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Saint Mary's University, 923 Robie Street

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

Kim Squires opened the meeting at 10:32 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)
Shellie Petrossie	Facilities Management	Alternate (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. Shellie Petrossie, new alternate for Jason Butler, was introduced to the committee.

1.0 Approval of Minutes of Last Meeting

Gary Schmeisser moved to accept the minutes of the June 21, 2016 meeting, and Jason Butler 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.

Risk Management

Valerie Wadman reported that Darrell Rooney discussed the need for a University Risk Management Plan with Marsh Risk Consulting. Marsh has recommended that this work be done in two phases, with phase one being the collection of information.

Action: Valerie Wadman to contact Darrell Rooney for a progress update.

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. Shellie Petrossie has replaced Darlene McNeil, who has retired

Action: Kevin Kelloway to update the committee in October.

3.0 Other Minutes and Reports

Science Sub-committee

Valerie Wadman

The May 27, 2016 minutes were posted for review.

Facilities Management/Administration Sub-committee

Valerie Wadman

The May 19 and June 16, 2016 minutes were posted for review.

Aramark

Valerie Wadman

Minutes have not been received.

SMUSA

Valerie Wadman

The June 8, 2016 minutes were posted for review. Valerie Wadman advised that the draft SMUSA OHS Program has been completed and forwarded to SMUSA.

Childcare Facility

Valerie Wadman

The July 14, 2016 minutes were posted for review. Kim Squires advised that the Daycare will now be reporting to her, as part of the changes to Student Services.

Contractor Documentation**Valerie Wadman**

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 the Travel Registry is live but not being promoted. He advised he contacted Darrell Rooney, as this needs to be forwarded to the Executive Management Group. Implementation of the database will require a huge amount of training and awareness.

Action: Kevin Vessey will update the committee at the October meeting.

Day Camp Safety**Kim Squires**

Valerie Wadman advised that she had contacted Kevin Downie who replied that they were updating the current procedures and would forward a copy when they were updated. The procedures have not been received by OHS. A booklet for parents has been developed, which would be part of overall procedures.

Action Required: Valerie Wadman will update the committee at the October meeting.

Team Travel**Kim Squires**

No update available.

Violence in the Workplace Review**Kevin Kelloway**

Valerie Wadman advised that a draft program has been created and forwarded to the Violence Prevention Plan working group. Feedback has been received. The feedback from the Working Group will be incorporated into the draft program, and the revised program will be forwarded to the three safety committees for review. Discussion followed on debriefing and employees seeking medical assistance.

4.0 Injury and Incident Reports**Valerie Wadman**

The June to August, 2016 incident report and graph were posted for review.

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

The checklist of workspaces that returned inspection checklists was posted for review. Valerie Wadman advised that based on the inspection reports, there will be some changes to the inspection checklist. Older file cabinets were noted as a concern this year. Warning labels have been created to advise employees to only open one drawer at a time.

6.0 New Business

Personal Protective Equipment (PPE) for Coaches

Gary Schmeisser

Gary Schmeisser advised that the wearing of hockey helmets by all persons on the ice at the Arena is now mandatory. Kevin Downie has advised that coaches do not wear hockey helmets while on the ice at the Forum. The JOHSC expressed concerns that this difference in practice may cause a liability issue if a member of the coaching staff was ever injured, due to the different levels of providing safety to employees.

Action: Valerie Wadman will create a memo to the Director, Athletics and Recreation, for the JOHSC Co-chairs signature.

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 18, 2016	November 15, 2016	December 20, 2016
January 17, 2017	February 21, 2017	March 21, 2017
April 18, 2017	May 16, 2017	June 20, 2017

Adjournment

The meeting was adjourned at 11:15 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.