

St. Francis Xavier University
University Joint Occupational Health & Safety Committee
Online in Teams
Meeting Minutes
August 27, 2020

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

The meeting was chaired by Tyson Ball and was called to Order at 2:05 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 August 6th UJOHSC meeting were approved by general consensus.

COVID-19 UPDATE / CONCERNS

The biggest news is that we have students moving in to start the self-isolation period – important couple of weeks. Things have been good in general; but we have had a couple of incidents. Circumstances being looked at and will be followed up on. Mask usage is high. Testing centre is up and running – each student will be tested three times. Bulk of isolated students' arrival is today and tomorrow. We are responding to incidents of non-compliance. We have community buy-in for monitoring and we will take advantage of that. In terms of readiness for classes, there has been a lot of work done in classrooms on signage and set up – faculty will be given opportunity to tour and comment. Input was sought from faculty and students while setting up classrooms. Thing may change as more input is given. Working with lab instructors for signage, etc. Students will be wearing masks, offered disinfecting wipes and hand sanitizers. Study spaces and other common spaces continue to be a work in progress – signage will be installed as required. Signage is being developed for kitchen and lunchroom use, and spaces will be assessed for capacity and usage.

OUTSTANDING ITEMS FROM PREVIOUS MEETINGS

Fume Hoods

August 27, 2020 - Fume hoods currently being cleaned. No update on SOP.

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 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 27, 2020 – No update.

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 27, 2020 – No update.

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 27, 2020 – COVID-19 SOP to be sent to committee for review.

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 27, 2020 – Leon advised FM will monitor concerns while University Avenue is shut down.

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 plant, 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

Around the Table.

Dan B - The Exercise Science Centre – the water is brown and needs some rectification. Leon advised that the water at 42 West Street is dirty likely due to breaks and construction in area and

lack of use. They are currently running water to see if they can get it clear. Susan asked about having the water tested. Leon advised that it can be tested, and that it will probably be OK after running water get rid of stagnant water. Building tenants have asked about having the water tested.

Susan advised that some members of the campus community do not want to identify in public by wearing StFX-branded clothing because of some bullying and harassment in the community over fears of re-opening. The steps to take to stop such behavior depends on the source, i.e. social media, public interaction, etc. Susan wanted to raise the issue with UJOHSC to bring awareness to it. She has received comments from employees who have felt the need to cover up StFX-branded clothing for fears of being targeted. Leon advised that no one in his department has raised concerns with him or the supervisors. Randy advised there are support programs available for those who need them.

Tyson followed up on his inquiry from last meeting about employees' hesitation to return to campus, and commented that the University has been very supportive of all staff and work accommodations around COVID-19.

A summary of concerns received in the Report a Health and Safety Concern was presented. The format of reporting concerns to the UJOHSC is work in progress – to balance right to know with protection of privacy.

REVIEW OF INCIDENTS

There were no reported incidents since the last meeting, except those reported in FM (which are dealt with at the FM JOHSC meetings).

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

A Doodle Poll will be circulated to determine the best day and time of the month for meetings.

ADJOURNMENT

Meeting was adjourned at 2:42 p.m.