

Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	Facilities Management	Worker Co-Chair:	
		Employer Co-Chair:	Gary MacMillan
Date:	February 10, 2026	Time:	12:15 pm
		Location:	FM Boardroom

AGENDA:

<ol style="list-style-type: none"> 1. Roll Call 2. Determination of Quorum 3. Call for New Business 4. Approval of Previous Meeting Minutes 5. Review Incidents 6. Review Hazards and Concerns 7. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) 	<ol style="list-style-type: none"> 8. Review Education and Training 9. Ongoing Business – Status of Action Items 10. Regulatory Inspections 11. New and Other Business 12. Next Meeting 13. Meeting Adjournment
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Dave Chisholm	UNIFOR	Carpentry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trent DeYoung	UNIFOR	M&E	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jimmy George	UNIFOR	G&T	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kevin Gerrior (Co-Chair)	UNIFOR	Carpentry	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mary MacLean	UNIFOR	Custodial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Katie Teasdale	UNIFOR	Custodial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Delaney (Alternate)	UNIFOR	Carpentry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barry Purcell (Alternate)	UNIFOR	M&E	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Employer Representatives	Work Location	Present	Regrets	Absent
Gary MacMillan	Custodial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Doug Campbell	Maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cory DeCoste	Maintenance and Electrical	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Angela VanKessel	Grounds & Transport	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeff De LeeBeeck, Alternate	Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marlene Fitzpatrick, Alternate	Custodial	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
Laurie Reid, Advisory non-voting	Occupational Health and Safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Erica Baker, Advisory non-voting	People and Culture	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. DETERMINATION OF QUORUM

- a. A minimum of five members.
- b. Worker representatives (workers who do not exercise managerial functions) and employer representatives (workers who exercise managerial functions).
- c. At least half of the members must be worker representatives;

Is there quorum for this meeting?

** If quorum is not met, the meeting does not qualify as a monthly meeting. The monthly meeting will need to be rescheduled within the same month.*

Yes

No

CHAIR TO ASK IF THERE IS ANY NEW BUSINESS

3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)

• Move to adopt minutes. Moved by: Dave Chisholm Seconded by: Katie Teasdale

No changes to minutes as presented.

Are the minutes approved?

Yes

No

4. REVIEW OF INCIDENTS

See attached incident report:

- Monthly Incident List & Statistical Summary Report (*For any general corrective action information that requires discussion or action, please record under "New Business" e.g., make note of trends etc. Any incident-specific items and follow up requests are to be listed below*)

(* See Legend at end for Priority and Status Codes) CA = Corrective Action (taken or suggested)

Incident Date	Priority	Description of Incident (Actions Taken/Need to be taken)	Assigned	Follow up	Status
		No report at this meeting.			

5. REVIEW OF CONCERNS/HAZARDS

Concerns and/or hazards should be raised with the employee's supervisor. If it cannot be resolved or is not acted upon, it should then be escalated to a JOHSC member. Review below and update, then follow with Around the Table.

(* See Legend at end for Priority and Status Codes)

Date Raised	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
17 Jun 25	C	Doors in Library	Laurie	May 2026	IP
19 Aug 25		<ul style="list-style-type: none"> CBCL have been engaged to look at all the exits in the Library to make sure they comply with the Fire and Building Codes. Cameras are now in place and the doors are no longer locked. Going to let the fire marshal know. 			
21 Oct 25		<ul style="list-style-type: none"> Willissa has two keys to over-ride doors. CBCL will also look at the fire doors within the building to make sure they comply with Codes as well and whether hold-open devices should be installed for accessibility purposes (Tramble Centre). 			
18 Nov 25		<ul style="list-style-type: none"> Project office should be consulted. Yesterday the doors were not working. 			
10 Feb 26		<ul style="list-style-type: none"> Awaiting confirmation of response to deputy fire marshal. Jeff confirmed response has not yet been sent, and to put this forward to May. 			

5. REVIEW OF CONCERNS/HAZARDS					
19 Aug 25	B	Saputo Fall Hazard	Doug	Mar 2026	IP
13 Jan 26		<ul style="list-style-type: none"> • Check with Brian on status. Does it need temporary measures put in place? • No update – check with Brian. 			
10 Feb 26		<ul style="list-style-type: none"> • No update, it was noted the hazard is located in a closet. • MMW coming up to look at this today. Site visit with Brian D. • Part of Saputo Project. Railing being installed. 			
16 Sep 25 21 Oct 25	C	Handrail from long ramp by Library	Doug	Mar 2026	IP
18 Nov 25 13 Jan 26		<ul style="list-style-type: none"> • Vince and Doug looking at it. • It is difficult to plow around. • Getting it repaired during Reading Week – less foot traffic in that area. 			
10 Feb 26		<ul style="list-style-type: none"> • Work to be done – welding. • No update. • Doug advised that someone is coming to fix next week during Reading Week. 			
16 Sep 25 21 Oct 25 18 Nov 25 13 Jan 26 10 Feb 26	C	Handrail at Bloomfield	NA	NA	C
16 Sep 25 21 Oct 25	C	Loading Ramp at JBB	Laurie	May 2026	IP
		<ul style="list-style-type: none"> • Trent to take picture and put in work order. • Trent to follow-up. • No update. • Trent to take a picture and put in a work order. • Every second post is like that – been like that forever. Every second post is rotten and it's just the way it is. 			
		<ul style="list-style-type: none"> • Inside of the Loading ramp at JBB there is a pressure washer and a can of gas. Russel Wyeth's name is on it. • Items have been removed, and signage will be installed to keep this area clean. 			

5. REVIEW OF CONCERNS/HAZARDS					
18 Nov 25 13 Jan 26		<ul style="list-style-type: none"> Area is a 'safe refuge' site in case of evacuation, so storage is not permitted. Propane main shut off inside room – is that a good location? Ramp suggested for emergency evacuation Laurie to follow-up on emergency ramp. 			
18 Nov 25 10 Feb 26	B	<p>Pedestrians around Dahdaleh Hall Construction site</p> <ul style="list-style-type: none"> Students and faculty walking on the road. Suggestions include: <ol style="list-style-type: none"> Control where people are walking. Some safety promotions can be done. Signage to cross to sidewalk. Jeff advised this topic was discussed at the project meetings. Bird is concerned, so they put signage up. Sign put up, but it was stolen and not replaced. Hard to keep it there. 	Laurie	Mar 2026	IP
13 Jan 26	D	<p>Traffic</p> <ul style="list-style-type: none"> Some comments were received about traffic, including hazardous foot traffic around Morrison, fast driver in P14 and Ditalz Taxi driving fast. Report incidents to Safety & Security when they happen. 	NA	NA	C

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
<p><i>Distribute inspection checklist(s) and report(s) for meeting and use this table to record discussion and new recommendation(s). See inspection schedule at the end of this document.</i></p> <p><input checked="" type="checkbox"/> No actionable items noted.</p>					
Inspection Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
		Nothing to report at this meeting.			

7. REVIEW EDUCATION AND TRAINING

(General discussion, confirm all training is up to date, etc. For all actionable items please list below)

Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
17 Dec 24	E	JOHSC training <ul style="list-style-type: none"> To be scheduled for employees who haven't taken it. 	Laurie	Mar 2026	IP
19 Aug 25	E	TDG Training. <ul style="list-style-type: none"> This will be offered to all employees who require it in an online format WIP 	Laurie Angela	Mar 2026	IP
19 Aug 25	E	WHMIS Training <ul style="list-style-type: none"> All FM employees will be provided with online WHMIS training Various employees have been doing WHMIS. In-person for Custodial in May 	Laurie Angela	Jan 2026	IP
13 Jan 26	E	Safety Absolute and Critical Task Review <ul style="list-style-type: none"> May for all affected employees 	Laurie	Apr 2026	IP
10 Feb 26	E	May Health, Safety and Wellness Day <ul style="list-style-type: none"> Wednesday, May 27 	Laurie Erica	Apr 2026	IP
10 Feb 26	E	First Aid Training <ul style="list-style-type: none"> February 19 and again in May/June. 	Laurie	Apr 2026	IP
10 Feb 26	E	Leadership in OHS <ul style="list-style-type: none"> February 18 for FM Management and Erica and Laurie. 	Laurie	Mar 2026	IP

8. ONGOING BUSINESS – Status of Action Items

Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
14 Nov 23 21 Oct 25 18 Nov 25	C	Inspection Program <ul style="list-style-type: none"> TMA usability is being looked at. Karen MacDonald, OHS Officer, has begun the process of developing checklists and inventorying spaces to be inspected. Update report next month. 	Laurie	Apr 2026	IP

8. ONGOING BUSINESS – Status of Action Items					
13 Jan 26		<ul style="list-style-type: none"> • Karen provided an update on the Campus-Wide Inspection Program 			
17 Sep 24 19 Nov 24 17 Dec 24 11 Feb 25 16 Sep 25	C	<p>Sidewalk near Convocation Blvd</p> <ul style="list-style-type: none"> • Jimmy can't get through, goes as far as he can. • Not enough snow this year to be an issue. • Town plans to put the area back the way it was (remove piece of curb and grass) before next winter. • Continue to monitor. • Check with Town to see what the plan is. • Town plans to change this before Christmas, as part of the larger project on West Street. 	Laurie	Mar 2026	IP
21 Oct 25		<ul style="list-style-type: none"> • No changes made to date. 			
13 Jan 26 10 Feb 26		<ul style="list-style-type: none"> • Jimmy provided an update on how he clears the area. 			
19 Nov 24 18 Mar 24 27 May 25 19 Aug 25 18 Nov 25	E	<p>WHMIS Review and Training</p> <ul style="list-style-type: none"> • A review of WHMIS will take place over the coming months with all of FM to include: <ul style="list-style-type: none"> ✓ Education of System ✓ Training in specific products used ✓ Safety Data Sheet update and review ✓ Labelling review • Yearly review underway for Custodial (SDS books have been updated) • Supplier boxes inside FedEx box without identifiers. • Some stuff is bought by P-Cards and may not have the necessary safety checks. • Laurie to check P-Card purchasing policies. • Shipping and Receiving SOPs to be established (Laurie and Jeff). • All FM employees will be provided with an online WHMIS course (see Training) • Focus communications on WHMIS (e.g. bulletin boards, digital display) 	Laurie Gary Doug	Apr 2026	IP

8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> If new hires have a certificate, they can be forwarded to OHS to see if training is still required. Recommend that the 'course' is completed every five years by employees. 			
<p>18 Mar 25 8 Apr 25</p> <p>27 May 25</p> <p>19 Aug 25 16 Sep 25</p>	C	<p>Working on Flat Roofs / Fall Protection Plans for M&E Employees</p> <ul style="list-style-type: none"> Trent asked for clarification. Laurie to follow-up with group offline. Trent and Cory discussing. Still going through roofs that some questionable areas, some areas need things. Governors roof needs something asap. Some roofs are ideal for a Horizontal Lifeline (HLL) system) rather than single anchor points. Permanent guardrails should also be considered if appropriate. Every roof on campus needs a fall protection plan for mechanical work, including a rescue plan MSB access is challenging. All fall arrest harnesses should have stirrups attached to them. Trent – looking at high priority ones. Governors – not up in there for a while to check fans, etc.; It should be yearly. Looking to rent a 120 ft lift for Bloomfield, MSB, Library from Battlefield in Mid-July. Familiarization by Battlefield for anyone using it. Governors and MSB are the riskiest to do anything on. Pick one and find a solution. System depends on the roof and location of mechanical units. New systems will require user training (horizontal lifeline system vs single anchor points). 	Laurie	Apr 2026	IP
13 Jan 26	E	<p>Wellness Fair</p> <ul style="list-style-type: none"> Erica advised they are looking at a Wellness Fair to help employees better understand what coverage they have and how to access it. 	Erica	Mar 2026	IP

8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> • Erica – working with Hospital to do one of these – they do it once per year. How to use their benefits and how to use it. • Later in Springtime. For the whole university. 			

9. REGULATORY INSPECTIONS						
Date	Priority	Discussion and/or Action Items	Assigned	Date of Issue	Date to be Completed	Status
		Nothing to report.				

10. NEW & OTHER BUSINESS					
<ul style="list-style-type: none"> • General discussion items (list actionable items below). 					
Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow Up	Status
10 Feb 26		Day of Mourning Speaker <ul style="list-style-type: none"> • Tuesday, April 28 starting at 10:45 am (for 11:00 am Moment of Silence) • All employees are encouraged to attend to listen to the speaker’s story and always-impactful message about workplace health and safety. 	Laurie	Mar 2026	N
10 Feb 26		Safety & Health Week <ul style="list-style-type: none"> • May 4 to 8, 2026 • Mostly virtual events 	Laurie	Mar 2026	N
10 Feb 26		Safety in the Chapel Auditorium <ul style="list-style-type: none"> • Given past incidents in the Chapel involving vandalism and people squatting inside, Katie would like the security of the area to be examined and measure put in place to bring it to a reasonable level of safety. In the meantime, officers will be asked to accommodate workers entering the space if there is any questions about the security of the area. • It’s a very dark area with poor and hard-to-access lighting. • Some suggestions include making sure all the doors are locked and turning on the lights in the auditorium to make sure it’s clear. Also keeping it locked when it’s not in use. 	Laurie	Mar 2026	N

10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> If any doors are found unlocked when entering, the entire area should be checked with officers. 			
10 Feb 26		<p>Path from Road to FM Building</p> <ul style="list-style-type: none"> Dean requested that a path close to the fire hydrant area be cleared to provide a safer area for workers to walk from their vehicle on Varsity Drive to the FM Building. No sidewalks in this area is an ongoing concern that gets worse in the winter. 	Angela	Mar 2026	N
10 Feb 26		<p>Snow clearing</p> <ul style="list-style-type: none"> Jimmy expressed that some employees feel pressure to go faster when doing snow clearing. Students do not respect the equipment when walking in the area of snow clearing activities. The new snow removal policy should help address this, once it is communicated to campus. Any instances of harassment should be reported to your supervisor. Safety & Security to send out the reminder to watch for snow clearing equipment and employees. 	Laurie Angela	Mar 2026	N

11. NEXT MEETING	
Date:	March 10, 2026
Time:	12:00 Noon
Location:	FM Boardroom
12. MEETING ADJOURNED	
Time:	1:11 pm Jimmy George motioned for adjournment

LEGEND

PRIORITY:		STATUS:	
A	Critical/Life threatening/high probability	N	New

PRIORITY:		STATUS:	
B	Urgent/moderate probability of re-occurrence	R	Repeat
C	Important/low probability of re-occurrence	C	Complete
D	Reminders	IP	In Progress
E	Information	RF	Referred forward