

St. Francis Xavier University
University Joint Occupational Health & Safety Committee
Online in Teams
Meeting Minutes
Jun 25, 2020

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

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 May 28th UJOHSC meeting were approved by general consensus.

COVID-19 UPDATE / CONCERNS

There were two town halls, with lots of people in attendance. We are now in our Return to Campus Phase 1 of our plan preparing for the Fall. This is highlighted by an application process to return to campus. Once approved, a mini-hazard assessment is completed to assess the person's ability to work while maintaining physical distancing. Working with supervisors, FM and Procurement to get things in place for people. Orientation and Introduction to WHMIS 2015 training and quizzes in Moodle are part of the Access to Campus Application process. Any comments or feedback are welcome. The WHMIS module is only an introduction to the program (education), and will be followed up with workplace-specific training as required. The current mask requirement has been relaxed, as follows:

“Updated June 24 – After working with employee groups, the following changes will relate to mask use during Phases 1 and 2:

- *Until further notice, masks are required when inside and moving about campus buildings until an employee is at their personal workstation*
- *While outdoors on campus the use of masks is strongly encouraged but not required, unless the two-metre physical distancing cannot be assured”.*

To date we have approved 207 people to return to campus.

Questions have been raised about informing Security daily. If you have gone through the application process, you do not have to go through Security.

We are working with FM and contractors to determine areas where masks are required and where we can establish “mask free zones”. This will be clarified. There will be some exceptions into the fall – clearly identified and communicated. Logical exceptions based on the type of work they do.

Anyone can complete the application, but they should work closely with their supervisor to plan their return to work. Some applications are completed for persons who will not be returning until later in the summer, but it allows them to come and go on the campus.

With regards to employees who do not have internet access, it is no problem with employees coming onto site to do the training – go through supervisor and go the spot as recommended by John Delorey. This should be communicated to supervisors. We are working with FM to schedule a session with custodians and trades; looking at in-person – physical distanced training session.

Work refusals will be looked at on a case by case basis. Refusals due to workplace safety will go through the UJOHSC, if they are not resolved at the supervisor level. Refusals for extenuating circumstances not related to workplace safety will be reviewed on a case by case basis. It may be dependent on the employee’s ability to successfully work from home. As a workplace, the employer’s obligation is outlined in the OH&S Act.

OUTSTANDING ITEMS FROM PREVIOUS MEETINGS

Fume Hoods

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

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

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

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

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. Most concerns are covered under the COVID-19 update above, and have been addressed or responded to.

There is one outstanding concern about Methane in Lane Hall – this will be followed up on with FM.

REVIEW OF INCIDENTS

There were no reported incidents since the last meeting.

UPDATE ON HEALTH AND SAFETY TRAINING

We are looking at various options 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 **July 23, 2020, time TBA**

ADJOURNMENT

Meeting was adjourned at 1:00 p.m.