



Saint Mary's University, 923 Robie Street

Minutes for Joint Occupational Health and Safety meeting held on December 18, 2024

Arla Day opened the meeting at 1:00 p.m. The following were in attendance:

Arla Day	Psychology	Member (Employee)
Adam J Sarty	FGSR	Member (Employer)
Shellie Petrossie	Facilities Management	Member (Employee)
Dennis Gillis	Facilities Management	Member (Employer)
Howard Donohoe	Geology	Member (Employee)
Valerie Wadman	Human Resources	HR Officer (OHS & Wellness)

Guests: Martha Nakiduuli

Regrets: Mark Moffett

Roll Call:

1.0 Approval of Minutes of Last Meeting

Adam Sarty moved to accept the minutes of the October 16, 2024, meeting, and Dennis Gillis seconded the motion.

2.0 Outstanding Items from Previous Meeting

JOHSC training

Valerie Wadman

From previous minutes: Valerie Wadman advised members to take part in the free CCOHS training, paid for by the Department of Labour, Skills & Immigration. Committee members who have not taken the training are encouraged to take the safety committee training. Further information can be found at: https://www.ccohs.ca/catalog/courses_list_nova.php.

Valerie Wadman advised that several meetings were held with The Studio in the past month. They have reviewed the Intro to OHS course to make it more accessible. A number of broken links have been found. When they are fixed, HR will complete the course as a project. The proposed roll-out date is February, 2025

Action: Valerie Wadman to update the JOHSC at the January 15, 2025 meeting.

Emergency Management Annual update

Dennis Gillis

Dennis Gillis reported that the Emergency Management Working Group met in December. As it's the first meeting in a number of years, the meeting focused on priorities for the working group. It was decided the first priority is to review the Emergency Management Policy and Communications Plan. The group will meet again in early February.



Action: Dennis Gill to update the committee at the February 2025 meeting.

Risk Management regarding international travel and international field schools

Adam Sarty

Adam Sarty advised a travel registry will be developed in-house in the new year, using Qualtrics or other similar technology. Valerie Wadman advised that Sam Veres has a program in Microsoft forms that could be used.

Action: Adam J Sarty will update the committee at the January 15, 2025 meeting.

Water content concerns

Dennis Gillis

Dennis Gillis advised that the drinking water signs have been revised based on feedback from faculty. They are obtaining pricing for the signs. The Facilities project team will set up a meeting to discuss FAQs for the OHS website.

Action: Dennis Gillis to update the committee at the January 15, 2024 meeting.

OHS Annual Policy review – calendar item

Valerie Wadman

The OHS Policy has been shared with all three committees for review. After discussion, it was agreed some changes will be made to the policy, which then be resented to the JOHSC for final approval.

Action: Valerie Wadman to update the committee at the January 15, 2024 meeting.

WHMIS training review – calendar item

Valerie Wadman

Valerie Wadman advised that the Science Safety sub-committee and the Administrative Units Safety sub-committee have reviewed training being provided to employees, to determine if the training is sufficient to keep employees who are working with controlled products safe. Neither committee had any recommendations for change.

Action: No further action required.

Fire Drills Annual Report

Dennis Gillis

Dennis Gillis gave an update on the annual fire drills. The drills went well and any deficiencies noted will be addressed.

Action: No further action required.

Rock Wall on Robie St.

Shellie Petrossie

Valerie Wadman advised that Maintenance and Operations staff have been asked to review, and pick up any loose rocks, etc. Maintenance staff who pick up garbage will monitor, on an ongoing basis.



Action: No further action required.

3.0 Other Minutes and Reports

Science Safety Sub-committee

Arla Day

The October 10, 2024 and November 8, 2024 minutes were distributed for review

Administration Units Sub-committee

Arla Day

The October 30, 2024, 2024 minutes were posted for review.

Aramark

Arla Day

The October and November minutes were posted for review. It was noted that walk in freezers have been checked to ensure that no one can be locked in. Signage is being created for each freezer.

SMUSA

Arla Day

From June minutes: Arla Day and Arla Day will connect with SMUSA re the whistleblower reference and other concerns.

The November and May minutes were distributed for review, as the November minutes referenced the May minutes.

Action: The JOHSC co-chairs will contact SMUSA and set up a meeting.

Childcare Facility

Arla Day

Minutes not available for review.

Contractor Documentation

Valerie Wadman

One new safety plans available for review.

Item carried over from October meeting: Adam Sarty shared a proposal from Procurement to add language to the RFP document. After discussion, it was agreed that Dennis Gillis and Valerie Wadman would work on the wording and get back to the committee.

Action: Dennis Gillis to update at the January 15 , 2025 meeting.

Pandemic Updates

Mark Moffett

No new updates.

Psychologically Healthy Workplace

Arla Day



Arla Day advised that there will be a 2025 Summer Institute and will keep the committee updated.

Indoor Air Quality Updates

Dennis Gillis

Dennis Gillis advised that an IAQ concern was received from SMUFU. Discussion on the Policy # 3-4016 – Air Quality concerns which outlines the process for employees and Facilities Management to follow when there is an IAQ complaint or concern.

Action: Valerie Wadman to forward a copy of the policy to the JOHSC.

4.0 Injury and Incident Reports

Valerie Wadman

The October 1 to November 30, 2024 incident reports, graph and Resident statistics were distributed for review.

5.0 Workplace Inspection/Hazard Identification

Valerie Wadman

Valerie Wadman advised that office inspection reports are coming in and work orders are being created as required. There is an increase in the number of home office inspections being received. She will follow up on outstanding reports in January.

6.0 New Business

Transport Canada TDG Inspections

Valerie Wadman

Valerie Wadman distributed a copy of the TDG Inspection report. The inspection went very well, with no concerns noted.

Action: No further action required.

7.0 Date and Time of Next Meeting –

Meetings for the academic year will be on Wednesday at 1:00 p.m. Appointments have been sent to the committee. The next meeting will be January 18, 2025

Adjournment

Meeting adjourned at 2:30 p.m.

Adam Sarty, Management Co-Chair

Arla Day, Employee Co-Chair

Calendar

Action Item	Person(s) Responsible	Target Date	Actions
NAOSH Week	Committee	February/March	Plan inhouse speaker
Memo to Distribution Group re heat stress guidelines	Committee/ Valerie Wadman	May	Review at May JOHSC meeting. Place announcement in SMUport in June referring employees to OH&S website.
Review of Terms of Reference/ Membership Terms Select JOHSC co-chairs	Committee	May/June	Review Terms of Reference Documents and Committee membership.
Occupational Health and Safety booklet	Valerie Wadman	August	Send to CAID for new Faculty orientation day in August. Send to Cont. Ed for instructors. Email to Deans and assistants in August an electronic copy. Email to TLC.
Fire Drills/Fire Warden	Dennis Gillis	October	Fire Drills and Warden updates. Review compliance regarding fire alarms.
WHMIS training Review	Committee	October	Review WHMIS Training annually. (Report to JOHSC when completed or if issues arise)
Workplace Inspections	Valerie Wadman on behalf of the JOHSC	October	Forward in October of each year
Annual Review of the OH&S Policy	Committee	October	Review the policy at October JOHSC meeting.
CURIE Inspections	Risk Manager	October	Risk manager to share CURIE inspection reports
Emergency Management	Dennis Gillis	November	Review procedures.