

Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	University JOHSC	Employee Co-Chair:	Colin Rankin
		Employer Co-Chair:	
Date:	26 Sep 24	Time:	12:00 Noon (called to order at 12:09 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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Safety & Security Officer	CUPE	Safety & Security	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jacob Burghardt	Supervisor, Safety & Security (Alternate)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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)

<ul style="list-style-type: none"> • Move to adopt minutes. Moved by: <u>Patrick Gillis</u> Seconded by: <u>Meghan Hayne</u> • Minutes accepted, with 	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
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	NA	C

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. 			
26 Sept 24		<ul style="list-style-type: none"> We don't carry a bypass register. Regulatory compliance to service providers. Human error – related to communication, have all the bypasses been removed. Evacuation drills will be ongoing. 			

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. 			
28 Sep 23	B	<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? 	Laurie	Nov 2024	IP
23 Nov 23		<ul style="list-style-type: none"> Add larger signage in stairwells to direct persons to unlocked doors. Look at signage in Coady. 			
25 Jan 24		<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. 			

5. REVIEW OF CONCERNS/HAZARDS					
		<ul style="list-style-type: none"> Meghan – daycare in the Mount were not informed about recent planned evacuations. Make sure we check with Daycare. Daycare do not have StFX email any more. 			
17 Aug 23	C	<p>IAQ in 42 West Street</p> <ul style="list-style-type: none"> 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. 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. Blair advised the traps were emptied. They were corroded out, so they were repaired. There is still an issue with ventilation. FM are discussing some ideas – don’t want to penetrate roof – looking at wall. Traps filled. Have not done anything in the bathroom. Blair to discuss with Susan. Ventilation decreased with fire doors being closed. 	Susan Blair	Oct 2024	IP
23 May 24					
27 Jun 24					
26 Sep 24					
23 Mar 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 surfacers. 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. 	Blair	Nov 2024	IP
17 Aug 23					
23 Nov 23					

5. REVIEW OF CONCERNS/HAZARDS					
		<ul style="list-style-type: none"> • 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. • Still working on access in the building. We walked through looking at security and access to the various areas. Update next month and keep an eye on it. 			
18 Sep 23		<p>Air quality in the Library</p> <ul style="list-style-type: none"> • Blair – I talked to Scott very recently, he was doing the controls for the new chiler. 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. • Randy – too cold, humidity high. • Blair – controls guy back next week. In cooling the library, we found other issues. Rotted pipes, pans gone, more work to be done. • Flood caused by condensation. • Sensors in place, but controllers need to be installed. • Fully commissioning and tweaking system. • Summer partially went well. Lot been done, lot outstanding. Give us an idea where we are at and what we need to do to improve IAQ. Now running systems 24 hours. Little bit in the shoulder season. Will monitor when we put heat on. Areas within the library need to improve ventilation and dehumidification. • Wet carpets could be contributing to higher humidity. Two 			
23 May 24	C		Blair	Oct 2024	IP
27 Jun 24					
26 Sep 24					

5. REVIEW OF CONCERNS/HAZARDS					
		<p>extra cleaners to start and do the end of the year and see where we are at. See if it's temporary or permanent.</p> <ul style="list-style-type: none"> • It was suggested that Monica could include a status update about this issue in her report to faculty. • Are people avoiding the library because of this issue? • Francisco – went last year and yes there was mould, but still went because there's only so many places on campus. • Ceiling tiles have been replaced. 			
<p>23 Nov 23</p> <p>23 May 24</p> <p>27 Jun 24</p> <p>26 Sep 24</p>	B	<p>Fire alarm in MacDonald Hall</p> <ul style="list-style-type: none"> • Just about ready. Should be within the month. • Once finished, we will be doing a drill. • Alarm is ready to go. Jacob and Laurie to work on scheduling drill for the building. • Alarm set off and things went well. Likely look at changing the muster point. 	NA	NA	C
<p>22 Feb 24</p> <p>28 Mar 24</p> <p>25 Apr 24</p> <p>23 May 24</p> <p>27 Jun 24</p>	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 and Doug went to see. Very large doors – they are propped open. Adjusted the mag locks for alignment and they still don't work. Granted \$50,000 for accessibility. Looking at either larger mag lock or accessibility button. 	Blair	Oct 2024	IP
27 Jun 24	B	Railings in Immaculata	Laurie	Nov 2024	IP

5. REVIEW OF CONCERNS/HAZARDS					
26 Sep 24		<ul style="list-style-type: none"> Erwin asked OHS to have a look at the low railings on the spiral staircase in Immaculata. They appear to be very short, and they present a dangerous fall distance. There may be other areas on campus with similar fall hazards, some of which have been looked at with CURIE. Laurie and Randy to visit area again with Doug. 			
27 Jun 24		<p>Uneven Stones in Front of Keating Centre</p> <ul style="list-style-type: none"> Tyson asked for an update on the uneven paving stones at the front of Keating and whether the work will be done before Welcome Day. Blair advised a few uneven areas around campus are being worked on. He expects Keating will be done for Welcome Day, and he will follow up with Doug to see what is next. Blair to provide update to committee by email. Money ran out. Did a lot on campus. No easy fix. Have to remove the whole front. Look at it in the Spring. Reminded that the complaint was first brought forward because the way the water pools and freezes in the sunken areas of the stone work. We will work with Tara to ensure they are aware of this issue and keep it well salted. 			
26 Sep 24	B		Blair	Dec 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)					
<p>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.</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	Nov 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
12 Jun 24 26 Sep 24	E	<p>Non-Violent Crisis Intervention Training Quarterly. Class coming up on the 12th of June. Update 27 Jun 24 – Class was cancelled.</p> <p>Planning sessions for the new year. Plan is to do a couple during the winter term to catch up with Security.</p>	Erica	Jan 2025	IP

8. ONGOING BUSINESS – Status of Action Items

Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
23 May 24 26 Sep 24		<p>Library – Fire Doors and Accessibility Challenges</p> <ul style="list-style-type: none"> • 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. • Mag locks required. 	Blair	Oct 2024	IP
27 Jun 24 26 Sep 24		<p>Accessibility Compliance</p> <ul style="list-style-type: none"> • Lace Marie asked if there is any money coming up to make us accessibility compliant. Blair advised we received report from Anne Sinclair, accessibility consultant, and there is a lot of work to do. • The university committee has a meeting coming up. That committee should align with JOHSC. • Coherent plan for moving forward to meet 2030 requirements. Anne Sinclair – expensive. New designs accessibility is priority. • Accessibility Committee will look at report to discuss priorities. • Keep on as standing item. Lots of issues are OHS related. • Looking at upgrading some areas in Saputo for accessibility. 	Standing Item	Oct 2024	N

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

- *General discussion items (list actionable items below)*

Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow-up	Status
27 Jul 24	C	<p>Shipping & Receiving</p> <ul style="list-style-type: none"> • When asked, Blair advised that Shipping and Receiving are moving from the Annex to FX Hall. Laurie asked about compressed gas storage and reminded Blair to make sure a hazard assessment is done prior to making the move. The hazard assessment should include what materials are being stored where and the impact on vehicle and pedestrian safety in the area. • Room that's off the lounge in FX Hall is the Shipping and Receiving area. • Gases are stored up in Annex until proper storage is put in place around FM. • Movement of gases is being reviewed with the supplier, Air Liquide, to see if they can delivered directly to places on campus, to save our employees from having to move and store them. 	Blair	Oct 2024	N
26 Sep 24	C	<p>Power outage on campus.</p> <ul style="list-style-type: none"> • How long do we keep a building open when the power fails? It was noted that it was very dark in some areas of the Library during the recent power failure. • The recent power outage was longer, due to inspection of fault indicators, to try to identify where we have a problem with a high voltage line. • Communication goes a long way - best case scenario and worst case scenario. 	Blair	Oct 2024	N

10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> Coordinate with VP and Provost. Blair to look at communication for power outages, including letting people how long it will be off (if known). 			
26 Sep 24	E	42 West Street Lighting <ul style="list-style-type: none"> Older building with low light that was made worse by closed fire doors. This should be done by an FM request. FM@stfx.ca to have someone come to inspect the area. 	Daniel	NA	C
26 Sep 24	C	42 West Street Water <ul style="list-style-type: none"> Discoloured water coming out of taps. Requests have been sent to FM Water was tested last year by ALLTECH (share results with Dan) 	Blair	Oct 2024	IP
26 Sep 24	E	Emergency Evacuations Have completed residence evacuations and will do the non-residence buildings over the coming weeks.	Laurie	NA	C

11. NEXT MEETING	
Date:	October 24, 2024
Time:	12:00 Noon
Location:	Bloomfield Council Chambers

12. MEETING ADJOURNED	
Time:	1:05 p.m. Tyson Ball motioned for adjournment.

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

