

**St. Francis Xavier University (StFX)
University Joint Occupational Health & Safety Committee (UJOHSC) Meeting Minutes
Bloomfield Council Chambers
September 28, 2023, at 12:00 noon**

Present: Employee Representatives: Colin Rankin, Kris MacSween, Tyson Ball, Erwin Branzuela, Patrick Gillis, Sophia Fabiano
Employer Representatives: Randy Peters, Joe Apaloo
Advisory: Laurie Reid – Manager, OHS

The meeting was chaired by Colin Rankin and was called to Order at 12:20 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 Gillis and seconded by Joe Apaloo to accept today's agenda, as presented.

APPROVAL OF MINUTES FROM LAST MEETING

Moved by Sophia, seconded by Kris MacSween to accept the minutes, with several grammatical changes and one attendance change.

OUTSTANDING ITEMS FROM PREVIOUS MEETINGS

Robert's Rules of Procedure

- Sep 28 – Sophia will contact Erica to offer her assistance with this. Sophia has experience with Robert's Rules.
- Aug 17 – Laurie to check with Erica to see status.
- June 29 – Topic tabled until next meeting (Erica absent)
- June 1 – Topic 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

- Sep 28 – P11 work is still ongoing, and lights are part of that. The committee will do two more audits – one in mid-October, then one once P11 is done. Laurie to do Doodle Poll to find a good date for the first one. John noted the construction area is currently very dark. Laurie sent draft letter to Krista for her input.

- Aug 17 – It was noted that “John Caplice” is the correct spelling to do the letter. There will be lighting installations during the upgrades to Lot P11.
- June 29 – wait to see if Randy has update with possible funding. Point After Club – no formal process for submitting project, but if something was written up from the committee and sent to Gary Waterman, he would bring it to the Point After Club. John Complice is the chair of the Point After Club. Letter to be drafted.
- 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.

Smoking rules on campus

- Sep 28 – Laurie to provide suggestions for the policy to the review group. Target is to have it ready for the October UJOHSC meeting. Once complete, we will discuss messaging to campus.
- Aug 17 – No recent complaints received by Security. Having clear guidance around smoking should help with residence fire safety.
- June 29 – policy is expected to follow the NS Smoke Free Places Act and be 4 metres from buildings.
- 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.

Access at back of Keating.

- Sep 28 – working on procedures for use of back area. Once established, we will look at further internal locks.
- Aug 17 – Locks have been changed, and there will be limited distribution of keys.
- June 29 - We would like to get the locks changed by the beginning of August, so we can change the mindset (of using the back entrance) during hockey camps.
- June 1 - 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.

Committee membership

- New members on employer side include Lace Marie Brogden, Jacqueline DeLeeBeeck and Meghan Hayne.
- We are seeking an Employer Co-Chair. Interested Employer representatives are asked to contact Laurie to put their name forward, or they can nominate another member to take the position.
- AUT to advise who alternate member is.

Fire Alarm in 42 West Street

- Sep 28 – topic tabled until next meeting (FM and Susan absent)
- Aug 17 – waiting for parts. Most of it being replaced. Leon will give complete report once done.

Emergency Exits in MSB

- Sep 28 – 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. This issue has been raised a few times.
- Aug 17 - Patrick said that during the fire alarm yesterday in MSB, the staff evacuated and went to the basement. They went past the “Don’t go any further” signage and were effectively trapped in the stairwell, until a contractor let them onto a floor. They did not see the signage. Leon asked how to get people to not go to that exit. Laurie to look at the area with Patrick.

Air Quality in 42 West Street

- Sep 28 – Topic not discussed.
- Aug 17 - Susan asked about the air quality in 42 West Street, specifically the top floor. One of the offices had sanding and painting done, so there were construction smells and paint fumes. Windows do not open, and the carpet is very old and smelly. There is no ventilation in the washrooms. Susan requested an air purifier be installed if no other measures would be put in place.

SUBCOMMITTEE REPORTS

Communications and Events

Upcoming initiatives include:

- Fire Prevention Week (first week of October)
- Newsletter

We are looking for members and/or ideas for the committee.

INSPECTIONS

The September 5th Deputy Fire Marshal’s inspection report was shared with the committee. It will also be shared with the building fire wardens – see if there a role for them. Patrick noted similar deficiencies were found in all the buildings. Laurie advised the expectation is that these deficiencies would have to be corrected in all the campus buildings. Fire doors propped open is a problem across campus, and they should be checked daily. FM will be asked to share their response to the Deputy Fire Marshal, and it will be shared with the committee.

John noted that some fire extinguishers are changed out/moved (and noted as loaner / faulty on tag) without any explanation if they will be returned, etc. This makes it difficult to do the monthly inspections. The issue of serial numbers not being tracked has been raised with FM and KD Pratt, because there should be a history of the maintenance of the extinguishers. Jacob to follow-up with Kevin Latimer.

INCIDENTS

Aug 16 – Box fell off moving van on West Street. Luckily another worker was right behind it and picked it up. CA: Ensure boxes are not stacked above the door or close the door.

Aug 23 – Worker tripped in a hole in the concrete of the stairs at the loading dock of JBB. Lost time incident. CA: Area was repaired by FM.

Aug 30 – Worker was moving mattress in MacKinnon when they cut their hand on a spring protruding from the mattress. First aid was administered.

Sep 13 – Worker was moving a bookshelf in 42 West Street, when one of the shelves fell and landed on the worker's finger. Lost time incident. CA is to inspect items for loose and moving pieces before moving them. Shelves should be removed from cases before moving them.

Sep 14 – Disgruntled visitor to NFSC (no perceived threat). The university is aware of the individual and will keep an eye on them. Anytime anyone feels unsettled with someone in their office, they should call Security, and they will come over.

CONCERNS (NEW)

Around the Table

- Patrick noted the ammonia alarm went off in Keating Centre last week, and no one moved. It took him a few minutes to realize it was an alarm. People do not move for those alarms. Erwin asked how to know if it's an ammonia or a fire alarm. Randy said we've done a bunch of drills but have not done Keating. We have been working with the rink operators and William on response to ammonia alarms. These comments will be noted in the evaluations for the evacuation.
- Erwin noted that bricks are not level at the front of Keating, causing a hazardous trip area, and water gathers when it rains. *Erwin to send picture to Laurie.*
- John noted that another muster point should be designated (and communicated), when P11 is not available. We think it's P8, but no one was sure.
- Colin to investigate concern raised about event at Gilmora arches.

NEW BUSINESS

Air quality in the Library

Colin was contacted as the rep of NSGEU about the air quality in the Tramble Centre and Library. Communication is lacking about the timeline as to what the problem is and when it will be addressed.

Workers in the Tramble Centre are still reporting symptoms, that start when they are in Tramble. They are being accommodated to work elsewhere. They are grateful for what's been done, but concerned their concerns are being dismissed. A second round of testing has been requested in case ALLTECH's samples were wrong due to operator error or faulty equipment. *Laurie to schedule re-testing of some areas of the library.*

LOST QUORUM AT 1:30 (Randy left)

Colin and Kris to discuss doing a letter to management about completing the chiller work at the library.

Humidity issues in campus building

Colin raised this as a topic (but without a quorum discussion will be tabled until next meeting).

DATE AND TIME OF NEXT MEETING

Next meeting is scheduled for October 26th.

ADJOURNMENT

Patrick Gillis moved to adjourn the meeting at 1:50 p.m.