

**St. Francis Xavier University (StFX)
University Joint Occupational Health & Safety Committee (UJOHSC) Meeting Minutes
Bloomfield Council Chambers
April 27, 2023, at 12:00 noon**

Present: Employee Representatives: Susan MacKay, Colin Rankin, Kris MacSween, Patrick Gillis, Rod Dunbar

Employer Representatives: Joe Apaloo, Randy Peters, Krista McKenna, Leon MacLellan

Advisory: Laurie Reid – Manager, OHS, Erica Baker – Advisor, HR

The meeting was chaired by Colin Rankin and was called to Order at 12:10 p.m. A quorum was confirmed by having more than five members, with at least 50% being Employee representatives and at least two Employer representatives.

Action Items are in Italics and Underlined. Please take note of those assigned to you or the Committee and be prepared to provide update at the next meeting.

APPROVAL OF AGENDA

Moved by Randy, seconded by Rod to accept today's agenda, as presented.

APPROVAL OF MINUTES FROM LAST MEETING

Moved by Leon, seconded by Joe to approve the minutes as presented.

OUTSTANDING ITEMS FROM PREVIOUS MEETINGS

Robert's Rules of Procedure

Erica advised she had a look at the abbreviated version of Robert's Rules and compared it to our Terms of Reference, and she had no suggestion for altering what we do now. Colin suggested we have more formality around motions. Look at how motions are currently handled and include the steps in the Terms of Reference. Randy suggested if a motion is known about ahead of a meeting, it be circulated prior to the meeting for due consideration. *Erica to review and provide suggested wording.*

Nighttime Lighting Audit/Assessment

A vote was held to allow JOHSC members to vote on the three or four lighting project areas they consider to be priority. 19 people voted for what they see as the most hazardous areas after dark, and the results are:

Bloomfield outside Golden X Inn - 16

North of Safety & Security - 11

Varsity Circle - 10

P11 (Power & Somers) - 9

Bloomfield back steps - 6

Around the Library – 5

Leon advised that he made Monica aware and, when FM have time, they will fix them. Krista advised she approached the Point After Club about contributing to lighting projects, and she is waiting for the Coach to respond. Randy asked Leon to advise pricing for the top 3, then he will discuss with Monica. Randy also suggested turning on the football field lighting as a temporary fix to address the Bloomfield outside Golden X Inn lighting concerns. Leon advised he would provide a cost calculation to do so. Colin raised a concern about the football field lights being disruptive to the nearby residences.

Smoking rules on campus

Randy advised that he sent the Cannabis Policy to the Director of Student Service, the Director of HR and VPs, and they have a meeting scheduled for later in May to discuss. Expect updated policy in September. Messaging around smoking rules and etiquette (as discussed March 23, 2023) for campus will follow the updated policy.

Security should have keys for pull stations in BMIG

Fire department noted on March 3rd that they could not access the locked pull stations in BMIG and suggested that Security have keys to the pull stations. Jacob to follow-up.

Locked exit in MSB

There is a locked exit in MSB (reported by Security) that may trap people in the event of a fire or evacuation. Jacob and Leon to follow-up.

Access at back of Keating.

Communicating with all users of the building to get their input. Expect to put in engineered (new locks/alarms) and administrative (signage) controls. People have been using this area for more than 23 years, so changing the behaviour will be a team effort, involving a few different types of controls.

SUBCOMMITTEE REPORTS

Communications and Events

- Speaker is booked for tomorrow at 11 am in the Barrick Auditorium. Dr. Hakin and Monica Foster will also be speaking at the event. Everyone is encouraged to attend.
- Safety and Health Week is May 1 to 5. We have a number of virtual challenges and website events planned with some prizes.

INSPECTIONS

No update

INCIDENTS

- a) There were no reported incidents since the last meeting.

CONCERNS (NEW)

Reported to OHS

During room inspections, it was noted that safety locks were removed from a few windows. FM was advised, and they will check the screws to make sure they are the proper (tamper-proof) ones.

Around the Table

No new concerns were raised at this meeting.

TRAINING

- First Aid training will be scheduled in May and June, following a call for first aiders.
- Erica will be taking NVCA Train the Trainer the first week of June and will be working with various groups to determine needs.
- Upcoming training will include JOHSC and OHS Leadership for Managers and Supervisors (not yet scheduled)

NEW BUSINESS

Membership

- AUT will advise on membership following their May AGM.
- All members should consider their ongoing membership on the committee, based on the Terms of Reference. Any changes should be communicated to Laurie and their employee group, as applicable.

Document review

Members are reminded to review documents in Teams, especially the Emergency Management Systems documents and the OHS Manual. Feedback should be provided to Laurie in written or electronic format.

RISK MANAGEMENT UPDATE

- We have an ammonia emergency tabletop exercise scheduled. The first one will include rink operators, security officers and the local AREMO, then they will be expanded to eventually include all affected persons. We are looking at three stages and are working through communications. Once we get the Keating ERP done, it should help to make the rest of the buildings on campus a little easier.
- Fire wardens are still being sought with a plan to train them over the summer.
- Debrief on PTS Fiona is underway, and a student in climate science is contributing information about the student experience – what they liked and what they didn't like.

PEOPLE AND CULTURE UPDATE

- Erica discussed the new HRIS system and the importance of getting updated information for everyone.
- StFX is part of Antigonish Make Your Move and Make Your Move at Work, with a challenge taking place on May 10th.

PROJECTS UPDATE

- We are into Saputo in a big way – it should be substantially done by August. There are impacts because it is a construction project in an active building.
- Morrison Hall envelope and roof is open to tender. Hope to be proceeding in the fall of the year. Major impact to roadways around Morrison
- The Victor Phillip Dahdaleh Hall project will be proceeding following major funding announcements over the last few months.
- Golden X Inn project is a go. Expect completion in October.

DATE AND TIME OF NEXT MEETING

Suggested by Colin that we meet every month of the year (except December), including July and August. In past the committee has not met in July and August. This will be discussed at the May meeting. Susan suggested a hybrid model, and that she could monitor the chat function.

The next regular JOHSC meeting is scheduled for May 25th.

ADJOURNMENT

Motion to adjourn by Randy, at 1:20 p.m.

Members are reminded to review documents that have been circulated and are located on Teams. Link to Teams to access above-referenced documents:
<https://teams.microsoft.com/l/channel/19%3afd6985d8440d4223a76c3873ec2f9372%40thread.tacv2/Documents%2520for%2520Review?groupId=d4b9d487-6f0c-4bac-a271-c8c14c57e2b9&tenantId=8c46abc7-960b-4124-8950-1628b2b192f9>