

Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	Facilities Management	Worker Co-Chair:	Kevin Gerrior
		Employer Co-Chair:	
Date:	May 19, 2026	Time:	12:16 pm
		Location:	FM Boardroom

AGENDA:

1. Roll Call	8. Review Education and Training
2. Determination of Quorum	9. Ongoing Business – Status of Action Items
3. Call for New Business	10. Regulatory Inspections
4. Approval of Previous Meeting Minutes	11. New and Other Business
5. Review Incidents	12. Next Meeting
6. Review Hazards and Concerns	13. Meeting Adjournment
7. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)	

1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Dave Chisholm	UNIFOR	Carpentry	☒	☐	☐
Trent DeYoung	UNIFOR	M&E	☒	☐	☐
Jimmy George	UNIFOR	G&T	☐	☒	☐
Kevin Gerrior (Co-Chair)	UNIFOR	Carpentry	☒	☐	☐
Mary MacLean	UNIFOR	Custodial	☒	☐	☐
Katie Teasdale	UNIFOR	Custodial	☒	☐	☐
Dean Delaney (Alternate)	UNIFOR	Carpentry	☐	☐	☒
Barry Purcell (Alternate)	UNIFOR	M&E	☐	☐	☒
Anthony Muise (Alternate)	UNIFOR	G&T	☒	☐	☐
Gail Fraser (Alternate)	UNIFOR	Custodial	☐	☐	☒

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

2. DETERMINATION OF QUORUM

- A minimum of five members.
- Worker representatives (workers who do not exercise managerial functions) and employer representatives (workers who exercise managerial functions).
- 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 ☒	No ☐
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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)

Move to adopt minutes. Moved by: <u>Katie Teasdale</u> Seconded by: <u>Mary MacLean</u>		
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
		Report under separate cover.			

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 - 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. - 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). - Project office should be consulted. - Yesterday the doors were not working. - Awaiting confirmation of response to deputy fire marshal.	Laurie	Jun 2026	IP
19 Aug 25					
21 Oct 25					
18 Nov 25					
10 Feb 26					

5. REVIEW OF CONCERNS/HAZARDS					
19 May 26		- Jeff confirmed response has not yet been sent, and to put this forward to May. Put forward to next month			
16 Sep 25	C	Loading Ramp at JBB - 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. - 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.	Laurie	Sep 2026	IP
21 Oct 25					
18 Nov 25					
13 Jan 26					
18 Nov 25	B	Pedestrians around Dahdaleh Hall Construction site - Students and faculty walking on the road. - Suggestions include: - 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. - Report incidents, including near misses. - Laurie to look into doing a social media message and asked for suggestions for wording. A request was sent to Communications to help with message. Temporary Workplace controls must be in place as needed.	Laurie	Aug 2026	IP
10 Feb 26					
10 Mar 26					
14 Apr 26					
10 Feb 26	B	Safety in the Chapel Auditorium	Cory	May 2026	IP

5. REVIEW OF CONCERNS/HAZARDS					
10 Mar 26		- 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. - If any doors are found unlocked when entering, the entire area should be checked with officers. - Cameras will be installed in the east and west entrances. - Officers to be provided with a map of which doors to keep an eye on. - Cory is working on installation now and the cameras are on order. It should be done by May. Cory advised the material has arrived, update next month. Another camera will be installed as requested by Father Donald.			
14 Apr 26					
19 May 26					
10 Mar 26		Morrison Kitchen Housekeeping - Trent expressed concern about the obstruction of aisles and doors in Morrison outside the kitchen, back door area. Area should be better organized. Shoving carts against doors could block someone in a room. - Gary – not sure what they are going to do because they have lots of stuff that needs to be stored and moved for functions. Laurie had a look and shared concerns with Sodexo. No improvements thus far. Report critical issues to your supervisor.			
14 Apr 26	C		Laurie	Sep 2026	IP
19 May 26					
10 Mar 26		Storage in Morrison Stairwell	Laurie	Sep 2026	IP

5. REVIEW OF CONCERNS/HAZARDS					
14 Apr 26		- Gary advised that there are tires stored in the back stairwell of Morrison. - Gary to send a picture to Laurie. - Emergency stairwells are used for storage. - Laurie and Gary to have a look this afternoon. Two exit doors are being replaced. Discussions with Sodexo to try to address this over the Summer. Report critical issues to your supervisor.			
19 May 26					
10 Mar 26		Traffic near CHP - Following discussion about the traffic (vehicle and pedestrian) congestion in this area, the idea of a Traffic Safety Committee was raised again. - Laurie to discuss committee with Ank. There are many concerns and near misses around the CHP and Morrison Hall.	Laurie	Sep 2026	IP
14 Apr 26					
14 Apr 26	C	Lighting between Saputo and MacIsaac - Gail reported that the road between Saputo and MacIsaac is very dark, and there are several potholes. - Dave said he rolled his ankle (near miss not previously reported) - The area needs some type of lighting installed. Communicate with Cheryl to add this to the inventory of lighting observations. A sidewalk would be ideal.	Laurie	Jun 2026	IP
19 May 26					
14 Apr 26	C	Rental scooters on campus - There were several questions about the scooters that were recently 'dropped' on campus. - What are the regulations? - What do we do for snow clearing?	Laurie	Jun 2026	IP

5. REVIEW OF CONCERNS/HAZARDS					
19 May 26		- What about accessibility challenges when they are parked on the sidewalk. - Laurie will try to have more information by May's meeting - Levy is the name of the company who put them on campus. They appear to have been banned on campus, according to the site. Rules around them are not clear. They are so fast, many near misses. More guidance will be provided to the university for e-scooters and e-bikes usage on campus. Report near misses or unsafe acts to your supervisor or online.			
14 Apr 26	C	Speeding Kona on Campus			
19 May 26		- Jimmy advised there's a white Kona with a black top speeding around campus doing whatever he wants to do. - They often come up Schwartz one-way around 12:50 pm - They are on campus almost daily. - Person has been identified as the spouse of an employee. No further interactions reported. Monitor behaviour.	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)					
<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> ☒ No actionable items noted.					
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 To be scheduled for employees who haven't taken it.	Laurie	Jun 2026	IP
19 Aug 25	E	TDG Training. - This will be offered to all employees who require it in an online format - WIP - Laurie and Angie to follow up on cards.	Laurie Angela	Jun 2026	IP
19 Aug 25	E	WHMIS Training - All FM employees will be provided with online WHMIS training - Various employees have been doing WHMIS. - In-person for Custodial in May	Laurie	Jun 2026	IP
13 Jan 26	E	Safety Absolute and Critical Task Review May for all affected employees	Laurie	Jun 2026	IP
10 Feb 26	E	OHS and Wellness Training Days - Wednesday, May 27 for Custodial - Wednesday, June 10 for Maintenance	Laurie Erica	Jun 2026	IP
10 Feb 26	E	First Aid Training February 19 and again in June/July	Laurie	Jun 2026	IP
19 May 26	E	Temporary Workplace on Highways - Positive feedback on the course. - Copy of manual on site was requested. - Next step is to develop SWPs/TCPs based on the work done on campus.	Spvsrs	Sep 2025	IP

8. ONGOING BUSINESS – Status of Action Items

Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
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8. ONGOING BUSINESS – Status of Action Items					
14 Nov 23 21 Oct 25	C	Inspection Program - TMA usability is being looked at. - Karen MacDonald, OHS Officer, has begun the process of developing checklists and inventorying spaces to be inspected.	Laurie	Sep 2026	IP
18 Nov 25 13 Jan 26		- Update report next month. 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	Sidewalk near Convocation Blvd - 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.	Laurie Angela	Sep 2026	IP
21 Oct 25 13 Jan 26 10 Feb 26 10 Mar 26		- 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. - No changes made to date. - Jimmy provided an update on how he clears the area. No update from the Town. It was noted that Jimmy is doing a good job keeping the area clear.			
19 Nov 24 18 Mar 24 27 May 25	E	WHMIS Review and Training - A review of WHMIS will take place over the coming months with all of FM to include: ✓ 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.	Laurie Gary	Sep 2026	IP

8. ONGOING BUSINESS – Status of Action Items					
19 Aug 25		- 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) 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.			
18 Nov 25					
18 Mar 25 8 Apr 25	C	Working on Flat Roofs / Fall Protection Plans for M&E Employees - 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.	Laurie	Sep 2026	IP
27 May 25					
19 Aug 25					

8. ONGOING BUSINESS – Status of Action Items					
16 Sep 25		- 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).			
13 Jan 26	E	Wellness Fair - Erica advised they are looking at a Wellness Fair to help employees better understand what coverage they have and how to access it. - 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. - Erica – working with the hospital doing it in the spring, so doing it in the fall. Lot of training in May – so doing it in the fall when everyone is back.	Erica	Aug 2026	IP
14 Apr 26					
10 Feb 26	E	Day of Mourning Speaker - 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. - Looking for emcees. - Katie Teasdale and Dan Kane are the emcees. - All FM employees are encouraged to attend. There is a Zoom option available for those who cannot. - Feedback on speaker was positive.	NA	NA	C
10 Mar 26					
14 Apr 26					
19 May 26					

9. REGULATORY INSPECTIONS						
Date	Priority	Discussion and/or Action Items	Assigned	Date of Issue	Date to be Completed	Status

9. REGULATORY INSPECTIONS						
		Nothing to report.				

10. NEW & OTHER BUSINESS					
General discussion items (list actionable items below).					
Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow Up	Status
19 May 26	E	2026 Employee Appreciation Week - The Employee Appreciation Week is the first week of June. - BBQ, ice cream, pizza party for evening and night crew. - Lots of activities and prizes.	Erica		

11. NEXT MEETING	
Date:	June 16, 2026
Time:	12:00 Noon
Location:	FM Boardroom
12. MEETING ADJOURNED	
Time:	1:00 pm Dave Chisholm motioned for adjournment

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