

St. Francis Xavier University
University Joint Occupational Health & Safety Committee
Online in Teams
Meeting Minutes
August 6, 2020

Present: Employee Representatives: Tyson Ball, Colin Rankin, Jack Irving, Vanessa Crispo, John Comeau
Employer Representatives: Jacob Burghardt, Dave MacNeil,
Advisory: Laurie Reid – OH&S Officer, Janet Beaton – Health and Wellness Advisor

The meeting was chaired by Tyson Ball and was called to Order at 12:15 p.m. A quorum was confirmed by having more than five members, with at least 50% being Employee representatives and at least two Employer representatives.

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 June 25th UJOHSC meeting were approved by general consensus.

COVID-19 UPDATE / CONCERNS

We are now in Phase 2 of Return to Campus. To date 731 applications have been processed for people to come back to campus. We are doing hazard and site assessments to facilitate having the Campus Protocols followed. Physical barriers are the main priority to get identified now, with signage and SOPs to follow shortly thereafter.

We are working on disinfection protocols with FM for the various areas and touch points. Plus we are working with ITS to identify disinfection protocols for shared electronics that will not damage equipment. These protocols will be communicated through SOPs and training.

We have mocked up one classroom with signage, to show how we try to flow people in and out, disinfection, sanitization, etc.. There is a run through of this space planned for tomorrow

The branded signage suite will be sent to the committee for input.

We have completed two in-person Return to Campus Orientation sessions for FM. They are a unique group because they never left campus, so “applying to return” wasn’t applicable to them. We went through what the rest of the university went through (orientation slides), answered questions and reviewed mask usage. We are doing more work on mask usage to identify where some employees can have their mask-free zones (since they do not have an office per se). We will do this for the employee’s own safety and to avoid complaints.

Face shields will be supplied for various functions, but they are not a replacement for non-medical face masks. In very specific controlled and approved situations, they may be used as a temporary substitute, e.g. teaching. Face shields are generally considered to be personal protective equipment (PPE) offering splash protection (FM, Security, etc.).

We are meeting with the Science departments, by building. Last week we meet with J. Bruce Brown, and this week we will meet with the PSC to look at issues specific to science and the labs.

All committee members were asked to bring forward all COVID-19 comments, concerns, suggestions, questions, ideas as they arise. They were reminded their input is crucial in these times, and if the communication is not forthcoming to them (due to workloads), they were asked to speak up and let Risk Management know.

OUTSTANDING ITEMS FROM PREVIOUS MEETINGS

Fume Hoods

August 6, 2020 – Cleaning and maintenance being completed prior to classes. SOPs are still a work in progress; and will eventually be rolled out to all fume hood users. Waiting for update on SOP from FM.

June 25, 2020 – No update.

May 28, 2020 – Both users and maintenance have been asked for final comments on the SOPs before marrying them together into one program and rolling it out to the Campus.

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 been 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

August 6, 2020 – No update.

June 25, 2020 – No update.

May 28, 2020 – No update.

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

August 6, 2020 – No update due to COVID-19

June 25, 2020 – No update.

May 28, 2020 – No update.

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.

First Aid Program

August 6, 2020 – SOP for Security doing first aid during COVID-19 is a work in progress, and will be sent to the committee for review.

June 25, 2020 – No update.

May 28, 2020 – Further changes, that were previously communicated on April 23rd, were not reflected on the document. It will be updated and brought to the next UJOHSC meeting for acceptance.

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.

History of this issue has been archived.

Martha Drive Hazards

August 6, 2020 – Martha Drive will be a lot busier once University Avenue is shut down for construction. The plan is to shut it down in two weeks for a two-month duration. The Project Office are working on rerouting traffic around this construction. This will greatly affect Martha Drive, which may become two way during construction. Safety in this area should be monitored and any concerns reported

will be followed up on. Fuel deliveries to heating plan, food service vehicles and Starbuck traffic will add to the traffic flow concerns.

May 28, 2020 – No update.

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.

HEALTH AND SAFETY CONCERNS

The Health and Safety Concerns database was reviewed, and some corrective actions were discussed.

Some people are not ready to come back in September for a variety of reasons; suggesting they wait until October to do so. If this is the case, the employee should reach out to their supervisor/manager right away. The supervisor/manager should then reach out to Human Resources for guidance. This situations will depend on circumstances, and will be dealt with on a case by case basis.

REVIEW OF INCIDENTS

There were no reported incidents since the last meeting.

UPDATE ON HEALTH AND SAFETY TRAINING

(No update expected until September at least). We are looking at various options for JOHSC training. Prefer in-person, but there will be challenges with COVID-19 and vacations. Inspections should involve hands on learning.

NEW BUSINESS

COVID-19 update as noted above.

DATE AND TIME OF NEXT (regular) MEETING

Next meeting is scheduled for **August 27, 2020 at Noon.**

ADJOURNMENT

Meeting was adjourned at 1:00 p.m.