



Saint Mary's University, 923 Robie Street

## Minutes for Joint Occupational Health and Safety meeting held on December 19, 2023

Arla Day opened the meeting at 1:30 p.m. The following were in attendance:

Arla Day	Psychology	Member (Employee)
Michael Chiwawa	VP Finance & Admin	Alternate (Employer)
Patrick Farmer	Facilities Management	Alternate (Employer)
Mark Moffett	People and Culture	Member (Employer)
Suzanne van den Hoogen	Patrick Power Library	Alternate (Employee)
Liliane Bassil	EIT	Member (Employer)
Valerie Wadman	Human Resources	HR Officer (OHS & Wellness)

**Guests:** Leanne Lucas, Martha Nakiduuli

**Regrets:** Howard Donohoe

### Roll Call:

#### 1.0 Approval of Minutes of Last Meeting

Liliane Bassil moved to accept the minutes of the October 17, 2023, meeting, and Suzanne van den Hoogen seconded the motion. The November, 2023 meeting was cancelled.

#### 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 and Advanced Education. 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](https://www.ccohs.ca/catalog/courses_list_nova.php).

Valerie Wadman advised that work is continuing adding Intro to JOHSC, Hazard Identification and Inspections and Investigations training info to Brightspace.

**Action:** Valerie Wadman will update at the January 16, 2024 meeting.

##### Violence in the Workplace Policy and Plan review

Valerie Wadman

Valerie Wadman distributed a copy of an email from the Security manager related to the Violence in the Workplace prevention plan. The VPAR has advised that office locations have been removed from the University phonebook and classroom locations from the external timetable. It was noted that the Province will be making changes to the Violence in the Workplace regulations in the upcoming year.



At that time, it is expected that psychological safety will be included in the regulations. This item will be moved to Section 3 of the minutes, “Minutes and Other Reports” for ongoing follow-up.

**Action: No further action required.**

**Communicable Disease Prevention Plan**

**Valerie Wadman**

Valerie Wadman advised that the Disease Prevention Plan will have to be revised as the Student Health Centre will no longer be providing Tetanus vaccinations or Hepatitis A & B vaccinations to employees who are not patients at the Centre. This information was shared with the two safety sub-committees.

**Action: Valerie Wadman will update the plan and post the revised plan on the OHS website.**

**Annual Fire Drills/Fire Warden Update**

**Pat Farmer**

Pat Farmer advised that most annual fire drills have been completed. Evacuation times were good. One more building is left to carry out the fire drills.

**Action: A report will be provided for the January 16, 2024 meeting.**

**Annual WHMIS Review**

**Valerie Wadman**

Valerie Wadman advised that feedback was received from the Science department. No changes were recommended. The Administrative Units sub-committee is meeting on Thursday and this item is on the agenda.

**Action: Valerie Wadman to update the committee at the next meeting.**

**Workplace Inspections**

**Valerie Wadman**

Valerie Wadman advised that the request for annual inspections of Campus offices, boardrooms, storage rooms and home offices has been issued. To date, the response has been good. A reminder will be sent out in late January.

**Action: Valerie Wadman to update the committee at the next meeting.**

**Annual Review of OHS Policy**

**Valerie Wadman**

Valerie Wadman advised that feedback was received from the Science department. No changes were recommended. The Administrative Units sub-committee is meeting on Thursday and this item is on the agenda.

**Action: Valerie Wadman to update the committee at the next meeting.**



### **3.0 Other Minutes and Reports**

#### **Science Safety Sub-committee**

**Arla Day**

The November, 2024 minutes were distributed for review.

#### **Administration Units Sub-committee**

**Arla Day**

September 2023 minutes were distributed for review, and October meeting minutes will be available after their next meeting.

#### **Aramark**

**Arla Day**

The October, November & December minutes were distributed for review.

#### **SMUSA**

**Arla Day**

The October & December minutes distributed for review.

#### **Childcare Facility**

**Arla Day**

The October minutes were distributed for review.

#### **Contractor Documentation**

**Valerie Wadman**

Item carried over from October meeting: “Discussion followed on concerns related to contractors on Campus not following SMU’s Contractor Safety Program, as detailed in the University OHS Program. After discussion, it was agreed that changes are needed to the procurement process to ensure that all contractor’s on Campus will follow the minimum requirements of the University OHS Program. Adam Sarty volunteered to have a look at this.” Deferred until Adam Sarty is in attendance

**Action: Adam Sarty to update the committee at the next meeting.**

#### **Pandemic Updates**

**Mark Moffett**

No new updates

#### **Psychologically Healthy Workplace**

**Arla Day**

No new updates

#### **Indoor Air Quality Updates**

**Dennis Gillis**



No new updates

#### **4.0 Injury and Incident Reports**

**Valerie Wadman**

The October 1 to November 30, 2023 incident report, graph and Residence statistics were distributed for review.

#### **5.0 Workplace Inspection/Hazard Identification**

**Valerie Wadman**

Valerie Wadman advised that the request for annual inspections of Campus offices, boardrooms, storage rooms and home offices has been issued. To date, the response has been good.

#### **6.0 New Business**

##### **Emergency Management Annual update**

**Michael Chiwawa**

Michael Chiwawa advised that the Emergency management annual plan updating and reviewing has not been carried out for a while and they are looking at the best process to to move forward to get it back on track.

**Action: Michael Chiwawa to update the committee at the February meeting.**

##### **MOU, DAL and Science**

**Valerie Wadman**

Valerie Wadman advised that a memorandum with Dalhousie University has been signed to provide Science department.

**Action: No further action required.**

##### **Incident Reports**

**Leanne Lucas**

Leanne Lucas demonstrated an updated incident report using Microsoft forms. The information collected from the incident reports will be captured via a spreadsheet and will email the incident report to the required people.

**Action: No further action required.**

#### **7.0 Date and Time of Next Meeting –**

Next meeting will be held on January 16, 2024.

#### **Adjournment**

Meeting adjourned at 2:20pm



**Calendar**

<b>Action Item</b>	<b>Person(s) Responsible</b>	<b>Target Date</b>	<b>Actions</b>
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.