

Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:

Worker Co-Chair:
Employer Co-Chair:

Date:

Time:
Location:

AGENDA:

<ol style="list-style-type: none"> 1. Roll Call 2. Determination of Quorum 3. Approval of Previous Meeting Minutes 4. Review Incidents 5. Review Hazards and Concerns 6. 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"> 7. Review Education and Training 8. Ongoing Business – Status of Action Items 9. Regulatory Inspections 10. New and Other Business 11. Next Meeting 12. Meeting Adjournment
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Dave Chisholm	UNIFOR	Carpentry	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Mary MacLean	UNIFOR	Custodial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sylvia Phee	UNIFOR	Custodial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dean Delaney (Alternate)	UNIFOR	Carpentry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doug Campbell	Maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cory DeCoste	Maintenance and Electrical	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Katherine Walsh	Custodial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeff De LeeBeeck, Alternate	Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
VACANT, Alternate	FM	<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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Karen Smith, Administration, non-voting	FM Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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? <i>* 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.</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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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)

<ul style="list-style-type: none"> • Move to adopt minutes. Moved by: <u>Gary MacMillan</u> Seconded by: <u>Trent DeYoung</u> <p>No changes to minutes as presented.</p>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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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
16 May 25		<p>Impaled by umbrella</p> <ul style="list-style-type: none"> • Staff member was cleaning up inside the caged storage area. They reached for an umbrella to dispose of and one of the metal ribs stabbed into her right pointer finger. First aid was performed. • The umbrella was thrown in the garbage • Try not to let items pile up and accumulate in this area. 	Supervisor		C
		<p>Truck damage</p> <ul style="list-style-type: none"> • StFX truck was damaged when driver drove through the “No Vehicle” zone behind Keating. They did not clear the wall and scraped the side of the truck • CA: Do not drive in this area. 	Worker		C
		<p>Rock hitting driver’s side window</p> <ul style="list-style-type: none"> • Rock flew up from ride-on mower. • Rake small rocks in the area or use a different method of turf maintenance in the area. 	Supervisor		C
		<p>OH Door in Keating</p> <ul style="list-style-type: none"> • It was being closed rapidly and chain came off and door fell to the ground. • The door has since been repaired • Investigation ongoing. 	Laurie Tyson Vince		IP

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 Sep 24 17 Dec 24		Line of Sight on Convocation Blvd <ul style="list-style-type: none"> When you're coming from P&S to Governors, that short spot – bunch of trees makes it hard to see. Tara to look. It might slow people down leaving it the way it is. General consensus is to try to leave the trees. Monitor the area and report near misses or incidents. Slow down. Be aware – bring forward concerns. 	Doug	Aug 2025	IP
27 May 25	B	Cathedral Drive – Dahdaleh Project use <ul style="list-style-type: none"> Dump trucks coming out of the site. No stop sign at the end of Cathedral. Just yielding. Concern when classes start. Make sure there is a crosswalk. Sidewalks being looked at to add some accessibility curbs. Work in progress. Laurie to follow up with Luc. Less traffic than they're used to be. Installation of stop sign suggested. 	Laurie	Aug 2025	IP
27 May 25	C	Integrity of Bloomfield Pedway <ul style="list-style-type: none"> The underneath of the pedway at Bloomfield is crumbling. The bridge has deteriorated. CBCL is in to do a structural analysis, to then develop a repair plan. Several options being looked at. 	Doug	Aug 2025	IP

5. REVIEW OF CONCERNS/HAZARDS

		<ul style="list-style-type: none"> Should there be signage in the area to warn of the hazard? 			
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6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)

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.

No actionable items noted.

Inspection Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
		Put off until October. Based on TMA Cleaning up and setting standards a WIP. Part of the room inspection would be the entrance into the room. Cory has a very short list left. Culling, getting rid of old stuff. Everyone going through rooms. Broken, throw them out.	Jeff Laurie	Oct 2025	IP

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
14 May 24 11 Feb 25 18 Mar 25	E	NVCI training <ul style="list-style-type: none"> Working on Dates We're now rolling out some verbal intervention for groups who are looking for it. No full class for FM. Verbal intervention training for the group Doing it in the fall or the summer. We have a backlog coming up. 	Erica	Aug 2025	IP
17 Dec 24	C	FM Health and Safety Training Day	Laurie	Aug 2025	IP

7. REVIEW EDUCATION AND TRAINING					
14 Jan 25		<ul style="list-style-type: none"> Planning to do something similar to what was done last year, with all FM employees. Managers' meeting in January to discuss it. Tentative last week of May. The FM Employee OHS Wellness Training day will take place tomorrow in Barrick Auditorium for all FM employees. For next year, we would like to add more time and include ALL FM employees. Follow-up is needed to know who attended the mandatory training, so this training can be offered to those who did not attend. 			
27 May 25					
17 Dec 24		<p>JOHSC training To be scheduled for the Fall</p>	Laurie	Sep 2025	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	C	<p>Inspection Program</p> <ul style="list-style-type: none"> Inspections of all workspaces, regularly reported to JOHSC, are a requirement of the OHS Act. OHS are looking at an app that can be used to develop checklists and capture data. Kevin was asked if he had any recommendations for a system that would work well with FM's work order system. 	Laurie Jeff	Oct 2025	IP
12 Dec 23		<ul style="list-style-type: none"> Mobile App options being explored with ITS. 			
14 Jan 25		<ul style="list-style-type: none"> The TMA work order system has a "Room Inspections" module that we will be testing over the next several months to see how it will work to help fulfill the requirements of a workspace inspection program. 			
18 Mar 25		<ul style="list-style-type: none"> On hold for six months. Ongoing. Finally got approval to move forward with new TMA program. We are just about to send out a PO to TMA to move forward with the upgrade. 16 to 24 weeks, then will train. 			

8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> Manual input work to be done. Includes every space on campus. 			
17 Sep 24	C	<p>Sidewalk near Convocation Blvd</p> <ul style="list-style-type: none"> Need to confirm this snow clearing for this area. Will it be done by us or by the Town? Who is responsible? Laurie and Tara to look at area and follow-up. Waiting to hear from Kate. Still working on it with the Town. 	Laurie	Aug 2025	IP
19 Nov 24		<ul style="list-style-type: none"> Tara – Town is going to come in and push the snow out of the way between the guy wire and the pole. 			
17 Dec 24		<ul style="list-style-type: none"> Monitor 			
11 Feb 25		<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. 			
17 Sep 24	C	<p>Electric Scooters</p> <ul style="list-style-type: none"> Little electric scooters that come out of everywhere. They are having a problem with people driving them inside buildings. Batteries can also be a fire hazard. What do other universities do? 	Laurie	Sep 2025	IP
22 Oct 24		<ul style="list-style-type: none"> Hazardous for traffic. Should they be in buildings? Are they charging them in buildings? 			
17 Nov 24		<ul style="list-style-type: none"> AAPA – not in buildings. Seen in Football room in Saputo. Seen near classrooms in Keating and Mulroney. Plugs ins. Dalhousie has drafted a referential that Doug will share. 			
11 Feb 25		<ul style="list-style-type: none"> If anyone sees a scooter, or the like, being operated inside, report it to Safety & Security immediately. 			

8. ONGOING BUSINESS – Status of Action Items					
19 Nov 24	E	<p>WHMIS Review</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 • Gary advised they are updating the SDS books in all the custodial closets. • Darlene is going through all the buildings, removing those that are not applicable. • Adding GOO gone to every binder. • Swish provides SDSs for all their chemicals. • Employees will be provided with online training. • All of FM will be asked to do an inventory of their products and ensure that SDS are available in appropriate areas. Then a review of the products used, and emergency requirements will take place. • All FM employees will do an online WHMIS course. • Discussion about training and competency verification for newcomers whose first language is not English. • More than just English and French. • Gary – ask Swish. • Erica – a reliable translation service. • Supervisors and managers are responsible for ensuring workers understand the hazards in the workplace. • Job is universal. • Pictograms. • Procedures and cultures are different. • Training and awareness and drills. • Sylvia – smaller groups for training newcomers. 	Laurie Gary Doug	Aug 2025	IP
18 Mar 24					
27 May 25					

8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> • Gary – how to verify the workers understand the training. • There are still chemicals are coming in to Receiving and we have no idea what we are shipping. • SDSs are not attached to the packages. Do not know what is coming in. Nothing on outside of box. • Look at Shipping and Receiving processes for unlabeled boxes. • Unknown of what is coming in. Follow-up with Jeff on process. • Supplier boxes inside FedEx box. • Some stuff is bought by P-Cards and may not have the necessary safety checks. • Laurie to check on P-Card purchasing policies. 			
11 Feb 25		<p>MSB Lock</p> <ul style="list-style-type: none"> • Workers get trapped at the pass-thru and have to go outside. • Doug – last renovation looked at access. Once person gets into stairwell, they can't enter back into most floors. • How should it perform? • It's the door at the centre of the complex – 5th floor centre leading to Marg. • Speak to Katie and have her show you. • Trent – there are swipes to leave the area. • If you caught in the middle, you are “pooched”. • Jeff – Doug was following up with issue that Katie brought forward. Issue is exit door – not able to see it. • Window to be installed in the door. • Trent – when I was up there you can go down the stairs in the centre – you have to swipe to get into specific area. You can only go down in the centre. • Centre door – 5th floor. • Trapped in centre if there is a fire. 			
18 Mar 25					
8 Apr 25	C			NA	NA

8. ONGOING BUSINESS – Status of Action Items					
27 May 25		<ul style="list-style-type: none"> Two stairwells from the centre. Pick the cooler stairway – both exit outside. Window in door – Kevin to chat with Vince on Monday. Test area during evacuation drills. Met with Katie and created work order. Get update from Kevin. Drills to be done in July and will include custodial workers and others with experience in the complex. Window installation is complete in MSB. Open new item for evacuations. 			
11 Feb 25 18 Mar 25 8 Apr 25 27 May 25	C	<p>Vandalism at the Annex</p> <ul style="list-style-type: none"> Basement bathroom. Been ongoing for some time. FM to provide a summary of incidents, then Risk Management will install a camera to try to put a stop to this. A surveillance camera has recently been installed in the area, due to this being an ongoing issue. Vandalism next floor up. 19 – 2nd floor washroom Someone took the braided hose off the toilet, plus another toilet was jammed last week. Cory no updates. 	Cory Gary	Aug 2025	IP
18 Mar 25 8 Apr 25 27 May 25	E	<p>Human Waste Cleanup SOP</p> <ul style="list-style-type: none"> Draft SOP was provided to committee members. Send around the final procedure, then train. Plan is to review it tomorrow during BBP Custodial SOP reviewed and accepted previously and should be known and used by all employees. Need to follow-up to see who took the BBP training to be able to offer it to all FM employees. 	Gary Doug	Aug 2025	IP

8. ONGOING BUSINESS – Status of Action Items					
18 Mar 25 8 Apr 25 27 May 25	C	<p>Working on Flat Roofs</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. <i>Governors needs something asap.</i> 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. 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. 	Laurie Cory	Aug 2025	IP
8 Apr 25 27 May 25	C	<p>Parking on sidewalk</p> <ul style="list-style-type: none"> Gary advised some people are complaining about parking on the sidewalk. This will be added to the departmental newsletter. Getting better, but still people parking there. Dealing with individuals. Close this 	NA	NA	C
8 Apr 25	C	<p>Railing at Immaculata</p> <ul style="list-style-type: none"> Low railing is a hazard Issue was raised at UJOHSC months ago. Being considered as part of capital expenditure 	Laurie	Aug 2025	IP

8. ONGOING BUSINESS – Status of Action Items						
27 May 25		<ul style="list-style-type: none"> Low railing also in Bloomfield Cory suggested we bring in RJ Bartlett to assess. Doug advised this is being handled by the Project Office 				
27 May 25 17 Jun 25	E	Prescription Safety Glasses <ul style="list-style-type: none"> Employees are wondering about getting prescription safety glasses. Doug to engage Kim in purchasing. Out to tender – decide on vendor and then get information out to guys. Supplier will have your name – go pick them up – billed to StFX 	Doug	Aug 2025	N	

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	
17 Jun 25	C	Moulded ear plugs <ul style="list-style-type: none"> Trent asked about getting moulded earplugs. There are three types available through Stores. Employees should be given several options so they can find the right one for them. Up to FM management what they purchase so long as there is variety, and they are CSA approved. 	Doug	Aug 2025	N	
17 Jun 25		JBB Loading Dock Doors <ul style="list-style-type: none"> Door opens out and should have safety chain. Remove the chain when unloading 	Doug	Aug 2025	N	

10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> • Same as at Nasso. • Chains at Nicholson/Mulroney – left down. Don't get hooked back up. • Chain – easy to do. 			
		<p>Doors in Library</p> <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. • 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). 			
		<p>Cancelling July FM JOHSC meeting.</p> <ul style="list-style-type: none"> • It was moved by Trent and seconded by Jimmy to take a summer break and not have an FMJOHSC meeting in July. Motion carried. 			

11. NEXT MEETING	
Date:	August – 3 rd week of, 2025 Aug 19
Time:	12:00 Noon
Location:	FM Boardroom
12. MEETING ADJOURNED	
Time:	1:10 Moved by Kevin Gerrior.

LEGEND

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