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Saint Mary's University, 923 Robie Street

Minutes Joint Occupational Health and Safety Meeting held on September 19, 2017.

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

Jennifer White	Human Resources	Alternate (Employer)
Gary Schmeisser	Facilities Management	Member (Employer)
Jason Butler	Facilities Management	Member (Employee)
Arla Day	Psychology	Alternate (Employee)
Colin Sutton	ITSS	Member (Employee)
Marie DeYoung	Patrick Power Library	Alternate (Employer)
Patrick O'Neil	Patrick Power Library	Alternate (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 June 26, 2017 meeting, and Jason Butler seconded the motion.

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 decide before the October meeting whether she will be the SMUFU JOHSC representative or alternate. Valerie Wadman advised the third management representative position should be filled by the October meeting.

Action: Valerie Wadman to update the committee.

International Travel Risk Management Policy

Kevin Vessey

From May 21, 2017 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.

From June 26, 2017 minutes – 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 on the minutes until the new risk management position has been filled.

Transportation of Injured Employees or Other Persons

Valerie Wadman/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

3.0 Other Minutes and Reports

Science Safety Sub-committee

Colin Sutton

The May 25, 2017 sub-committee minutes were posted for review. Valerie Wadman advised that Kim Squires and Dr. Steven Smith met to discuss his concerns related to the committee name change.

Administration Units Sub-committee

Colin Sutton

Minutes were not available for review.

Aramark**Colin Sutton**

The August 10, 2017 minutes were posted for review.

SMUSA**Colin Sutton**

The June 21, 2017 minutes were posted for review. Gary Schmeisser noted that the concerns listed regarding the SMUSA offices have been addressed. He also advised that most of the items noted by the Fire Marshal were minor and most have been corrected. Some are still in the process of being corrected.

Childcare Facility**Colin Sutton**

The July, 2017 minutes were posted for review.

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 that Marsh & McLennan are continuing to work on defining a risk management process for Campus. All senior management are being surveyed to determine their understanding of risk management.

Violence in the Workplace Review**Kevin Kelloway**

Valerie Wadman advised that SMUFU did not have any comments on the proposed Violence in the Workplace policy and plan. The policy and plan have been forwarded to Tom Brophy for review as he is one of the issuing authorities on the policy. Once he has reviewed the policy and plan, Valerie Wadman will prepare a memo for the co-chairs' signatures, recommending the revised policy and new program to the VP, Finance and Administration.

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 June to August, 2017 incident reports and graph were posted for review.

5.0 Workplace Inspection/Hazard Identification

Valerie Wadman

Valerie Wadman advised that reminders to complete the annual inspection checklist have been sent out twice. A spreadsheet, listing all the offices that have returned completed inspection checklist, will be posted for JOHSC review for the October, 2017 meeting.

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:

October 17, 2017	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 11:55 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.