

Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	University JOHSC	Employee Co-Chair:	Colin Rankin
		Employer Co-Chair:	
Date:	23 May 24	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
Daniel Kane	AUT	Human Kinetics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susan MacKay	AUT (Alternate)	42 West Street	<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	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"/>
Bailey MacDonald	CUPE	Safety & Security	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Francisco Chang	Student's Union	President, SU	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Katie Wilson	Student's Union (Alternate)	Vice-President, SU	<input checked="" type="checkbox"/>	<input 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 (Co-Chair)	Director, 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jacob Burghardt	Supervisor, Safety & Security (Alternate)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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, Health, Safety, Security & Environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blair Maltby (non-voting advisory)	Director, Facilities Management	<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: Meghan Hayne Seconded by: Patrick
- Minutes accepted, change shut to shout on page 5 under 42 West Street IAQ, Change Tyson to Non-Union member and Willissa to alternate.

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
10 Apr 2024		<p>Nicholson Smoke Event</p> <p>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. 	Blair	Aug 2024	IP

4. REVIEW OF INCIDENTS					
23 May 24		<ul style="list-style-type: none"> Blair – FM – why was there a bypass. Why wasn't it logged. Blair to follow-up with Kevin about that. Has to be drills during school year when building is fully occupied. More education and practice needed. Incident highlighted a bunch of things we need to work on. 			
17 May 24		<p>Golf cart incident</p> <ul style="list-style-type: none"> Workers backed golf cart into pillar at Governors, after the steering on the cart failed. Cart and pillar to be repaired. This incident raised the issue of seatbelts and governors in the golf carts. Seatbelts will be ordered and installed in the carts and the governor use will be verified. 	Laurie	June 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	<p>Emergency Exits in MSB</p> <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. 	Laurie	Aug 2024	IP
28 Sep 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? 			
23 Nov 23		<ul style="list-style-type: none"> Add larger signage in stairwells to direct persons to unlocked doors. 			
25 Jan 24		<ul style="list-style-type: none"> Look at signage in Coady. 			

5. REVIEW OF CONCERNS/HAZARDS					
		<ul style="list-style-type: none"> 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	C	<p>IAQ in 42 West Street</p> <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 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. 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. Blair – renovation done covered ventilation, but it only captures the first floor. There’s not a lot we can do on the upper floor without a lot of money and use of space. Not impossible, but depends on how much money to be spent. Susan advised the top floor is like a sauna, extremely hot, fire doors are closed. There is no place in the washroom to vent fumes. Then it’s in the hallway. 	Susan Blair	June 2024	IP
25 Apr 24					
23 May 24					

5. REVIEW OF CONCERNS/HAZARDS					
		<ul style="list-style-type: none"> • There is a fan, but it ventilates into another area that's closed down. Susan – is there anything we can do? Blair to look at a side wall. • Offices are OK, they have either an open window or an AC unit. • Traps could be drying out. Blair and Doug will take a look. 			
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	Aug 2024	IP
18 Sep 23 28 Mar 24 25 Apr 24	C	<p>Air quality in the Library</p> <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 operational. Being used to monitor piping condensation. • 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 	Blair	June 2024	IP

5. REVIEW OF CONCERNS/HAZARDS					
23 May 24		<p>program will be updated to reflect his recommendations.</p> <ul style="list-style-type: none"> Blair – I talked to Scott very recently, he was doing the controls for the new chiller. They got it and programmed it. Be here next week. Texas coming the first week of June. 4th, 5th and 6th of June – commission. Once that's done, control humidity and finish repairs on system. Next week and a half. Randy – please ensure library people know. Should we have the temporary units put in windows? 102 – 28 degrees this morning. Put a unit in the Rare Books Room. Even if we run into trouble, there will be cool air the first week of June. 			
23 Nov 23 22 Feb 24 28 Mar 24 25 Apr 24 23 May 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. Once finished, we will be doing a drill. 	Blair	June 2024	IP
25 Jan 24 22 Feb 24 28 Mar 24 25 Apr 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. 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. 	Blair	NA	C

5. REVIEW OF CONCERNS/HAZARDS					
23 May 24		<ul style="list-style-type: none"> • More secure building. • High school and elementary students who should not be there. • One of those things it's hard to staff more. <p><i>NOTE: Some items from this thread have been moved to an ongoing business items called Behaviourial Safety.</i></p>			
22 Feb 24	C	<p>Magnetic Locks in Keating</p> <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). • New fire doors are being looked at. 	Blair	June 2024	IP
28 Mar 24					
25 Apr 24					
23 May 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)					
<p><i>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.</i></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	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 Quarterly. Class coming up on the 12 th of June.	Erica	June 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 25 Jan 24 22 Feb 24 28 Mar 24 25 Apr 24	D	Terms of Reference Update/Yearly Review/Robert’s Rules of Procedure <ul style="list-style-type: none"> Look at options for formalizing motions. 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. Circulated today – everyone is asked to review – item for next month’s agenda. Comments by email is preferred. An appendix will be added to the ToR to show the Joint OHS Committees that currently exist on campus. 	Laurie	June 2024	IP
23 Mar 23 25 Jan 24 22 Feb 24	C	Smoking rules on campus <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. 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 	Randy	June 2024	IP

8. ONGOING BUSINESS – Status of Action Items					
28 Mar 24 23 May 24		<p>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. Randy to follow-up with Monica The policy was accepted, with minor changes to follow-up procedure. Final version will be shared with the committee. 			
22 Feb 24 28 Mar 24 25 Apr 24 23 May 24	E	<p>Day of Mourning Speaker</p> <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 Everyone is encouraged to attend and bring others. Event is tomorrow – hoping for good turnout. Randy and Sylvia will emcee the event. Speaker was very good. Committee members will be sent a link to provide feedback to Threads of Life. 	Laurie	June 2024	IP
22 Feb 24 28 Mar 24	E	<p>Make Your Move At Work.</p> <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') Good response to this month's events. Wrapping up this week. Move into opportunities to move safely on campus. 	Erica	NA	C

8. ONGOING BUSINESS – Status of Action Items					
23 May 24		<ul style="list-style-type: none"> Working with management on Active Meeting Policy. Members are asked to be advocates for this and other initiatives that encourage safe movement at work. More during Employee Appreciation week Group walked over 65 km over lunch. 			
23 May 24	C	<p>Behavioural Safety (from other discussions)</p> <ul style="list-style-type: none"> 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. Propped doors in residences. Awareness thing – we have to stop doing that. Security in residence doing patrols should help. Blair – meeting with student life – make sure the students understand the purpose of bells, etc. Another item would be good housekeeping. How can we present this to students when they come in as to whether it would stick. Garbage in the hallways. Susan – suggested sticker as a reminder. 	Laurie	June 2024	IP

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)

10. NEW & OTHER BUSINESS

- Round the Table introductions took place (Blair Maltby, Bailey MacDonald and two new Student Union members).

Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow-up	Status
23 May 24		Library – Fire Doors and Accessibility Challenges Fire doors that used to be propped are now unpropped. Some doors are being propped so there is accessible access to the Tramble Centre, and the basement study room and washroom. Reported to FM – not sure how quick it can be fixed.			N

11. NEXT MEETING

Date:	Jun 27, 2024
Time:	12:00 Noon
Location:	Bloomfield Council Chambers

12. MEETING ADJOURNED

Time:	12:58 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