

**St. Francis Xavier University (StFX)
University Joint Occupational Health & Safety Committee (UJOHSC) Meeting Minutes
Bloomfield Council Chambers
January 26, 2023 at 12:00 noon**

Present: Employee Representatives: Susan MacKay, Colin Rankin, Kris MacSween, Tyson Ball, Sylvia Phee, Patrick Gillis, Josie MacPherson, Sam Delaney
Employer Representatives: Randy Peters, Krista McKenna, Leon MacLellan, Dave MacNeil
Advisory: Laurie Reid – Manager, OHS, Erica Baker – Advisor, HR, Monica Foster

The meeting was chaired by Krista and was called to Order at 12:05 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.

This meeting was held following a training presentation by Carla Gillis, Human Resources, entitled Psychologically Safe Interactions.

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 October 27, 2022 minutes were approved by consensus.

Monica Foster attended the meeting and talked about the importance of the committee and thanked members for their contributions.

OUTSTANDING ITEMS FROM PREVIOUS MEETINGS

Terms of Reference (ToR)

The Terms of Reference (Draft October 2022) were reviewed in their entirety. The updated Terms will be forwarded to members for their review, with a plan to finalize them at the next meeting.

Robert's Rules of Procedure

Adoption of Robert's Rules of Procedure was discussed. Erica will circulate an abbreviated version for review.

The meeting was ended following this discussion due to time constraints, so the following items (from the October 2022 meeting) were not discussed:

Building Inspections

Next update will be in January.

StFX Violence in the Workplace Prevention and Response Policy

Erica advised that Human Resources are building the program and looking at dates for training. Some of this will be done in conjunction with an “Orientation/Onboarding” for current employees and eventually become the process used for new employees.

Nighttime Lighting Audit/Assessment

Leon provided a status update to the committee by email earlier today. The status was reviewed, and some audit findings have been corrected (green highlight), some are awaiting supplies (no highlight), and some are new installations (yellow highlight). Committee members are asked to prioritize the (yellow-highlighted) new installations by the next meeting, depending on the hazards they see in the area.

9-Volt Batteries

A Safety Bulletin was circulated to members for review. This bulletin details our proposed new Battery Recycling Program. Committee members are asked to review and provide comments by email asap.

Committee Membership

Erin Mazerolle will not be the new member for AUT. Susan will advise who the new member is once the decision is made by the AUT.

COVID-19 UPDATE

No update at this meeting.

HEALTH AND SAFETY CONCERNS / CORRECTIVE ACTIONS UPDATE

On behalf of an AUT member, Susan asked if the same “No Smoking or Vaping within eight metres” can be added to all buildings. Laurie advised that the provincial law is “no smoking with four metres of windows, air intake vents and entrances to places of employment”. Colin suggested that Susan make a request to FM for the signage.

Brittany MacDonald-MacAulay will be accompanying OHS on Friday, October 27th to observe the air sampling in Marguerite. The daily reports from ALLTECH are posted in Teams for the committee to review.

TRAINING

- Leadership training on December 16th
- JOHSC training on December 15th
- First Aid training for Attendants expires in December and January (booking with SJA)

NEW BUSINESS

Emergency Management System

The documents that make up the StFX Emergency Management System, including two fire safety plans, have been placed in Teams for committee review. *All members are encouraged to review these documents and provide comments on the document itself or via email.*

DATE AND TIME OF NEXT MEETING

The next regular JOHSC meeting is scheduled for November 24th. Leon suggested we book 1.5 hours for these meetings.

ADJOURNMENT

The meeting was adjourned at 1:15 p.m.

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>