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Saint Mary's University, 923 Robie Street

### **Minutes Joint Occupational Health and Safety Meeting held on May 15, 2018.**

Colin Sutton opened the meeting at 10:40 a.m. in the Human Resources Boardroom. The following were in attendance:

|                |                             |                             |
|----------------|-----------------------------|-----------------------------|
| Jennifer White | Human Resources             | Alternate (Employer)        |
| Roberta Graham | Facilities Management       | Alternate (Employer)        |
| Arla Day       | Psychology                  | Member (Employee)           |
| Colin Sutton   | ITSS                        | Member (Employee)           |
| Adam Sarty     | Graduate Studies & Research | Member (Employer)           |
| Jason Butler   | Facilities Management       | 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**

Adam Sarty moved to accept the minutes of the April 17, 2018 meeting, and Jason Butler seconded the motion.

#### **2.0 Outstanding Items from Previous Meeting**

##### **JOHSC Training**

**Kevin Kelloway**

(May, 2017) Dr. Kelloway is still working on online JOHSC training. Valerie Wadman advised that Kevin Kelloway will continue to work on this project. The committee agreed to keep this item in the minutes until Dr. Kelloway has returned from sabbatical.

Valerie Wadman advised that the memo to safety sub-committees related to online safety training, has been sent to the two sub-committee chairs. She advised that this training is also necessary for JOHSC members and alternates.

**Action: Committee members and alternates to advise Valerie Wadman when training has been completed, for records documentation purposes.**

## **International Travel Risk Management Policy**

**Kevin Vessey**

From May 19, 2107 minutes - Kevin Vessey discussed whether the International Travel Risk Management Policy should be revised to include all forms of travel, undertaken as part of a person's role with the University. The JOHSC agreed that all forms of travel, by all members of the Saint Mary's Community should be considered, and the policy should be revised to include all travel. The committee also recommended that this task be addressed by the new risk management position.

Update: June 26, 2017 – Kim Squires provided a written update from Kevin Vessey. Kevin Vessey advised he, Maureen Hayward and Miyuki Arai have met twice with Darrell Rooney. Darrell Rooney agreed that the new risk management person is best the lead implementing the policy and expanding it to include all off-campus travel. In the interim, they would look at a risk assessment process for international travel to be based out of International Activities.

Update: November 21, 2017 – Valerie Wadman advised that she attended a CURIE Risk Management conference where a company, International SOS, presented on managing incidents that happen when faculty, staff and students are working or studying in another country. International SOS has contacts in most of those countries and can extract someone much easier than most universities. Curie also provides free on-line training for faculty, staff and students who are travelling to other countries as part of their work or study. For safety and security, the online training covers Principles of Personal Security, Managing Risk in Daily Activities, and Responding to Threats. There is a second module that covers medical travel risk awareness – Preparing before you go, Healthcare when you are away and Responding to health incidents.

**Action: It was agreed that this item be kept in the minutes until the new risk management position has been filled.**

## **Transportation of Injured Employees or Other Persons**

**Gary Schmeisser**

Currently there is not a university wide policy regarding the transportation of injured employees or other persons. The committee suggests that this issue may be most properly addressed through the new Risk Management position. Valerie Wadman advised Darrell Rooney.

**Action: It was agreed that this item be kept on the minutes until the new risk management position has been filled.**

## **WHMIS Training Annual Review**

**Valerie Wadman**

Valerie Wadman advised that information on the Annual WHMIS Training review, from the Science Safety sub-committee was contained in the February minutes.

**Action: No further action required.**

## **OHS Policy Annual Review**

**Valerie Wadman**

Valerie Wadman advised that feedback from the Science Safety Sub-committee on the OHS Policy was contained in the December minutes, and was posted for JOHSC review. The revised commitment letter was also posted for review, and changes were accepted by the committee.

**Action: Valerie Wadman to complete the revisions of the OHS Policy, and forward to the President for signature.**

## **Chapter 15 – Incident and Investigation Analysis**

**Valerie Wadman**

Valerie Wadman advised the draft editable OHS incident form, combining the recommendations from the Science Safety sub-committee and the existing OHS Incident form has been received. The draft will be reviewed for completeness and forwarded for review.

**Action: Valerie Wadman to forward the draft form for review.**

## **NAOSH Week, 2018**

**Valerie Wadman**

Valerie Wadman advised that one member of the Administrative Units Safety sub-committee and one member of the Science Safety sub-committee has registered for the provincial NAOSH Symposium. Approximately 40 people attended the in-house safety presentation, put on by Johnson Insurance.

**Action: No further action required.**

## **3.0 Other Minutes and Reports**

### **Science Safety Sub-committee**

**Colin Sutton**

The February 27, 2018 and March 27, 2018 minutes were posted for review.

### **Administration Units Sub-committee**

**Colin Sutton**

Minutes were not available for review.

### **Aramark**

The March 15, 2018 JOHSC minutes were posted for review.

**Colin Sutton**

### **SMUSA**

**Colin Sutton**

The March 29, 2018 minutes were posted for review

### **Childcare Facility**

**Colin Sutton**

The April 25, 2018 minutes were posted for review.

## **Contractor Documentation**

**Valerie Wadman**

(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.**

Contractor safety documentation was posted for review. Discussion followed on whether contractor documentation should continue to be posted. The JOHSC agreed that documentation should continue to be posted and members could review, as they deemed necessary.

## **Risk Management**

**Gary Schmeisser**

Jennifer White advised that recruitment for the risk manager position is underway.

## **Violence in the Workplace Review**

**Valerie Wadman**

Discussion on the changes made to the policy at the March JOHSC meeting. After discussion, Kim Squires advised she would like to consider the change further, and will get back to the committee.

**Action: To be reviewed at the June, 2018 meeting.**

## **4.0 Injury and Incident Reports**

**Valerie Wadman**

The March, 2018 to April, 2018 incident reports and graph report was posted for review. The March report has been updated as two more incidents were posted. The incident report from Residence was reviewed.

## **5.0 Workplace Inspection/Hazard Identification**

**Valerie Wadman**

Valerie Wadman advised that the annual safety inspection memo and checklist for offices has been sent. It has been requested that the inspections be returned by June 30, 2018. A SMUWorks student in Facilities Management is entering the received inspections in a spreadsheet.

## **6.0 New Business**

### **Terms of Reference**

**Valerie Wadman**

The Terms of Reference were posted for review. Discussion followed on the Terms of Reference.

**Action: Members are asked to review the Terms of Reference and provide any feedback by June 13, 2018.**

## **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: June 19, 2018.

## **Adjournment**

The meeting was adjourned at 11:45 a.m.

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Kim Squires, Management Co-Chair

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Colin Sutton, Employee Co-Chair

## Calendar

| <b>Action Item</b>  | <b>Person(s) Responsible</b>              | <b>Target Date</b> | <b>Actions</b>  |
|---|---|--------------------|---|
| 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/<br>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/<br>Membership Terms<br>Select JOHSC co-chairs | Committee                                 | May/June           | Review Terms of Reference Documents and Committee membership.   |
| Facilities Management Work Order System                                     | Committee                                 | June<br>September  | Review the Preventative Maintenance Report – June<br>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.  |