Saint Mary’s University, 923 Robie Street

**Minutes for Joint Occupational Health and Safety meeting held on February 20, 2024**

Adam J Sarty opened the meeting at 1:30 p.m. The following were in attendance:

Arla Day Psychology Member (Employee)

Adam J Sarty FGSR Member (Employer)

Michael Chiwawa VP Finance & Admin Alternate (Employer)

Dennis Gillis Facilities Management Member (Employer)

Mark Moffett People and Culture Member (Employer)

Shellie Petrossie Facilities Management Alternate (Employee)

Liliane Bassil EIT Member (Employer)

Valerie Wadman Human Resources HR Officer (OHS & Wellness)

**Guests: Martha Nakiduuli**

**Regrets: Howard Donohoe, Geology**

**Roll Call:**

1. **Approval of Minutes of Last Meeting**

Arla Day moved to accept the minutes of the December 19, 2023, meeting, and Dennis Gillis seconded the motion. The January, 2024 meeting was cancelled.

1. **Outstanding Items from Previous Meeting**

**JOHSC training Valerie Wadman**

**From previous minutes:** Valerie Wadman advised members to take part in the free CCOHS training, paid for by the Department of Labour and Advanced Education. Committee members who have not taken the training are encouraged to take the safety committee training. Further information can be found at: <https://www.ccohs.ca/catalog/courses_list_nova.php>.

Valerie Wadman advised that work is being done with EIT to allow access to Brightspace training to all SMU employees. Payroll is creating a list of all employees with their A#s and the list will be sent to EIT to include the S#s. That list will then be sent to SAS, to allow everyone on the list to have access to the Intro to OHS course on Brightspace. There are still a number of committee members who have not taken the Intro to OHS course on Brightspace.

**Action: Valerie Wadman will update the committee at the March 19, 2024 meeting.**

**Communicable Disease Prevention Plan Valerie Wadman**

Valerie Wadman advised that the Disease Prevention Plan has been revised as the Student Health Centre no longer provides Tetanus vaccinations or Hepatitis A & B vaccinations to employees who are not patients at the Centre. This information was shared with the two safety sub-committees.

**Action: No further action required.**

**Annual Fire Drills/Fire Warden Update Dennis Gillis**

A report on annual fire drills was distributed for review. Dennis Gillis advised that the drills found some items that need to be addressed.

**Action: No further action required.**

**Annual WHMIS Review Valerie Wadman**

Valerie Wadman advised that feedback was received from the Administrative Units Sub-committee and Science Safety Sub-committee, and both reported no recommendations for change.

**Action: No further action required.**

**Annual Review of OHS Policy Valerie Wadman**

Valerie Wadman advised that feedback was received from the Administrative Units Sub-committee and Science Safety Sub-committee, and both reported no recommendations for change.

**Action: No further action required.**

**Emergency Management Annual update Michael Chiwawa**

Michael Chiwawa advised that the Emergency management annual plan updating and reviewing has not been carried out for a while and they are looking at the best process to to move forward to get it back on track**.**

**Action: Michael Chiwawa will update the committee at the March 19, 2024 meeting.**

**Incident Reports Leanne Lucas**

Leanne Lucas demonstrated an updated incident report using Microsoft forms. The information collected from the incident reports will be captured via a spreadsheet and will email the incident report to the required people.

**Action: No further action required.**

**3.0 Other Minutes and Reports**

**Science Safety Sub-committee Adam J Sarty**

The December, 2023 minutes were distributed for review.

**Administration Units Sub-committee** **Adam J Sarty**

The October 2023 minutes were distributed for review. Adam Sarty noted that the revised Job Hazard Assessment for the Arena has been outstanding for some time, and asked that it be followed up with the Administrative Units Safety sub-committee. Arla Day reported on safety concerns related to the Arena. The concerns were forwarded to Facilities Management and the Homburg Centre.

**Aramark** **Adam J Sarty**

The January minutes were distributed for review.

**SMUSA** **Adam J Sarty**

The February minutes distributed for review.

**Childcare Facility Adam J Sarty**

Minutes unavailable for review.

**Contractor Documentation** **Valerie Wadman**

Item carried over from October meeting: “Discussion followed on concerns related to contractors on Campus not following SMU’s Contractor Safety Program, as detailed in the University OHS Program. After discussion, it was agreed that changes are needed to the procurement process to ensure that all contractor’s on Campus will follow the minimum requirements of the University OHS Program. Adam Sarty volunteered to have a look at this.”

**Action: Adam Sarty to update at the March 19, 2024 meeting.**

**Pandemic Updates Mark Moffett**

No new updates

**Psychologically Healthy Workplace Arla Day**

Arla Day advised that she is working with WCB re the changes in WCB legislation pertaining to psychological Safety in the workplace. Valerie Wadman advised that several staff from People & Culture attended webinars on the upcoming legislative changes. The changes will be effective September 1, 2024. The Department of Labour is expected to make similar changes this year.

**Action: Arla Day will update the committee at the March 19, 2024 meeting.**

**Indoor Air Quality Updates Dennis Gillis**

Shellie Petrossie advised of a potential air quality issue in two labs. Valerie Wadman will advise Leanne Lucas.

Action required: Valerie Wadman to update the committee at the March 19, 2024 meeting.

**Action: Valerie Wadman will update the committee at the March 19, 2024 meeting.**

**4.0 Injury and Incident Reports Valerie Wadman**

The December 1, 2023 to January 31, 2024 incident report, graph and statistics were distributed for review.

**5.0 Workplace Inspection/Hazard Identification Valerie Wadman**

Valerie Wadman advised that the request for annual inspections of Campus offices, boardrooms, storage rooms and home offices has been issued. To date, the response has been good. Home and office inspection reports are still trickling in and reminders will be sent out.

**6.0 New Business**

**NAOSH Week event Valerie Wadman**

Valerie Wadman asked the committee if anyone had any ideas for a topic for NAOSH Week. Adam Sarty recommended a talk on Psychological Safety. Arla Day advised that one of her students has joined the provincial Steps for Life committee (which is the fundraising arm of Threads of Life, a support group for families of employees who have been killed or seriously injured at the workplace). The student is hoping to form a Saint Mary’s University team to participate in the walk.

**Risk Management regarding international travel and field schools Adam Sarty/Michael Chiwawa**

Adam Sarty & Michael Chiwawa gave an update to changes related to international field schools and international travel. They are looking at a number of ways to assist faculty and students travelling abroad to assess risk, including potentially a mobile app that can update people as to any changes in safety in that country.

**Action: Adam J Sarty and Michael Chiwawa to update the committee at the next meeting.**

**7.0 Date and Time of Next Meeting –**

Next meeting will be held on March 19, 2024.

**Adjournment**

Meeting adjourned at 2:53 p.m.

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**Calendar**

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| **Action Item** | **Person(s) Responsible** | **Target Date** | **Actions** |
| NAOSH Week | Committee | February/March | Plan inhouse speaker |
| Memo to Distribution Group re heat stress guidelines | Committee/  Valerie Wadman | May | Review at May JOHSC meeting. Place announcement in SMUport in June referring employees to OH&S website. |
| Review of Terms of Reference/ Membership Terms  Select JOHSC co-chairs | Committee | May/June | Review Terms of Reference Documents and Committee membership. |
| Occupational Health and Safety booklet | Valerie Wadman | August | Send to CAID for new Faculty orientation day in August. Send to Cont. Ed for instructors. Email to Deans and assistants in August an electronic copy. Email to TLC. |
| Fire Drills/Fire Warden | Dennis Gillis | October | Fire Drills and Warden updates. Review compliance regarding fire alarms. |
| WHMIS training Review | Committee | October | Review WHMIS Training annually. (Report to JOHSC when completed or if issues arise) |
| Workplace Inspections | Valerie Wadman on behalf of the JOHSC | October | Forward in October of each year |
| Annual Review of the OH&S Policy | Committee | October | Review the policy at October JOHSC meeting. |
| CURIE Inspections | Risk Manager | October | Risk manager to share CURIE inspection reports |
| Emergency Management | Dennis Gillis | November | Review procedures. |