

Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	University JOHSC	Employee Co-Chair:	Colin Rankin
		Employer Co-Chair:	
Date:	25 Jan 2024	Time:	12:00 Noon (called to order at 12:17 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"/>
Vacant	AUT (Alternate)		<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Julianna Drake	Student's Union (Alternate)	Vice-President, SU	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Employer Representatives	Work Location	Present	Regrets	Absent
Lace Marie Brogden	Dean of Education	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jacob Burghardt	Supervisor, Safety & Security	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leon MacLellan	Director, Facilities Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lisa Jackman	Manager, StFX Store (Alternate)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Randy Peters	Director, Risk Management (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 type="checkbox"/>	<input checked="" 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>Leon MacLellan</u> Seconded by: <u>Meghan Hayne</u> • 	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 by new incidents reported to OHS.
- **Following are (non-FM-specific) incidents reported to the OHS office since the last UJOHSC meeting on November 23, 2023. NOTE THESE INCIDENTS WERE NOT DISCUSSED AT THE MEETING**

(* 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
27 Nov 23	C	<ul style="list-style-type: none"> • Worker slipped on an icy walkway near the receiving doors at Bloomfield. They grabbed the door handle to break his fall, causing his finger to bruise. It was obvious that the ice was caused by someone at the student bar dumping ice water outside because the ice cubes were still in their cube shape and it was close to the bar door. • CA - Addressed with supervisor and practice has ceased. 		Feb 2024	
6 Dec 23	C	<ul style="list-style-type: none"> • Worker in JBB pricked their thumb with a specimen identification pin while putting away specimens and cleaning up after a make-up lab exam. 		Feb 2024	
12 Dec 23	C	<ul style="list-style-type: none"> • Worker in JBB was rinsing out a cooler in the sink and while lifting it up they cut & scraped their wrist on the sharp edge of the cooler's lid. 		Feb 2024	
15 Dec 23	C	<ul style="list-style-type: none"> • Worker was walking back from St. Ninian Place to the Rankin School of Nursing entrance and slipped on ice on the sidewalk. This caused them to fall backwards, striking their head on the pavement. • CA - Sidewalks should be salted during damp weather when temperatures drop, causing ice. Staff must report icy conditions to their supervisors so contact can be made with Grounds Department to ensure proper salting or at least that someone out to be in to salt sidewalks/parking lots, etc. 		Feb 2024	

4. REVIEW OF INCIDENTS					
11 Jan 24	C	<ul style="list-style-type: none"> Worker was walking along the pathway between Bloomfield and Nicholson Tower when they slipped on the ice. 		Feb 2024	
11 Jan 24	C	<ul style="list-style-type: none"> Worker was walking on the sidewalk between BMIG and St. Ninian's parking lot and slipped on black ice. 		Feb 2024	
14 Jan 24	C	<ul style="list-style-type: none"> Worker fell in Bloomfield parking lot accessible spots. Worker noted that, "..... a lot of the handicapped parking spaces are the spaces that are less likely to be cleared of snow and Ice as I am a frequent user of these spots and I think for accessibility they should have a lot more attention paid to them in regard snow removal and ice, maybe salted better as well. 		Feb 2024	
17 Jan 24	C	<ul style="list-style-type: none"> Near Miss - Worker was driving trackless plow through the new roundabout when the plow died. A municipal garbage truck was behind the plow and had to swerve to miss him. It was noted that the roundabout has added some distance and hazards to driving between the #7 garage and the campus. Workers are asked to monitor and report all near misses and incidents. 		Feb 2024	

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		Emergency Exits in MSB <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 	Laurie	Feb 2024	IP

5. REVIEW OF CONCERNS/HAZARDS					
23 Nov 23		<p>evacuation. Should online locks be installed in stairwells that will open in case of emergency?</p> <ul style="list-style-type: none"> Add larger signage in stairwells to direct persons to unlocked doors. 			
17 Aug 23		<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. 	Susan Leon	Feb 2024	IP
23 Nov 23					
25 Jan 24					
23 Mar 23		<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
17 Aug 23					
23 Nov 23					
18 Sep 23		<p>Air quality in the Library</p> <ul style="list-style-type: none"> Since October 26th we've had a number of IAQ testing done by Northern Air Quality and ALLTECH Environmental. Two techs, one from each company, did a complete survey of the library. When we get both reports we will bring the group together to discuss. Any major discrepancies we may hire a certified professional to provide additional advice. Invited FM to come in because there seems to be some questions about chillers, ventilation and air quality in the 	Randy Laurie	Feb 2024	IP
23 Nov 23					

5. REVIEW OF CONCERNS/HAZARDS					
11 Dec 23		<p>library. We thought it would be good to have people who understand how it works to explain how things works.</p> <p><u>Ventilation Presentation</u></p> <ul style="list-style-type: none"> • Kevin Latimer and Doug Campbell from FM attended the meeting to provide information about ventilation in the library and other buildings on campus (all HVAC systems on campus work basically the same). • Special meeting of the UJOHSC took place on December 11th to update the committee on the status of this file (separate notes). • System Care’s work is just about complete. • There will be further cleaning and repairs done by FM. • Mould Prevention, Assessment and Remediation and our (soon to be rolled out) Inspection program will help with mould in spaces. • Cleaning of the library is not well defined, and this will be looked at as well. • Department of Labour’s industrial hygienist visited in December, and he has been following up on our progress on a regular basis. • Feedback received by Colin is that it’s recognized the university is taking it seriously and they appreciate the fact that things are being done. • Leon committed to having chiller installation completed by March 31st. • Leon thinks humidity sensors are installed – may be connection issues. • Tramble Centre is pleased with the area. Space is in full use. Odour is gone. 			
25 Jan 24					
26 Oct 23		Bricks are uneven at front of Keating	Erwin	Feb 2024	IP

5. REVIEW OF CONCERNS/HAZARDS					
		The bricks at the front of Keating are not level and they cause a hazardous trip area, and water gathers when it rains. <u>Erwin to send picture to Laurie.</u>			
26 Oct 23 23 Nov 23		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	Feb 2024	IP
23 Nov 23 25 Jan 24		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. 	Leon	Apr 2024	IP
25 Jan 24		Safety & Security Training A concern was raised about the EHS response time and if Safety & Security have the appropriate level of training for extended delays.	Laurie	Feb 2024	IP
25 Jan 24		Access to MacDonald Hall 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.	Leon	Feb 2024	IP
25 Jan 24		Door at Saputo Breezeway 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	Feb 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 Employees)	
<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>	
<input checked="" type="checkbox"/> No actionable items noted	

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

Looking at a mobile app with FM.

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

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 25 Jan 24		<p>JOHSC training scheduled for December 13 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.</p>	Laurie	Jan 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		<p>Terms of Reference Update/Yearly Review/Robert’s Rules of Procedure</p> <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. 	Laurie	Feb 2024	IP
27 Jan 22 23 Nov 23 25 Jan 24		<p>Nighttime lighting audit/assessment</p> <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. 	All	Feb 2024	IP

8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> 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.. 			
23 Mar 23		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. 	Laurie	Feb 2024	IP
23 Nov 23					
25 Jan 24					
23 Mar 23 1 Jun 23		Committee membership <ul style="list-style-type: none"> AUT to advise alternate member. We are seeking an Employer Co-Chair. Interested Employer representatives are asked to contact Laurie to put their name forward, or they can nominate another member to take the position. 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. 	Susan Laurie	Feb 2024	IP
23 Nov 23					
25 Jan 24					
26 Oct 23		Fire extinguishers being moved by KD Pratt 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 should be a history of the	Jacob	Feb 2024	IP

8. ONGOING BUSINESS – Status of Action Items

		maintenance of the extinguishers. <i>Jacob to follow-up with Kevin Latimer.</i>			
23 Nov 23		Evacuation Alarms – notification to Safety & Security A communication should be sent out to remind people to call Security if they hear an alarm going off in their building.	Laurie	Feb 2024	IP

9. REGULATORY INSPECTIONS

Date	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
14 Jul 23	C	Department of Labour Electrical Safety Inspection Addressed immediate issues. Other issues and recommendations will be addressed with new inspection program and other processes. Similar issues in all buildings will be addressed.	Doug Laurie	16 Jul 23	7 Aug 23	C
2 Sep 23	C	Deputy Fire Marshal Inspection #1 In progress to prioritize and assign responsibility. Inspection program will help address some of the issues. Laurie to share reports with safety wardens in the buildings. Similar issues in all buildings will be addressed.	Doug Laurie	13 Sep 23	Various	IP
3 Nov 23	C	Deputy Fire Marshal Inspection #2 In progress to prioritize and assign responsibility. Inspection program will help address some of the issues. Concerns with combustible loads (books and paper) in several offices, propping fire doors and other behavioural issues to be addressed.	Doug Laurie	8 Nov 23	Various	IP
13 Dec 23		Department of Labour Inspection Industrial Hygienist re IAQ in library	Laurie			IP

10. NEW & OTHER BUSINESS

- *General discussion items (list actionable items below)*
- **Lace Marie Brogden, Dean of Education, was welcomed to her first meeting.**

10. NEW & OTHER BUSINESS

- 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

11. NEXT MEETING

Date:	February 22, 2024
Time:	12:00 Noon
Location:	Bloomfield Council Chambers

12. MEETING ADJOURNED

Time:	2:05 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

Monthly Distribution and Posting of Approved Meeting Minutes :

- Responsible VP
- Responsible Managing Director/Dean
- All JOHSC members
- Posted on OHS Right to Know Board website
- Posted on any Safety Bulletin Boards (by members, if applicable)