Saint Mary’s University, 923 Robie Street

**Minutes for Joint Occupational Health and Safety meeting held on April 16, 2024**

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

Arla Day Psychology Member (Employee)

Adam J Sarty FGSR Member (Employe

Mark Moffett People and Culture Member (Employer)

Shellie Petrossie Facilities Management Alternate (Employee)

Liliane Bassil EIT Member (Employer)

Howard Donohoe Geology Member (Employee)

Valerie Wadman Human Resources HR Officer (OHS & Wellness)

**Guests:**

**Regrets:**

**Roll Call: Dennis Gillis**

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

The March minutes could not be approved, due to a lack of quorum at that point in the meeting. Approval of the March minutes will be deferred to the May meeting.

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 Payroll has created a list of all employees with their A numbers. The list has been sent to EIT, to add the S numbers. Tricia MacPhee advised she is waiting for a response from EIT.

**Action: Adam Sarty will contact Tricia MacPhee.**

**Emergency Management Annual update Dennis Gillis**

Valerie Wadman advised that she and Dennis Gillis met to discuss the reactivation of the Emergency Management Working Group

**Action: Valerie Wadman to set up a meeting for the working group.**

**NAOSH Week event Valerie Wadman**

Arla Day will provide the in-house NAOSH session, at 10:00 a.m., on May 7, 2024. SMU will have a team walking in the Steps for Life walk on May 4, 2024. Mark Fleming will present at the OHS Professional Day on May 8, 2024.

**Action: Valerie Wadman will update the committee at the May 21, 2024 meeting**

**Risk Management regarding international travel and international field schools**

**Adam Sarty**

Adam Sarty advised that work on Helix is proceeding and that a process for international field school risk management has been implemented.

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

**Water content concerns Mark Moffett**

A recommendation to the VP, Finance and Administration has been prepared and will be forwarded by the two co-chairs.

**Action: The co-chairs to update at the May 21, 2024 meeting.**

**3.0 Other Minutes and Reports**

**Science Safety Sub-committee Adam Sarty**

The Dean is reformatting the composition of the sub-committee, as per the new Terms of Reference and will set up a meeting once this is finalized.

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

No minutes to review.

**Aramark** **Adam Sarty**

The committee is meeting on April 18, 2024.

**SMUSA** **Adam Sarty**

The JOHSC has not met due to employees being out of the office. They anticipate being able to meet soon.

**Childcare Facility Adam Sarty**

The JOHSC is due to meet in April.

**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 May 21, 2024 meeting.**

**Pandemic Updates Mark Moffett**

No new updates. COVID test kits are still being distributed throughout the University. Instructions for completing COVID tests have changed. Updated instructions are being provided with the kits.

**Psychologically Healthy Workplace Arla Day**

Arla Day advised that the CN Centre for OHS is considering an event, in the summer, related to gradual onset stress. The committee agreed there is value in re-starting the Healthy Campus Strategy, that was initiated by the VPFA office. The roles that would support the strategy need to be considered.

**Indoor Air Quality Updates Dennis Gillis**

Leanne Lucas, Safety Advisor, Science Activities, forwarded detailed information related to the green material found on the taps in S211. The incident is being actively investigated to determine the source of the green discolouration.

**Action: Valerie Wadman will update the committee at the May 21, 2024 meeting.**

**4.0 Injury and Incident Reports Valerie Wadman**

The February to March, 2024 incident report, graph and Resident statistics were distributed for review. There were two new incident reports in February, #s 6802 and 6803.

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

Valerie Wadman advised that home and office inspection reports are still trickling in. Reminders will be sent out. The Arena JHA is still outstanding.

**6.0 New Business**

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

Next meeting will be held on May 21, 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. |