

St. Francis Xavier University
University Joint Occupational Health & Safety Committee
Online in Teams
Meeting Minutes
April 23, 2020

Present: Employee Representatives: Tyson Ball, Colin Rankin, Kris MacSween, Patrick Wallace
Employer Representatives: Dave MacNeil, Leon MacLellan, Krista McKenna, Jacob Burghardt, Dan Belliveau, Randy Peters
Advisory: Laurie Reid – OH&S Officer, Janet Beaton – Health and Wellness

The meeting was chaired by Tyson Ball and was called to Order at 2:00 p.m. The meeting proceeded without quorum on an information/update basis only.

Action Items are in Italics and Underlined. Please take note of those assigned to you or the Committee, and be prepared to provide update at the next meeting.

APPROVAL OF AGENDA

The agenda for today's meeting was reviewed and accepted by general consensus.

APPROVAL OF MINUTES FROM LAST MEETINGS

The minutes from the February 27th UJOHSC meeting were approved by general consensus. The meeting notes from the April 9th special COVID-19 meeting were also distributed (cut and pasted at end of these minutes), and they will be reviewed under Outstanding Items.

OUTSTANDING ITEMS FROM PREVIOUS MEETINGS

Fume Hoods

April 23, 2020 – No update.

February 27, 2020 – Alarms reported by the Chemistry department continue to be logged on a tracking sheet. Since the last meeting, there have six reports of alarms. Further information was requested offline about the number of alarms coming in from all of the fume hoods; this request was forwarded to FM. A follow-up meeting should be held with users and maintenance personnel to see how the draft procedures are working. Next steps would be to roll out the procedures to everyone and provide training as required in both procedures.

January 23, 2020 - One “zero” alarm was reported since the last meeting, and was due to an issue with vibration within the ventilation system, which has since been rectified. Both fume hood maintenance and use procedures are being implemented and will be finalized in due course. Communication between users and FM requires follow-up.

History of this issue has been archived.

University OH&S Policy Review

April 23, 2020 – No update.

February 28, 2020 – Reformatted, and in for signing. No update.

January 23, 2020 – No update.

November 28, 2019 - Formatting changes.

History of this issue has been archived.

Scent Awareness

April 23, 2020 – No update.

February 27, 2020 – Janet advised that the committee met and developed a draft awareness campaign. The draft was circulated to all committee members for their input. Two types of signage were decided upon. The intention is to put the information up on the website as well. Some concerns were expressed about having too much signage, with the suggestion it be put on “rolling TV/projection screens”, where possible. Leon suggested talking to Communications to develop a roll-out strategy.

January 23, 2020 – Update from Janet. Committee to reconvene to review new information and determine next steps, and will report back at the next meeting.

History of this issue has been archived.

Draft Inspection Program

April 23, 2020 – The current draft of the program is in Teams for review. Copies of the checklists from the website will be posted in Teams as well. Inspections will be scheduled when we get back to campus. In the meantime, this program is being rolled out in FM, where inspections are performed on a frequent basis.

February 27, 2020 – A new draft of the program was circulated to the committee at the meeting. Some new inspection checklists were developed and will be posted on the website and shared with the committee members. Members were asked to do more inspections, if time permitted and if they felt comfortable to do so (check with Laurie for buildings that still require a yearly inspection). More work is required to identify all areas that require a workplace inspection, e.g. are residences included or are they covered under another program? (Residence Life/FM-mechanical and custodial rooms). Some members requested training prior to doing any more inspections.

January 23, 2020 – A new draft will be sent out to the committee for their review within the next couple of days, with a view to finalization by next meeting. Following finalization, scheduling and coverage will require review.

November 28, 2019 – Comments and inspections are still being received. All findings will be tracked and followed-up on as required. A new draft will be sent out to the committee for their review.

October 24, 2019 - Committee members provided their comments regarding the draft program and their experience with doing inspections. Some points to note:

- Inspectors are not liable if they unintentionally overlook something.
- Inspectors require training on how to do inspections.
- Different persons should inspect different areas on a rotating basis.

- The checklist used was for office inspections, but it can be modified for other areas as well.
- All issues raised will be documented and followed up on.

The program will be updated, taking all comments into consideration, and a further draft will be provided to the committee when ready.

September 26, 2019

Inspections are a requirement under the OH&S Act for all workplaces, on a sufficiently regular basis. There are currently inspections taking place, but they are mostly done by FM in mechanical rooms and other potentially-hazardous areas, and some are done in laboratories. The members were presented with a draft Inspection program for their review and feedback. All members were asked to conduct (or delegate) an inspection using the attached Inspection Checklist as a test, and provide feedback on how the process worked for them. Everyone was reminded to ensure they take care of any hazards as soon as reasonably practicable, and Immediately Dangerous to Life or Health (IDLH) hazards are addressed immediately. If members were unsure how to deal with hazards, they were advised to contact Laurie for follow-up. Electronic copies will be sent to all members. One comment received is that the responsibility section needs clarification in specific areas to ensure all workplaces are included, and that everyone is aware of their responsibilities.

Mould

April 23, 2020 – Email sent to committee members. CLOSED.

February 27, 2020 – *Janet* advised that an email was forwarded to the concerned persons in Coady, and that she would share the email with committee members. Janet to follow-up.

January 23, 2020 - FM has completed a small amount of mould was abated inside the basement. Regular inspections (tank runs) have taken place. Janet to report on follow-up and re-assessment at the next UJOHSC meeting.

November 28, 2019 - A concern was raised regarding mould in Coady. A request was received by a JOHSC member to follow-up to see what has happened in regards to remediation. Is there anything else ongoing with Maintenance from that original remediation and correction? Leon advised that to the best of his knowledge, the mould is completely gone, and the area is clean. The initial testing came up clear after remediation. Leon advised that Janet Beaton will be looking after the re-assessment of the area and ensuring any required air quality testing is done.

Space Heaters

April 23, 2020 – Dan advised that he reviewed the SOP, and thought the new changes looked good. A copy will remain in UJOHSC Teams (Documents for Review), and approval will be sought at the next UJOHSC meeting, with implementation planned for Fall 2020.

February 27, 2020 – The updated SOP for space heaters was distributed during the meeting. All members are asked to review the SOP and provide their comments prior to the next meeting. Leon advised that ideally we would like to eliminate their use on campus. They are a safety concern, they draw too much power and they interfere with thermostats. With the proposed changes to their use on campus, this SOP and/or policy will not be rolled out until the autumn.

Next steps are to get an inventory of ones being used – maybe consider a swap-out program, and to establish Comfortable Indoor Working Temperature policy – for both summer and winter.

January 23, 2020 - A safe operating procedure was distributed to the committee in early December. This item has been tabled to the next meeting to allow input from Facilities Management.

November 28, 2019 - The safety of space heaters has been raised several times during recent inspections, and whether StFX has a directive in this regard. They are used in residences, with the rule being that they cannot have an exposed element. It was noted that other universities such as SMU and Dal have banned space heaters from residences (according to their websites). A number of people working in offices use them for personal comfort. Have there been any fires in the past? Due to lack of consistent reporting, we cannot be sure. Space Heaters are viewed as a workplace hazard within our legislation, and are prescribed in the Nova Scotia Occupational Health and Safety Regulations as follows:

Space heating equipment

102 *An employer shall locate, install, operate, inspect and maintain temporary space heating equipment so as to prevent the unintended ignition of any material.*

103 *Where space heating equipment is powered by a combustible fuel, the employer shall ensure that*

- (a) *the equipment is located on the ground or above a non-combustible floor of sufficient thickness to prevent the transference of enough heat to cause a fire below;*

Clause 103(a) replaced: O.I.C. 2000-130, N.S. Reg. 52/2000.

- (b) *if located above a combustible floor, the equipment is separated from the combustible floor by 75 mm of non-combustible material covered by sheet metal extending 600 mm beyond the heating equipment on all sides.*

It was suggested that FM should have a temperature policy, with minimum and maximum, taking into consideration what is reasonable and sustainable. In addition to being a safety hazard, space heaters are a considerable power draw.

The question arose as to whether we are we allowed toasters in offices? This is another hazard we should look at to ensure appropriate safeguards are in place, e.g. distance from combustibles, proper cords, etc. The hazards posed would be similar to space heaters, although the typical use is different.

Laurie to draft a Safe Operating Procedure (SOP) for the committee’s review, with a view to sharing the information with the campus community as an awareness to the hazards presented by space heaters.

Doors being propped open

April 23, 2020 – This is an ongoing issue that requires monitoring, awareness and inclusion in applicable SOPs. CLOSED.

February 27, 2020 – No update.

January 23, 2020 - It was suggested that we add stickers to doors stating that they should not be propped open, especially designated fire doors. There may be Accessibility reasons for some doors being propped open, e.g. in the library. There are some old buildings with big heavy doors, and some upgrades are taking place. This issue will be taken offline and assessed for follow-up.

November 28, 2019

The Antigonish Volunteer Fire Department (AVFD) has expressed concern on a few occasions about the practice of propping open doors in all buildings. If a fire occurs, it and the smoke can spread much easier throughout a building if doors are propped open. This has been reviewed with FM, and it was raised again during the Room Burn earlier this year by the AVFD. This issue needs a collective effort of awareness, un-propping doors and monitoring. No doors should be permanently propped. It was noted that a fire door in the Keating Centre has been propped for quite some time now because it's not working – Laurie to follow-up with FM.

First Aid Training

April 23, 2020 – Dan noted that 6.4.3 should clarify the use of personal vehicles, and 6.4.4 should include the correct number and location of AEDs once they are issued. The Draft document is in UJOHSC Teams under Documents for review, for committee members to provide their comments, if they haven't already done so. Approval for this program will be sought at the next UJOHSC meeting, with immediate implementation planned, upon returning to campus.

February 27, 2020 – A Draft Workplace First Aid Procedure was circulated to all committee members, who were asked to review and provide their comments within two weeks (March 12, 2020). Over 30 Workplace First Aid Attendants have been trained, and first aid kits are being put in place. Next step is to post the list of attendants and the location of first aid kits and AEDs (as is required by the NS Workplace Posting Requirements). We are working with specific areas to determine if we have enough coverage for students, public, etc.

A discussion ensued about who is responsible for first aid at public events, conferences, sporting events, etc. When do we assign an ambulance to an event? There should be a risk assessment process prior to all public events to determine requirements and ensure coverage. One grey area is faculty events, when hosted by a faculty member. Contracts should be reviewed to ensure clarity for all events. First aid is also provided by X-Patrol and the X Medical Response Team (XMRT) for some larger events.

January 23, 2020 - A number of first aid attendants were trained on December 12, 2019, with another session tentatively planned for February 13, 2020. First aid kits have been received for Nicholson Tower, Brian Mulroney Hall and other areas that do not currently have one. The overall campus coverage will be reviewed and followed up on as required. The draft first aid procedure is under review by the attendants.

October 24, 2019 - Email seeking attendants was circulated, and over 20 people responded with interest. Next step is to get some dates booked for training that will work for most persons.

JOHSC Roles and Responsibilities

April 23, 2020 – Until training is completed, *committee members can review provincial documents in the UJOHSC Team under Training* that review the roles and responsibilities of JOHSC in Nova Scotia. They include [JOHSC Overview Slideshow](#) by NS WorkSafeForLife and the NS OHS Division’s [Guidance to JOHSC](#).

February 27, 2020 – No update.

January 23, 2020 - The section from the OHS Act that lists the responsibilities was circulated to all members and a short discussion took place about the responsibilities. Members were reminded that confidentiality and privacy should be respected when following up on issues. Training is required for all members to ensure they understand the role and responsibilities of JOHSC committees. Further information will be sent to members via email.

Hazard Reporting

April 23, 2020 – A link to the portal is included in the StFX COVID webpage. It is also being rolled out in FM to track concerns and to “test drive” the report.

February 27, 2020 – A link for an online “Health and Safety Concern” Reporting portal was sent to committee members yesterday for their review. The purpose of this portal is another option, one that is quick and online, for anyone to report a Concern. One change to be made is to remove Fire from the list of types of concerns (due to the urgent nature of a fire!) and replace it with Smoking. It was also suggested that samples be provided about what a Health and Safety Concern is. This samples will likely be part of the email we send when we roll out the portal.

January 23, 2020 – There is a general lack of awareness around reporting of hazards, concerns and incidents. Some groups are reporting more than others, and not all information is making its way to the UJOHSC as it should. We are looking at various online options including apps and similar technology.

Martha Drive Hazards

April 23, 2020 – No update.

January 23, 2020 - Randy and Leon to follow-up. A concern was expressed about the hazards presented by the one-way, service-vehicle-only rules for Martha Drive not being followed. There have been several near misses between cars and pedestrians. Food service in the area requires larger delivery vehicles, and Starbucks attracts public off-campus customers. Authority and follow-up is unclear. Encourage reporting of near misses. *Security and FM to follow up to develop action plan.*

Lane Hall Parking Lot

April 23, 2020 – Add to observations log for follow-up. CLOSED.

January 23, 2020 - It was reported that near misses are taking place in Lane Hall Parking Lot, apparently due to people driving too fast. Near misses have not previously been reported (people not sure how or why to report).

Automated External Defibrillators

April 23, 2020 – No update.

January 23, 2020 - An inquiry about the plan for automated external defibrillators (AEDs) around campus was received. Randy advised the plan is to have up to 10 additional AEDs in place by the end of this calendar year (following a risk assessment to determine requirement and locations). These locations will be communicated. No update.

Germ spreading awareness

April 23, 2020 – Superseded by COVID. CLOSED.

January 23, 2020 - A concern was expressed about the spreading of germs by lack of hand washing and use of public technology and other shared spaces. Janet and Laurie are looking at sending out a bulletin to provide a few prevention tips. The committee suggested this be reviewed by Margie MacKinnon.

COVID-19 Update

April 23, 2020 – The notes from the special UJOHSC meeting on April 9th were reviewed (cut and pasted at the end of these minutes for simplicity)

Leon advised that University employees in buildings, who haven't communicated their presence to Security, are an ongoing concern for FM employees who are working in the buildings. All employees should be doing self-assessment and reporting to Security first. FM employees should report to Security when unexpected (not communicated through Security) persons are in buildings.

It has been reported that there are people in every building every day, and some are not following the social distancing rules. People can share the spaces, but have to be aware who is where and when. Maybe they need direction on how to enter and exit the work place, communicate, what you can and can't do. Some accountability to work around others. Security are doing a good job of keeping track where everyone is, but not everyone is currently reporting to Security. *Randy and Leon to take this issue offline and address it with Human Resources.*

HEALTH AND SAFETY CONCERNS

No health and safety concerns were raised at this meeting.

REVIEW OF INCIDENTS

An overview of incidents reported since January 24, 2020 with corrective actions was provided to the committee.

UPDATE ON HEALTH AND SAFETY TRAINING

JOHSC Member Training

April 23, 2020 – Members can take advantage of JOHSC training online in the Canadian Centre for Occupational Health and Safety (CCOHS), as an interim measure until formal training can take place. Three online courses are offered free through the NS OHS Division. The link to CCOHS is posted in the UJOHSC Team under Training, along with a list of the training suggested by you: Link to Teams:

<https://teams.microsoft.com/l/channel/19%3abc96b0bdf62e4ba49638a4e8c9138e95%40thread.ta cv2/Training?groupId=d4b9d487-6f0c-4bac-a271-c8c14c57e2b9&tenantId=8c46abc7-960b-4124-8950-1628b2b192f9>

All JOHSC members and alternates require training, which is a half-day session. *Members were asked to give consideration to when is a good time to do this training.*

WHMIS 2015 (no update since last month)

We will be following up to ensure all University employees have current WHMIS 2015 (GHS) training. The process will involve an education piece, which may be done online, and will be complemented with a training piece that will pertain to the employee's workplace, including products used, PPE and emergency preparedness. Different departments will require their own unique types of training, which will be determined through a hazard assessment process.

NEW BUSINESS

Randy noted that as we try to get back to work, with the uncertainty around COVID-19, the way we do things will likely change. New procedures or processes to address these changes will be filtered back through the University JOHSC, for information and/or approval as things progress.

DATE AND TIME OF NEXT MEETING

Next meeting is scheduled for **Thursday, May 28, 2020, time TBA**

ADJOURNMENT

Meeting was adjourned at 2:47 p.m.

**St. Francis Xavier University
University Joint Occupational Health & Safety Committee
Special COVID-19 Meeting Notes
Online in Microsoft Team
April 9, 2020**

Present: Employee Representatives: Tyson Ball, Colin Rankin, Kris MacSween, Patrick Wallace, Susan MacKay
Employer Representatives: Leon MacLellan, Krista McKenna, Jacob Burghardt, Dan Belliveau, Randy Peters
Advisory: Laurie Reid – OH&S Officer

Meeting was chaired by Randy Peters.

APPROVAL OF AGENDA

The agenda for today's meeting was reviewed and accepted by general consensus.

UPDATE

Purpose of meeting is update on current situation. Thanks sent out to front-line employees and those who are on campus to keep things running. Incredible efforts by everyone. Lots of committees dealing with several different types of concerns and issues. Reference to Nova Scotia directive to workplaces while working during COVID-19. Randy - send any and all concerns to Laurie and follow-up with take place. Hazard assessments are ongoing. New procedures and protocols are being developed for workers still on the campus.

The Public Health directives about enhanced hygiene and physical distancing must be followed. The law and best practices. We are identifying areas with issues, and we are working on them for people who are on campus.

Review of what is on Teams under UJOHSC and COVID-19 OHS.

AROUND THE TABLE DISCUSSION

Housing has made concessions for students remaining on staff - moving forward and keeping an eye on things.

Research labs - access to them being sought by some employees. Required work will be looked at on an ongoing, case by case basis. If it's essential, it will be looked at. Concern for FM staff who are in buildings, so we need to know who is where. Need a very clear idea which buildings

are occupied or being used. We need to capture the requests, and go from there, seeking advice from the province.

Security - concerns are being addressed as they are being raised. Seems to be going as well as possible.

Requests from coaches and employees to pick up files on an infrequent basis. People are already questioning if there will be fall classes. People coming in need to let Security know, who will let FM know. **ACTION ITEM**

Library - in once a week to empty drop-off, staff coming in to pick up files, infrequently. Personal health concerns and job security concerns being raised. Reality is it is an uncertain time. Hard for some people.

FM continues to work with a rotating shift. Mainly cleaning up residences and maintaining faculty offices. Concerns are people not following isolation and physical distancing rules. Employees on the front lines are doing an amazing job. This has been a challenging time for the staff.

Students - keeping the Food Bank open. Three people in there. Students use it a lot. All other workers laid off. Maritime Bus as well. Some full-time staff are in once in a while observing the physical distancing rule.

Gratitude from AUT to everyone for keeping the campus going and keeping everyone healthy and safe. We should do a big thank you to all the on-campus workers who are keeping things going. Hand sanitizer is at the entrance to all buildings. Theft of sanitizer has been a concern. Is there a disinfectant process in place? Yes, it's happening twice per day. Any areas that is registered with HR, FM are cleaning and disinfecting twice a day.

Speculation of what's ahead. In to the office once per week on Mondays. Tara has been keeping them up-to-date.

To what degree does this committee intersect with the community to use campus resources? Referring to the Provincial State of Emergency, government is working with University and other organizations. Requests may include housing for NSHA for an example. University JOHSC will be kept abreast of such decisions, and consulted with as reasonably practicable. Part of Right to Know.

FAQ on StFX website should be updated. Include going into the office as a suggestion. Krista will follow-up. Suggest Report a Health and Safety Concern be included on StFX COVID website.