

**St. Francis Xavier University (StFX)
University Joint Occupational Health & Safety Committee (UJOHSC) Meeting Minutes
Bloomfield Council Chambers
February 23, 2023, at 12:00 noon**

Present: Employee Representatives: Colin Rankin, Kris MacSween, Tyson Ball, Patrick Gillis, Josie MacPherson

Employer Representatives: Jacob Burghardt, Leon MacLellan, Dave MacNeil

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

The meeting was chaired by Colin Rankin and was called to Order at 12:15 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

The agenda was approved by consensus.

APPROVAL OF MINUTES FROM LAST MEETING

The minutes from the January 26th meeting were approved by consensus.

OUTSTANDING ITEMS FROM PREVIOUS MEETINGS

Terms of Reference (ToR)

The updated Terms of Reference were discussed, and all members in attendance accepted the changes to the ToR. It was decided to wait until the next meeting to formally accept the updated ToR, since there was not full member representation at the meeting.

Robert's Rules of Procedure

Everyone is asked to review the document (abbreviated version of Robert's Rules) circulated prior to the last meeting and to provide input on using them for our meetings.

Nighttime Lighting Audit/Assessment

A summary of the suggested priorities was discussed, as follows:

"Summary of Outdoor Lighting Audit responses to top 3 choice of 'projects':

Sam Delaney

Here are my top 3:

ONE Bishops Pathway dark area near statue

TWO Powers/Somers Dark parking lot

THREE Bloomfield upper parking lot

John Comeau

From the list provided I would prioritize the following.

13-May-2022	Varsity Drive	There is no lighting along Varsity Drive. This road is used by pedestrians and people attending athletic events to park
23-May-2022	Bloomfield	More lighting at stairs from the Inn towards PS
22-Mar-2022	Bloomfield	Back steps to Bloomfield are very dark (poles in area are not illuminated) - past incidents of falling on stairs reported

I also think the spot where varsity drive takes a sharp turn around FM is dark and potentially dangerous. The crosswalk toward the entrance of the soccer pitch by Riley is dark and a student was hit by a vehicle last semester.

Krista McKenna

I think the top three priorities should be in the highest pedestrian traffic? Maybe the areas around the library, Bloomfield Centre, the thoroughfare by the security building and then Varsity drive.

Brittany MacDonald-MacAulay

My top 3 spots are as follows:
 Security Building (block 29 on Excel)
 Bloomfield (block 28 on Excel)
 Bloomfield Parking Lot (block 44 on Excel)

Laurie Reid

Security garbage area
 P-11 Parking lot
 Back steps of Bloomfield

Kris MacSween

I have a few trains of thought on this. I’m not sure any of us can prioritize one over another looking at a spreadsheet, especially if people haven’t been in the areas. Plus, we all have biases based on the areas we frequent often. Ultimately, I’d say they should all be addressed if noted as inadequate. Given budget constraints though, I think there’s a case to be made for focusing on areas of higher traffic. Alternatively, maybe it’s the lower traffic/really dark corners that should get the priority since there is more inherent danger in those areas due to less people being around. Perhaps that could be the focus of discussion and then FM can use their expertise to develop a priority list based on how the group feels it should proceed? Also, is the assumption here that anything that is in place but broken going to be addressed and not part of this discussion, so long as it is not marked obsolete and going to be fully replaced?”

Leon will provide an update at the next meeting.

SUBCOMMITTEE REPORTS

Communications and Events

- Speaker is booked for Friday, April 29th and Erica is working with FM about participation.
- We are looking for ideas for events, etc. for the North American Occupational Safety and Health Week (NAOSH) – May 1 to 5

INSPECTIONS

All buildings have been inspected over the last two years. A schedule will be developed, and members will be asked to sign up to complete an inspection over the coming months.

INCIDENTS

Incidents that occurred since the last report (October 2022) were reviewed and follow-up was discussed.

CONCERNS

- FM have asked for communication to all persons on campus about the hazards they present by being close to snow clearing equipment.
- It was noted that people present a hazard to indoor auto scrubber operation as well.

TRAINING

- First Aid training for Attendants took place in December and January (1/2 day recerts)
- Will be doing more First Aid training in the Spring (after a call for more attendants)
- Colin encouraged members to bring training needs forward.

NEW BUSINESS

Incident reporting

Education about what, how and why we report is key. This will be rolled out through leadership and employee orientation. We want all incidents captured including near misses and unsafe acts and conditions. There is a portal on the OHS website for reporting. ITS are looking at using Team Dynamics for this. The method of reporting needs to be front and centre on everyone's computers or phones. People will not dig down to a website to report. Student Union's involvement will be key to this reporting.

Emergency Management System (EMS)

Members were reminded to review the EMS documents and provide feedback.

We are looking for more wardens in some of the buildings. Members are encouraged to participate or inspire others to do so. Training in EMS will be provided for all employees, with extra training for wardens and other supervisory personnel.

Membership

AUT to advise on new members for the committee.

DATE AND TIME OF NEXT MEETING

The next regular JOHSC meeting is scheduled for March 23rd.

ADJOURNMENT

The meeting was adjourned at 1:35 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>