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Saint Mary's University, 923 Robie Street

Minutes Joint Occupational Health and Safety Meeting held on October 17, 2017.

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)
Arla Day	Psychology	Member (Employee)
Colin Sutton	ITSS	Member (Employee)
Adam Sarty	Graduate Studies & Research	Member (Employer)
Valerie Wadman	Human Resources	HR Officer (OHS & Wellness)

Guests:

Regrets: Jason Butler

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 September 19, 2017 meeting, and Colin Sutton seconded the motion, with one addition to the minutes.

2.0 Outstanding Items from Previous Meeting

JOHSC Training

Kevin Kelloway

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 there is something new to report.

Action: Valerie Wadman will advise the committee of any updates.

JOHSC Committee membership

Valerie Wadman

Dr. Arla Day advised she will be the SMUFU JOHSC representative this year while Kevin Kelloway is on sabbatical. Dr. Adam Sarty is the new management representative. An alternate for the SMUFU representative is still needed.

Action: Arla Day will contact SMUFU and advise an alternate is needed for the SMUFU JOHSC representative.

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.

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 Schmeisser

Valerie Wadman/Gary

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

3.0 Other Minutes and Reports

Science Safety Sub-committee

Kim Squires

The July 27, 2017 sub-committee minutes were posted for review.

Administration Units Sub-committee

Kim Squires

The September 29, 2017 sub-committee minutes were posted for review.

Aramark**Kim Squires**

Minutes have not been received. Aramark have expanded the dietitian's job to include occupational health and safety.

SMUSA**Kim Squires**

The committee met in late September. Minutes will be available for the November meeting.

Childcare Facility**Kim Squires**

The committee is scheduled to meet in October, 2017

Contractor Documentation**Valerie Wadman**

Contractor safety related information was posted for 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.

Risk Management**Gary Schmeisser**

Gary Schmeisser advised there is nothing new to report, but expects some action in the next month. Discussion followed on the senior management risk management survey.

Violence in the Workplace Review**Valerie Wadman**

Valerie Wadman advised that Tom Brophy reviewed the Violence in the Workplace policy and plan. He has provided some recommendations for change, but none would alter the intent of the policy and/or plan.

Action: Valerie Wadman to prepare a memo for the co-chairs' signatures, recommending the revised policy and new program to the VP, Finance and Administration.

4.0 Injury and Incident Reports**Valerie Wadman**

The September, 2017 incident reports and graph were posted for review.

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

Valerie Wadman advised that a number of new inspections have been received and need to be added to the spreadsheet. The spreadsheet will be posted for the November meeting.

6.0 New Business

WHMIS Training Annual Review

Valerie Wadman

As required by the WHMIS Regulations, employers are to review WHMIS training annually, to determine if the training being provided is sufficient for safety purposes. As Canada is in the process of converting to a new WHMIS 2015 system, employers are to train persons who use chemical products in WHMIS 2015 as well as WHMIS 1998, if there are any SDSs (Safety Data Sheets) on site.

Action: Valerie Wadman will contact the sub-committee chairs to initiate the WHMIS training review.

OHS Policy Annual Review

Valerie Wadman

The OHS Policy was posted for review. Committee members are asked to review the policy and forward any comments or recommendations for review.

Action: Valerie Wadman will contact the sub-committee chairs to initiate review of the University OHS Policy.

Fire Drills/Fire Warden Update

Gary Schmeisser

Gary Schmeisser distributed the 2017 Fire Drill and Warden report for review and discussion.

Action: No further action required.

Chapter 15 – Incident and Investigation Analysis

Valerie Wadman

Valerie Wadman distributed a revised OHS Incident form which has been received from Kathy Singfield, Chair of the Science Safety Sub-committee. The committee will review and forward any comments to the OHS Office.

Action: Valerie Wadman will forward to the two safety sub-committees for review and response.

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:

November 21, 2017	December 19, 2017	January 16, 2018	February 20, 2018
March 20, 2018	April 17, 2017	May 15, 2018	June 19, 2018

Adjournment

The meeting was adjourned at 11:30 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.