

**St. Francis Xavier University**  
**University Joint Occupational Health & Safety Committee**  
**Meeting Minutes**  
**February 27, 2020**

**Present:** Employee Representatives: Tyson Ball, Colin Rankin, Kris MacSween, Josie MacPherson, Patrick Wallace, Susan MacKay  
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 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 MEETING**

The minutes from the January 23<sup>rd</sup> UJOHSC meeting were approved by general consensus.

#### **OUTSTANDING ITEMS FROM PREVIOUS MEETINGS**

##### ***Fume Hoods***

**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History of this issue has been archived.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***

**February 28, 2020** – Reformatted, and in for signing.

**January 23, 2020** – No update.

**November 28, 2019** - Formatting changes.

History of this issue has been archived.

### ***Scent Awareness***

**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***

**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***

**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*.

**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***

**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***

**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.*

### ***Lone workers***

**February 27, 2020** – A member asked when do we alert campus when someone is on campus who is mis-behaving? It depends on the circumstances and the threat posed to Campus. It was stressed that any suspicious activity should be reported to Security. CLOSED.

**January 23, 2020** – Randy reviewed a recent incident involving a lone worker, who was approached by a person not from the University community, who subsequently approached two other persons. Response procedures were reviewed, and some interim measures were put in place. Reminders were sent out about reporting suspicious events or persons.

**November 28, 2019** - A concern was raised about working alone in buildings at night or early in the mornings, and whether StFX would be responsible for their wellbeing. While there are several regulations that pertain to lone workers, there are no OHS regulations that preclude someone from working alone in any workplace, except in very specific cases such as confined space entry, where an attendant is required. The employer is expected to do a hazard assessment and put controls in place to ensure the safety of the worker, e.g. radio contact, etc. The higher the risks, the greater the controls. Following is a document from the NS Department of Labour that speaks to this issue.

<https://novascotia.ca/lae/healthandsafety/documents/LoneWorker-InformationGuide20140217.pdf>

### ***First Aid Training***

**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***

**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 JOHS committees. Further information will be sent to members via email.

### ***Hazard Reporting***

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.

**The meeting adjourned here due to extensive discussion about earlier topics, all following items are tabled until next meeting:**

### **HEALTH AND SAFETY CONCERNS – Tabled to Next Meeting**

1. 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.*
2. 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).
3. 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.
4. 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.

### **REVIEW OF INCIDENTS (Tabled to Next Meeting)**

An overview of incidents reported since the last UJOHSC meeting with corrective actions was provided to the committee.

### **UPDATE ON HEALTH AND SAFETY TRAINING (Tabled to Next Meeting)**

#### ***JOHSC Member Training***

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**

No new business was raised at this meeting.

### **DATE AND TIME OF NEXT MEETING**

Next meeting is scheduled for **Thursday, March 26, 2020 at 12:15 p.m.**

### **ADJOURNMENT**

Meeting was adjourned at 1:30 p.m.