

Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	University JOHSC	Employee Co-Chair:	
		Employer Co-Chair:	Randy Peters
Date:	27 Jun 24	Time:	12:00 Noon (called to order at 12:05 p.m.)
		Location:	Bloomfield Council Chambers

AGENDA:

1. Roll Call	7. Review Education and Training
2. Determination of Quorum	8. Ongoing Business – Status of Action Items
3. Approval of Previous Meeting Minutes	9. Regulatory Inspections
4. Review Incidents	10. New and Other Business
5. Review Hazards and Concerns	11. Next Meeting
6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of Employees)	12. Meeting Adjournment

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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Berniew Mah	CUPE	Safety & Security	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Francisco Chang	Student's Union	President, SU	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Katie Wilson	Student's Union (Alternate)	Vice-President, SU	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 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"/>
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, 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: Tyson Ball Seconded by: Erwin Branzuela
- Minutes accepted, with edits to attendance to uncheck both boxes for some attendees.

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. 			
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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 28 Sep 23 23 Nov 23 25 Jan 24	B	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 evacuation. Should online locks be installed in stairwells that will open in case of emergency? Add larger signage in stairwells to direct persons to unlocked doors. Look at signage in Coady. 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. 	Laurie	Aug 2024	IP
17 Aug 23 23 May 24	C	IAQ in 42 West Street <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 Blair	Aug 2024	IP

5. REVIEW OF CONCERNS/HAZARDS					
27 Jun 24		<ul style="list-style-type: none"> 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. 			
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 23 May 24	C	<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 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. 	Blair	Aug 2024	IP

5. REVIEW OF CONCERNS/HAZARDS					
27 Jun 24		<ul style="list-style-type: none"> • 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. 			
23 Nov 23 23 May 24 27 Jun 24	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 	Laurie	Aug 2024	IP
22 Feb 24 28 Mar 24 25 Apr 24 23 May 24 27 Jun 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 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	Aug 2024	IP
27 Jun 24	B	Railings in Immaculata	Laurie	Aug 2024	N

5. REVIEW OF CONCERNS/HAZARDS

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

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.

No actionable items noted

Looking at a mobile app with FM.

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. Update 27 Jun 24 – Class was cancelled.	Erica	Aug 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	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. 	Laurie	NA	C

8. ONGOING BUSINESS – Status of Action Items					
22 Feb 24		<ul style="list-style-type: none"> A revised version will be sent to members for their comments prior to the next meeting. 			
28 Mar 24		<ul style="list-style-type: none"> Circulated today – everyone is asked to review – item for next month’s agenda. 			
25 Apr 24		<ul style="list-style-type: none"> Comments by email is preferred. 			
27 Jun 24		<ul style="list-style-type: none"> It was confirmed that members are responsible to ask their alternate to attend if they cannot; then let a Chair or OHS know when neither representative can attend. Given current structure, this is less formal on the Employer side. Randy moved to approve the Terms of Reference with an amendment to align the frequency of meeting with The OHS Act. Seconded by Jacqueline, Motion Carried. 			
23 Mar 23		Smoking rules on campus			
23 May 24	C	<ul style="list-style-type: none"> The policy was accepted, with minor changes to follow-up procedure. Final version will be shared with the committee. 	Randy	NA	C
27 Jun 24		<ul style="list-style-type: none"> Randy is taking the policy to Executive to make it official. This policy replaces the Cannabis Policy. 			
22 Feb 24		Day of Mourning Speaker			
28 Mar 24		<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 			
25 Apr 24	E	<ul style="list-style-type: none"> Everyone is encouraged to attend and bring others. 	Laurie	NA	C
23 May 24		<ul style="list-style-type: none"> Event is tomorrow – hoping for good turnout. Randy and Sylvia will emcee the event. 			
27 Jun 24		<ul style="list-style-type: none"> Speaker was very good. Committee members will be sent a link to provide feedback to Threads of Life. 			
23 May 24		Behavioural Safety (from other discussions)			
	C	<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? 	Laurie	NA	C

8. ONGOING BUSINESS – Status of Action Items					
27 Jun 24		<ul style="list-style-type: none"> • 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. • This information is being collected for follow-up. • Issues in Xavier Hall seem to have settled down • Bernie – very quiet last couple of weeks. Quiet since RCMP called to deal with youth who were not supposed to be on campus. 			
23 May 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. 	Blair	Aug 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"> • <i>General discussion items (list actionable items below)</i> 					
Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow-up	Status
27 Jun 24		Accessibility Compliance			

10. NEW & OTHER BUSINESS

		<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. 		Aug 2024	N
27 Jun 24	B	<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. 	Blair	Aug 2024	IP
27 Jun 24	E	<p>July meeting</p> <p>It was moved by Lace Marie Brogden and seconded by Patrick Gillis that the July monthly UJOHSC meeting be cancelled.</p>	Laurie	NA	C
27 Jul 24	C	<p>Shipping & Receiving</p> <p>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.</p>	Blair	Aug 2024	N

11. NEXT MEETING

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

12. MEETING ADJOURNED

Time:	12:47 p.m. Erwin Branzuela motioned for adjournment.
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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