

St. Francis Xavier University
University Joint Occupational Health & Safety Committee
Online in Teams
Meeting Minutes
December 17, 2020

Present: Employee Representatives: Tyson Ball, Colin Rankin, Patrick Gillis, Kris MacSween, Patrick Wallace, Susan MacKay, Sarah Elliott, Rod Dunbar
Employer Representatives: Jacob Burghardt, Leon MacLellan, Krista MacKenna, Dave MacNeil Randy Peters
Advisory: Laurie Reid – OH&S Officer

The meeting was chaired by Randy Peters and was called to Order at 12:05 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 November UJOHSC meeting were approved by general consensus, with one correction – add Susan MacKay to the list of those in attendance.

OUTSTANDING ITEMS FROM PREVIOUS MEETINGS

Fume Hoods

December 17, 2020 – No update.

November 26, 2020 – No update.

October 22, 2020 – No update.

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

December 17, 2020 – Policy has been signed by Dr. Hakin, and it is now on the website. [LINK TO POLICY](#). We will discuss where on Campus this should be posted. Members can feel free to print and post in their areas, and should replace older versions with this one in their areas. CLOSED.

November 26, 2020 – No update.

October 22, 2020 – Randy has a meeting in early November with Andrew and Andy and will bring the policy forward for signing at that time.

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

December 17, 2020 - Communication and location of policy to be determined. Work with Communications for structured roll-out.

November 26, 2020 – Janet advised that the committee met and have condensed the information and made it into a more specific two-page document. It was sent to the committee yesterday, still in draft format. Please provide any comments back to Janet. Janet to check with Advancement about consistent messaging/branding for the website and signage. Susan would like to include it in the AUT newsletter once things are final and on the website.

October 22, 2020 – Janet indicated she would bring committee together for a meeting to pick up where they left off.

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.

Exercise Science Centre Water (42 West Street)

December 17, 2020 – Leon advised report was sent, and a plan is in place to add filters to some units. Susan expressed her appreciation on behalf of the building tenants. CLOSED.

November 26, 2020 – Testing is complete, and the results will be sent out shortly for 42 West Street and Nicholson Tower. Susan will circulate to 42 West when received.

October 22, 2020 - Leon explained and apologized for the delay with the testing. The testing involves bringing in a consulting firm, who tests it after it has not been used for 8 hours, so timing has been challenging. They test for lead and other substances. Water testing will also take place in Nicholson Tower. 42 West Street is beside a construction site, was not used for a number of months during COVID, and it was a residence building with a lot of pipe in it and it's hard to flush, so there are a lot of issues that have caused the concerns. It wasn't until 2012 that lead fixtures were banned by the Canadian Building Code, so any building built prior to 2012 probably has lead fixtures and if the water has sat for 8 hours, there could be high levels of lead at that time.

August 27, 2020 - 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.

Membership / Election of Chairs / Secretary

December 17, 2020 – Committee members were reminded to fill out the survey if they haven't done already.

November 26, 2020 – Committee member were asked to review the information that was sent to them about membership and to complete the survey prior to the end of the year. We will take the survey information and plan for an election at the January UJOHSC meeting.

October 22, 2020 - Attendance at UJOHSC meeting has been good. Randy advised that he does not want to continue as Chair, and that it should be somebody less involved in the administration of OH&S. As per our Terms of Reference, we should review our membership yearly, including the Chairs and Secretary positions. Laurie will circulate the Terms of Reference and what's involved in being a Chair or Secretary. We will have further discussions in November, with elections planned for January. We would like to move the Secretary role to a member not in

Risk Management as well for the reasons noted above. We will move forward with committee training after elections.

Building Inspections

December 17, 2020 - Laurie will contact committee members over the next couple of months to start doing building inspections. This will be used as a hands-on training and to establish checklists for specific buildings.

HEALTH AND SAFETY CONCERNS

Around the Table

A discussion was held about whether the University should have epi-pens available for the general populations, in case of anaphylactic shock. In general, those with epi-pen prescriptions are responsible to keep the unit on their person. There are many considerations around having “general use” epi-pens available including medical histories, training, supply, etc. etc. We will see what other universities are doing and report back to the committee.

Report a Health and Safety Concern Summary

The committee have been sent a link to the tracking spreadsheet. This will be a regular agenda item. Specific items can be discussed as needed. Purpose is transparency and to ensure the committee has input and that the corrective actions. Hope to augment this into a CAIR database.

COVID-19 UPDATE / CONCERNS

Two planning documents for January return to classes were circulated to the committee. Members were asked to review and provide any comments to Randy. Some details of the plan were reviewed – mask wearing, meal delivery, etc.

UPDATE ON HEALTH AND SAFETY TRAINING

JOHS Committee training is planned for the new year – following the election, taking COVID restrictions into consideration.

NEW BUSINESS

No new business was raised at this meeting.

DATE AND TIME OF NEXT MEETING

The next meeting will be scheduled for Thursday, January 28 at 12:00 noon.

ADJOURNMENT

Meeting was adjourned at 12:42 p.m.