

**St. Francis Xavier University**  
**University Joint Occupational Health & Safety Committee**  
**Online in Teams**  
**Meeting Minutes**  
**October 22, 2020**

**Present:** Employee Representatives: Tyson Ball, Colin Rankin, Jamie Braid, Vanessa Crispo, Kris MacSween, Patrick Wallace  
Employer Representatives: Jacob Burghardt, Leon MacLellan, Randy Peters, Dan Belliveau, Krista MacKenna, Dave MacNeil  
Advisory: Laurie Reid – OH&S Officer, Janet Beaton, Health & Wellness Advisor

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 August 27<sup>th</sup> UJOHSC meeting were approved by general consensus.

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

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

**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***

**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***

**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.

### ***First Aid Program***

**October 22, 2020**

- Committee members were asked for comments. Leon MOVED for adoption of the latest First Aid Program as presented to the committee, SECONDED by Rod Dunbar, MOTION CARRIED. **CLOSED.**

- Leon asked if training is required to use an AED. It is not required provincially, but StFX as an employer will train first aid attendants on their use. **CLOSED.**
- Leon MOVED for adoption of the COVID-19 SOP for First Aid, SECONDED by Colin Rankin, MOTION CARRIED. **CLOSED.**
- We have ordered five (5) new AEDs that we will be distributing to where we feel they are most needed. Will seek UJOHSC's input in this regard. We have order five units for now, will assess and see how we are for coverage. **CLOSED.**

History of this issue has been archived.

### ***Martha Drive Hazards***

**October 22, 2020** – This has been on the minutes for a while for monitoring. We are unaware of recent incidents or near misses in this location. Traffic seems to have slowed down on Martha Drive with the construction. We will continue to keep an eye when populations on campus return to normal. **CLOSED.**

**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.*

### ***Exercise Science Centre Water (42 West Street)***

**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.

## **HEALTH AND SAFETY CONCERNS**

### ***Around the Table***

Krista – we have a working group between Saputo, Keating and HK who have asked if the enhanced cleaning and disinfection is still taking place throughout Campus. Leon responded that it is continuing. It's not as critical as we thought six months ago, but we have hired 15 cleaners to do enhanced cleaning and we expect to continue that throughout the term. Colin, Dan and Randy all confirmed that they have observed enhanced cleaning being done in their areas.

### ***Report a Health and Safety Concern Summary***

A tracking spreadsheet with information from the online *Report a Health and Safety Concern* portal was circulated to the committee prior to the meeting. This will be a regular agenda item, and expect the format to evolve. UJOHSC will review concerns and corrective actions, and any concerns that are not addressed after a while will be escalated as necessary. This will be used as a measurement tool for the effectiveness of our OH&S program. Comments are welcome. Thank you to those who take the time to fill out reports.

## **COVID-19 UPDATE / CONCERNS**

One of our bigger concerns around now is mask compliance. We have a very high level of compliance, but we have times of days and areas on campus where it is less so. Primary places are study spaces in the evenings and residences. We feel safe in NS and complacency has set in for some people. Some employees have voiced concerns around mask use, so we are making some changes to what we are doing to help address the concerns. Some of the mask issues were linked to people eating and drinking and using it as an excuse for not wearing a mask for an extended period. There was a communication from the VP of Students to remind students to be diligent while eating in public places. We have also added X-Patrol patrols in study spaces and public buildings, which has escalated into writing people up who are not wearing masks. We will monitor its effectiveness and decide on next steps. In the Keating Centre we do have mask issues that have been raised. There have been a couple of minor hockey-related concerns, and we are working with minor hockey to address them. We will work with our partners to continue to monitor compliance and put education and/or enforcement in place.

Work has begun on bringing students back in January – plans will be similar to what we did in September, and as soon as they are available to communicate they will be forwarded to this committee.

Colin – With regards to the message to students in study spaces, are we tracking offences and communicating them? Randy - we will run through Conduct Office same as any other misconduct on campus. We will continue to monitor compliance and effectiveness of follow-up.

### **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**

Still on the radar – new business membership and appointment of executive – training will part of that.

### **NEW BUSINESS**

#### ***Respiratory Protection Program (RPP)***

The RPP was sent to the committee last week for review. An RPP is a requirement under the OHS regulations when you have breathing hazards in your workplace. We rolled this out to FM in January and things seem to be working pretty good. We have done a lot of fit testing of FM employees. This was previously approved by FMJOHSC, but now requires UJOHSC approval because the program will be rolled out to the rest of the campus as required. Asked for comments – none. Leon MOVED adoption of the Respiratory Protection Program, SECONDED by Tyson Ball. CARRIED. CLOSED.

#### ***Membership / Election of Chairs / Secretary***

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.

### **DATE AND TIME OF NEXT (regular) MEETING**

The next meeting is scheduled for Thursday, November 26, 2020 at 12:00 noon.

### **ADJOURNMENT**

Meeting was adjourned at 1:05 p.m.