

**Facilities Management Joint Occupational Safety Committee (FMJOHSC)**  
**Meeting Minutes**  
**May 14, 2020**

**Present:** Shaun Chisholm, Gary MacMillan, Kevin Gerrior, Mary MacLean, Laurie Reid

\*\*Action Items are Underlined. Please take note of those assigned to you or the Committee, and be prepared to provide update at the next meeting.\*\*

Meeting was chaired by Shaun Chisholm and was held via telephone. Meeting commenced at 1:00 p.m.

**APPROVAL OF AGENDA**

The agenda was approved by consensus. Change date to May 14<sup>th</sup>.

**APPROVAL OF MINUTES FROM LAST MEETING**

The minutes from the last meeting on March 12, 2020 were reviewed and approved by consensus

**OUTSTANDING ITEMS FROM PREVIOUS MEETINGS**

***Alternates***

14 May 20 – Kevin Terry Grady and Dean Delaney are alternates for Greg MacDougall and Kevin Gerrior. CLOSED.

12 Mar 20 – Mary is the member for Custodial and Vanessa Crispo is the alternate.

16 Jan 20 – Meeting was delayed one week due to the storm closure. Lanetta Rhynold is the new member replacing Rachel, and Mary MacLean is the alternate. Kevin Gerrior advised he is looking for alternates as well.

10 Dec 19 – Tuesday and Wednesday are Custodial's days off. We will try Thursdays to see if they work better. January 9<sup>th</sup> next meeting. Maintenance supervisors will alternate and do three to four months at a time.

11 Jun 19 – No update.

14 May 19 – Sylvia advised that Lanetta Rhynold will act as an Alternate.

9 Apr 19 – Kevin Gerrior talked to Sylvia to see if we can get more alternates. Kevin Latimer and Vince Arsenault are alternates for maintenance supervisors.

12 Mar 19 - Shaun to look at alternates for members of the committee.

***Propping of door in Bloomfield***

14 May 20 – No update.

12 Mar 20 – This was raised with Sodexo and Bob Hale. Monitor. Looking at signage.

16 Jan 20 - The back door continues to be propped open at ramp at loading dock near kitchen in Bloomfield. It was suggested that we put alarm on the door. RJ Bartlett did a study, and the door requires a panic bar. Recommendations from RJB about (life safety) egress being reviewed in the Project Office. Propping open doors still an issue – try different signage. There are constant pest control complaints in this area. Laurie to send email to Sodexo to express concern.

### **HEALTH AND SAFETY CONCERNS**

A concern was raised about the number of people who live in Powers and Somers, and there should be better communication to FM about who is where on campus. FM should know where isolated students are staying. Employees are concerned that students keep continue to creep onto campus, and none of the FM employees are being told. SOPs exist for this; determine if they are being followed.

### **REVIEW OF INCIDENTS**

The incidents that took place since the last meeting were reviewed, and corrective actions were discussed.

### **UPDATE ON HEALTH AND SAFETY TRAINING**

- OHS Leadership Training took place.
- The requirement for rigging training is being assessed and will be booked in due course.
- Asbestos Awareness training will be arranged for all FM employees.
- Monitoring technical training for expiry and will arrange as required.
- JOHSC member training.

### **NEW BUSINESS**

#### COVID-19 Update

COVID- 19 a hazard like any other hazard and should be handled as such with hazard assessments at different levels, procedures and a measurement of effectiveness. COVID-19 is a very serious hazard – unknown, highly infectious, potentially deadly virus – consequences of not following directives are far reaching and well beyond the scope of OH&S. The controls put in place should reflect the seriousness of the hazard – suggest step-by-step procedures and consequences for not following them. We need to balance employee rights with privacy issues. Employees have a right to know when they may exposed to the virus (e.g. isolated students.)

Committee members were asked to review the COVID-19 SOPs that are on the COVID-19 OHS website and provide feedback at the next meeting. The FM Maintenance Plan should also be reviewed by the committee members (Shaun to provide). Expect SOPs to change as the information we are provided by Health Authorities changes. All review should take place in consultation with affected employees.

[The COVID-19 OHS Website](#) is a work in progress – will contain all StFX COVID-19 OHS info and SOPs. Committee members were also asked to review and provide their comments.

The committee members were asked to encourage all employees to [report Health and Concerns here](#). They should report to their Supervisor first and work to correct any issues as much as possible, but we want to capture everything in this database – even if only at a high level).

This is new for everyone – please encourage participation as noted above so we can get to the best practices possible. We also want to capture lessons learned for future planning.

**DATE AND TIME OF NEXT MEETING**

The next meeting is scheduled for June 11<sup>th</sup> at 1 p.m.

**ADJOURNMENT**

Meeting was adjourned at 1:40 p.m.