2nd and 3rd			

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	Mar 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. A revised version will be sent to members for their comments prior to the next meeting. 			
22 Feb 24					
27 Jan 22	C	Nighttime lighting audit/assessment <ul style="list-style-type: none"> Assessment of outdoor lighting was requested by the committee. Committee members can do their own audit as time permits. The inspection checklist is on Teams and the OHS website. The results will be sent to OHS for tracking and follow-up with FM. Laurie went out last night and did some of the campus. Several improvements noted since last audit. It was noted that it was dark in front of the construction area, and this will be discussed with Pomerleau. Leon said the priority are the burnt out lights – a work order should be sent to FM when noticed. Solar powered motion lights are being looked at.. 	All	NA	C
23 Nov 23					
25 Jan 24					
23 Mar 23	C	Smoking rules on campus <ul style="list-style-type: none"> Clarity around smoking rules and etiquette is needed. Time to look at the current policy. Proposed Smoking and Vaping Policy forwarded to directors for review. This policy will replace the current Cannabis Policy. The policy will be sent by email to the committee for their comments. 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. Concerns were expressed about the harmful effects of 	Randy	Mar 2024	IP
23 Nov 23					
25 Jan 24					
22 Feb 24					

8. ONGOING BUSINESS – Status of Action Items					
		<p>second-hand tobacco and cannabis smoke, including possible impairment when exposed to cannabis smoke. A ban on smoking on walkways was suggested.</p> <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. 			
<p>23 Mar 23</p> <p>25 Jan 24</p> <p>22 Feb 24</p>	D	<p>Committee membership</p> <ul style="list-style-type: none"> • New Employer members include Lace Marie Brogden, Jacqueline De LeeBeeck and Meghan Hayne. • 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. • HR have been asked to coordinate selection of the Non-Union Employee Alternate. • Shah Razul is the AUT Alternate. • Randy Peters is the Employer Co-Chair. • Lisa Jackman is an Employer Alternate. 	Laurie	Mar 2024	IP
26 Oct 23	C	<p>Fire extinguishers being moved by KD Pratt</p> <ul style="list-style-type: none"> • John Comeau noted that some fire extinguishers are changed out/moved (and noted as loaner / faulty on tag) without any explanation if they will be returned, etc. This makes it difficult to do the monthly inspections. The issue of serial numbers not being tracked has been raised with FM and KD Pratt, because there 	Jacob	Mar 2024	IP

8. ONGOING BUSINESS – Status of Action Items						
22 Feb 24		should be a history of the maintenance of the extinguishers. <u>Jacob to follow-up with Kevin Latimer.</u>				
		<ul style="list-style-type: none"> Leon suggests Security work directly with KDP on this issue. 				
23 Nov 23	D	Evacuation Alarms – notification to Safety & Security				
22 Feb 24		<ul style="list-style-type: none"> A communication should be sent out to remind people to call Security if they hear an alarm going off in their building. This is part of EMS training 	Laurie	NA	C	

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"> General discussion items (list actionable items below) Shah Razul was introduced as the AUT alternate. Lisa Jackman was introduced as the newest Employer member. An “around the table” introduction took place due to new faces/guests at the meeting. 						
Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow-up	Status	
22 Feb 24	E	Make Your Move at Work 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	Mar 2024	N	
22 Feb 24	E	Day of Mourning Speaker This year’s day of Mourning (April 28 th) falls 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 the Friday before (April 26 th).	Laurie	Mar 2024	IP	

11. NEXT MEETING

Date:	March 28, 2024
Time:	12:00 Noon
Location:	Bloomfield Council Chambers

12. MEETING ADJOURNED

Time:	1:05 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.