

**St. Francis Xavier University (StFX)
University Joint Occupational Health & Safety Committee (UJOHSC) Meeting Minutes
Bloomfield Council Chambers
June 1, 2023, at 12:00 noon**

Present: Employee Representatives: Susan MacKay, Colin Rankin, Kris MacSween, Tyson Ball, Julianne Drake, Sophia Fabiano, Vernon Boudreau, Erwin Branzuela, Patrick Gillis
Employer Representatives: Joe Apaloo, Krista McKenna, Dave MacNeil
Advisory: Laurie Reid – Manager, OHS

New committee members, Julianne Drake, Sophia Fabiano and Erwin Branzuela were welcomed.

The meeting was chaired by Krista McKenna 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

Moved by Patrick to accept today's agenda, as presented.

APPROVAL OF MINUTES FROM LAST MEETING

Moved by Kris to approve the minutes as presented.

OUTSTANDING ITEMS FROM PREVIOUS MEETINGS

Robert's Rules of Procedure

- June 1 - Tabled until next meeting (Erica absent)
- 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

- June 1 - Tabled until next meeting (Leon and Randy absent)
- June 1 – Sophia asked for more information about the lighting audit, and inquired about what type of bulbs are being used on campus. Sophia has a special interest in the lighting around campus, and she would like to help move some of the projects forward.
- 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

- June 1 – Committee asked if policy could be updated before September, so ‘rules’ can be published before students return in the fall.
- 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

- June 1 – Tabled until next meeting (Jacob absent)
- 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

- June 1 – Vernon checked on this and said it is OK and not a hazard. CLOSED.
- 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.

Locks will be changed on the outside doors with alarms and/or mag locks on the inside doors that are a concern. Everything should be done before August to address sports teams coming and going.

SUBCOMMITTEE REPORTS

Communications and Events

- Threads of Life have asked for feedback on the Day of Mourning speaker, and everyone was encouraged to provide theirs. Overall, it was a good event that will continue to grow in coming years.

- Safety and Health Week was also well received. We acquired 26 new first aiders and 17 fire wardens through the challenges. We want to continue to grow these events as well, recognizing the challenges of the busy week (week before Convocation).

INSPECTIONS

No update.

INCIDENTS

There were no reported incidents since the last meeting.

CONCERNS (NEW)

Reported to OHS

- Poor lighting at the accessible parking spots in the courtyard just past the arches at Gilmora.
- People come in the wrong way on Martha Drive, in front of Schwartz.
- Piece of glass missing from Gilmora Arches lights, and it is on the ground.

Around the Table

- Vernon expressed a concern about the lack of lighting around the construction zone in front of Saputo. *Dave to follow-up.*
- Discussion about the fire ban and what restrictions should be put in place for the trails off Founders Walk. (Follow-up: Grounds put signs in place to close the trails for the weekend).

TRAINING

- First Aid training was held on May 19th, and another session is booked for June 9th.
- 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.
- Krista will be leaving the committee in June, so we will be looking for an Employer Co-Chair.

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

- To comply with the new first aid regulations, new CSA first aid kits will be here next week and will be distributed to First aiders and specific departments including Student Life, Faculty of Science, FM and Safety and Security. Employees can have old (non-CSA) kits. They will be advised that they must be removed from campus and to note that some items have expiry dates.
- Public Health Alliance of Canada (PHAC) Biosafety Audit took place yesterday. A positive experience and a good learning opportunity. Laurie is taking over the role of Biosafety Officer (with Lori Graham's retirement), working in collaboration with the StFX Faculty of Science and Dalhousie University through a Memorandum of Understanding we signed.
- Framed evacuation maps and emergency guidelines are being installed across campus.
- Ammonia emergency tabletop exercise took place in May, and there will be more scheduled.
- Fire warden training is scheduled for June 7th.

PEOPLE AND CULTURE UPDATE

- No update

PROJECTS UPDATE

- No update

DATE AND TIME OF NEXT MEETING

Next meeting is scheduled for June 29th (then July 27th and August 17th)

ADJOURNMENT

Motion to adjourn by Joe, at 1:00 p.m.