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Saint Mary's University, 923 Robie Street

Minutes Joint Occupational Health and Safety Meeting held on December 20, 2016.

Kim Squires opened the meeting at 10:35 a.m. in the Human Resources Boardroom. The following were in attendance:

Kim Squires	Human Resources	Member (Employer)
Gary Schmeisser	Facilities Management	Member (Employer)
Kevin Kelloway	Psychology	Member (Employee)
Jason Butler	Facilities Management	Member (Employee)
Kevin Vessey	Graduate Studies and Research	Member (Employer)
Colin Sutton	ITSS	Member (Employee)
Valerie Wadman	Human Resources	HR Officer (OHS & Wellness)

Guests:

Regrets:

Roll Call

Valerie Wadman recorded the names of those present at the meeting.

1.0 Approval of Minutes of Last Meeting

Gary Schmeisser moved to accept the minutes of the November 23, 2016 meeting, and Colin Sutton seconded the motion.

2.0 Outstanding Items from Previous Meeting

JOHSC Training

Kevin Kelloway

Kevin Kelloway advised he is still working on the software to develop and deliver safety committee training. Kevin Kelloway advised he won't be able to deliver "S.A.F.E.R. Leadership" training to the three safety committees until the winter session.

Action: Valerie Wadman to arrange training with Kevin Kelloway in January, 2017.

First Aid recertification training

Valerie Wadman

Valerie Wadman advised that Chapter 6 has been updated based on recommendations from the safety committees. As a description of Violence Prevention is contained in this chapter, she recommended that the distribution of these changes wait until the Violence Prevention program has been completed. The JOHSC agreed.

Action: Valerie Wadman will revise the chapter, based on the new Violence Prevention plan, when the plan has been approved.

JOHSC Committee membership and Terms of Reference Review

Valerie Wadman

Kevin Kelloway advised he has contacted the President of the Faculty Union regarding an alternate for his position. To date he has not received a reply. Colin Sutton advised that Patrick O'Neil from the Library will be his alternate on the JOHSC.

Action: Kevin Kelloway to update the committee in January, 2017.

Annual Update – Fire Plan/Drills

Gary Schmeisser

The report on the fall annual fire drills was posted for review. Gary Schmeisser advised the fire plan is still being worked on. Muster stations were discussed. Gary Schmeisser advised that specific muster stations for departments is not feasible as employees could be anywhere on Campus.

Action: Gary Schmeisser will forward the revised plan for review for the February, 2017 meeting.

Student Safety – Research involving bird houses

Shellie Petrossie

Valerie Wadman advised she had contacted Dr. Colleen Barbour to discuss student safety concerns related to the use of ladders. As a result, in the Spring, Dr. Barbour, Valerie Wadman and Tom Strapps will review the location of the birdhouses on Campus, with the view of moving any bird houses that are problematic to access by one person using a ladder.

Action: No further action required.

3.0 Other Minutes and Reports

Science Sub-committee

Valerie Wadman

The October 25, 2016 minutes were posted for review. Valerie Wadman reported that she had advised the Science Safety sub-committee of the JOHSC proposal to rename the committee the “Academic” sub-committee, and cover all Academic groups, at the December 13, 2016 meeting. The Science safety sub-committee expressed concern at this change. It was clarified that the intention of changing the name to Academic Units Safety Sub-committee was to provide all academic departments a safety committee to forward any safety concerns to. Actual representation on the committee is not required.

Action: Valerie Wadman to advise the Science Safety Sub-committee of the name change, and request that this change be reflected in the Terms of Reference.

Facilities Management/Administration Sub-committee

Valerie Wadman

The October 20, 2016 minutes were posted for review. Valerie Wadman reported that she had advised the Facilities Management/Administration Safety sub-committee of the JOHSC proposal to rename the committee the "Administration" sub-committee, and cover all administrative departments, at the November 24, 2016 meeting. The sub-committee had no concerns regarding the proposal. The JOHSC proposes the sub-committee be renamed "Administrative Units" Safety Sub-committee.

Action: Valerie Wadman to advise the Facilities Management/Administration Safety Sub-committee of the name change and request that this change be reflected in the Terms of Reference.

Aramark

Valerie Wadman

The November 29, 2016 minutes were posted for review. Discussion followed on slips, trips and falls by Aramark staff, who come to Campus early in the morning and the steps taken to address this issue.

SMUSA

Valerie Wadman

The October 6, 2016 minutes were posted. SMUSA has approved the draft OHS Program.

Action: Valerie Wadman to ask SMUSA for a final copy of the OHS Program.

Childcare Facility

Valerie Wadman

The committee does not meet again until January, 2017.

Contractor Documentation

Valerie Wadman

No contractor documentation was posted for committee review. (From previous minutes) Valerie Wadman advised that the Contractor safety chapter has been revised based on feedback received, and in consultation with Gary Schmeisser. The JOHSC agreed that this chapter be re-issued when the Emergency Preparedness chapter is re-issued.

Action: Valerie Wadman to re-issue revised OHS program chapter at a later date.

International Travel

Kevin Vessey

Kevin Vessey advised that he has forwarded the policy to Darrell Rooney to be forwarded to Gabe Morrison and EMG. Discussion followed on the database. It was confirmed it is the intention that the database will be used for all forms of student and faculty travel.

Action: Kim Squires will discuss the policy with Gabe Morrison and report back to the JOHSC at the January 17, 2017 meeting.

Risk Management

Gary Schmeisser

Gary Schmeisser advised that he, Darrell Rooney, and Tracey Randem attended a two-day Risk Management course put on Curie. The intention is that Financial Services will start reviewing risk management requirements, first, from a higher level, considering principles before considering specific risk items.

Action: Valerie Wadman will move this agenda item to “Other Minutes and Reports”.

Day Camp Safety

Gary Schmeisser

Gary Schmeisser advised that Athletics and Recreation have scheduled another risk management meeting for January. He and Darrell Rooney had a telephone meeting with Ian McGregor to discuss the risk reports he prepared for Athletics and Recreation. Ian McGregor advised that occupational health and safety is not a consideration in his risk assessments.

Action Required: Gary Schmeisser will update the committee at the December meeting.

Team Travel

Gary Schmeisser

Gary Schmeisser advised that Athletics and Recreation Sport Team manual was not forwarded to him.

Action: Gary Schmeisser to follow up on the manual at the January risk management meeting.

Violence in the Workplace Review

Kevin Kelloway

The draft OHS Violence in the Workplace Prevention Plan will be discussed at the January, 2017 meeting.

4.0 Injury and Incident Reports

Valerie Wadman

The November, 2016 incident report and graph were posted for review.

5.0 Workplace Inspection/Hazard Identification

Valerie Wadman

Nothing new to report.

6.0 New Business

No new business.

7.0 Date and Time of Next Meeting

Meetings will be held on the third Tuesday of each month, from 10:30 a.m. to 12:00 p.m. in the HR Conference Room, as follows:

January 17, 2017	February 21, 2017	March 21, 2017
April 18, 2017	May 16, 2017	June 20, 2017

Adjournment

The meeting was adjourned at 11:20 a.m.

Kim Squires, Management Co-Chair

Colin Sutton, Employee Co-Chair

Calendar

Action Item	Person(s) Responsible	Target Date	Actions
NAOSH Week	Committee	February/March	No further action required
Workplace Inspections	Valerie Wadman on behalf of the Committee	April	Forward in April of each year.
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.
Facilities Management Work Order System	Committee	June September	Review the Preventative Maintenance Report – June Review the OHS Hazard Report – September
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	Gary Schmeisser	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)
Annual Review of the OH&S Policy	Committee	October	Review the policy at October JOHSC meeting.
Emergency Management	Committee	November	Review procedures.