

## Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	Facilities Management	Worker Co-Chair:	Kevin Gerrior
		Employer Co-Chair:	
Date:	August 19, 2025	Time:	12:15 Noon
		Location:	FM Boardroom

### AGENDA:

<ol style="list-style-type: none"> <li>Roll Call</li> <li>Determination of Quorum</li> <li>Approval of Previous Meeting Minutes</li> <li>Review Incidents</li> <li>Review Hazards and Concerns</li> <li>Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)</li> </ol>	<ol style="list-style-type: none"> <li>Review Education and Training</li> <li>Ongoing Business – Status of Action Items</li> <li>Regulatory Inspections</li> <li>New and Other Business</li> <li>Next Meeting</li> <li>Meeting Adjournment</li> </ol>
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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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kevin Gerrior (Co-Chair)	UNIFOR	Carpentry	<input checked="" 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 type="checkbox"/>	<input checked="" 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"> <li>• Move to adopt minutes. Moved by: <u>Gary MacMillan</u> Seconded by: <u>Trent DeYoung</u></li> </ul> <p>No changes to minutes as presented.</p>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

#### 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
		Separate report to be provided to members.			

#### 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	C	<b>Line of Sight on Convocation Blvd</b> <ul style="list-style-type: none"> <li>When you’re coming from P&amp;S to Governors, that short spot – bunch of trees makes it hard to see. Tara to look.</li> <li>It might slow people down leaving it the way it is.</li> <li><b>General consensus is to try to leave the trees.</b></li> <li><b>Monitor the area and report near misses or incidents.</b></li> <li><b>Slow down. Be aware – bring forward concerns.</b></li> </ul>	NA	NA	C
27 May 25	B	<b>Cathedral Drive – Dahdaleh Project use</b> <ul style="list-style-type: none"> <li>Dump trucks coming out of the site. No stop sign at the end of Cathedral. Just yielding.</li> <li>Concern when classes start.</li> <li>Make sure there is a crosswalk.</li> <li>Sidewalks being looked at to add some accessibility curbs. Work in progress.</li> </ul>	Laurie	Sep 2025	IP

5. REVIEW OF CONCERNS/HAZARDS					
19 Aug 25		<ul style="list-style-type: none"> <li>Laurie to follow up with Luc and project team.</li> <li>Installation of stop sign suggested.</li> <li><b>To be monitored when classes start. More measures may be required during periods of high truck traffic.</b></li> <li><b>Requirement to comply with the Temporary Workplaces Regulations for all interferences and potential interferences on the streets.</b></li> </ul>			
27 May 25	C	<b>Integrity of Bloomfield Pedway</b> <ul style="list-style-type: none"> <li>Underneath the pedway at Bloomfield is crumbling.</li> <li>The bridge has deteriorated.</li> <li>CBCL is in to do a structural analysis, to then develop a repair plan.</li> <li>Several options being looked at.</li> <li>Should there be signage in the area to warn of the hazard?</li> <li><b>Jeff – report from CBCL no urgent issue. Something in the next couple of years. Not this year.</b></li> <li><b>Once fixed, trucks will not be able to drive underneath it.</b></li> </ul>	NA	NA	C
19 Aug 25					
17 Jun 25	C	<b>Doors in Library</b> <ul style="list-style-type: none"> <li>CBCL have been engaged to look at all the exits in the Library to make sure they comply with the Fire and Building Codes.</li> <li><b>Cameras are now in place and the doors are no longer locked. Going to let the fire marshal know.</b></li> <li>Willissa has two keys to over-ride doors.</li> <li>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).</li> </ul>	Jeff	Sep 2025	IP
19 Aug 25					

**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.

**6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)**

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
14 May 24 11 Feb 25 18 Mar 25	E	<b>NVCI training</b> <ul style="list-style-type: none"> <li>Working on Dates</li> <li>We're now rolling out some verbal intervention for groups who are looking for it.</li> <li>No full class for FM.</li> <li>Verbal intervention training for the group</li> <li>Doing it in the fall or the summer. We have a backlog coming up.</li> </ul>	Erica	Sep 2025	IP
17 Dec 24 14 Jan 25 27 May 25	E	<b>FM Health and Safety Training Day</b> <ul style="list-style-type: none"> <li>Planning to do something similar to what was done last year, with all FM employees. Managers' meeting in January to discuss it.</li> <li>Tentative last week of May.</li> <li>The FM Employee OHS Wellness Training day will take place tomorrow in Barrick Auditorium for all FM employees.</li> <li>For next year, we would like to add more time and include ALL FM employees.</li> <li>Follow-up is needed to know who attended the mandatory training, so this training can be offered to those who did not attend.</li> </ul>	NA	NA	C
17 Dec 24	E	<b>JOHSC training</b> To be scheduled for the Fall	Laurie	Sep 2025	IP
19 Aug 25	E	<b>TDG Training.</b>	Laurie	Sep 2025	IP

7. REVIEW EDUCATION AND TRAINING					
		This will be offered to all employees who require it in an online format			
19 Aug 25	E	WHMIS Training All FM employees will be provided with online WHMIS training	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	<b>Inspection Program</b> <ul style="list-style-type: none"> <li>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.</li> <li>Finally got approval to move forward with new TMA program.</li> <li>We are just about to send out a PO to TMA to move forward with the upgrade. 16 to 24 weeks, then will train.</li> <li>Manual input work to be done. Includes every space on campus.</li> <li><b>Put off until October. Based on TMA</b></li> <li><b>Cleaning up and setting standards a WIP.</b></li> <li><b>Part of the room inspection would be the entrance into the room.</b></li> <li><b>Cory has a very short list left. Culling, getting rid of old stuff.</b></li> <li><b>Everyone going through rooms.</b></li> <li><b>Broken, throw it out!</b></li> <li><b>Mechanical rooms need attention</b></li> </ul>	Laurie Jeff	Sep 2025	IP
12 Dec 23					
14 Jan 25					
18 Mar 25					
17 Jun 25					
19 Aug 25					
17 Sep 24	C	<b>Sidewalk near Convocation Blvd</b> <ul style="list-style-type: none"> <li>Need to confirm this snow clearing for this area.</li> <li>Will it be done by us or by the Town? Who is responsible?</li> <li>Laurie and Tara to look at area and follow-up.</li> </ul>			
19 Nov 24					
17 Dec 24					

8. ONGOING BUSINESS – Status of Action Items					
11 Feb 25		<ul style="list-style-type: none"> <li>Tara – Town is going to come in and push the snow out of the way between the guy wire and the pole.</li> <li>Monitor</li> <li><b>Jimmy can't get through, goes as far as he can.</b></li> <li><b>Not enough snow this year to be an issue.</b></li> <li><b>Town plans to put the area back the way it was (remove piece of curb and grass) before next winter.</b></li> <li><b>Continue to monitor.</b></li> </ul>	Laurie	Sep 2025	IP
17 Sep 24	C	<p><b>Electric Scooters</b></p> <ul style="list-style-type: none"> <li>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?</li> <li>Hazardous for traffic.</li> <li>Should they be in buildings?</li> <li>Are they charging them in buildings?</li> <li>AAPA – not in buildings.</li> <li>Seen in Football room in Saputo.</li> <li>Seen near classrooms in Keating and Mulroney.</li> <li>Plugs ins.</li> <li>Dalhousie has drafted a referential that Doug will share.</li> <li><b>If anyone sees a scooter, or the like, being operated inside, report it to Safety &amp; Security immediately.</b></li> </ul>	Laurie	Oct 2025	IP
22 Oct 24					
17 Nov 24					
11 Feb 25					
19 Nov 24	E	<p><b>WHMIS Review</b></p> <ul style="list-style-type: none"> <li>A review of WHMIS will take place over the coming months with all of FM to include:               <ul style="list-style-type: none"> <li>✓ Education of System</li> <li>✓ Training in specific products used</li> <li>✓ Safety Data Sheet update and review</li> <li>✓ Labelling review</li> </ul> </li> </ul>	Laurie Gary Doug	Nov 2025	IP
18 Mar 24					
27 May 25					

8. ONGOING BUSINESS – Status of Action Items					
19 Aug 25		<ul style="list-style-type: none"> <li>Yearly review underway for Custodial (SDS books have been updated)</li> <li>Supplier boxes inside FedEx box without identifiers.</li> <li>Some stuff is bought by P-Cards and may not have the necessary safety checks.</li> <li>Laurie to check P-Card purchasing policies.</li> <li><b>Shipping and Receiving SOPs to be established (Laurie and Jeff).</b></li> <li><b>All FM employees will be provided with an online WHMIS course (see Training)</b></li> </ul>			
11 Feb 25 18 Mar 25 8 Apr 25 27 May 25 19 Aug 25	C	<p><b>Vandalism at the Annex</b></p> <ul style="list-style-type: none"> <li>Basement bathroom. Been ongoing for some time.</li> <li>FM to provide a summary of incidents, then Risk Management will install a camera to try to put a stop to this.</li> <li>A surveillance camera has recently been installed in the area, due to this being an ongoing issue.</li> <li>Vandalism next floor up.</li> <li>19 – 2<sup>nd</sup> floor washroom</li> <li>Someone took the braided hose off the toilet, plus another toilet was jammed last week.</li> <li><b>Cory no updates.</b></li> <li><b>No updates.</b></li> </ul>	Cory Gary	Sep 2025	IP
18 Mar 25  8 Apr 25 27 May 25	E	<p><b>Human Waste Cleanup SOP</b></p> <ul style="list-style-type: none"> <li>Draft SOP was provided to committee members.</li> <li>Send around the final procedure, then train.</li> <li>Plan is to review it tomorrow during BBP</li> <li>Custodial SOP reviewed and accepted previously and should be known and used by all employees.</li> <li>Need to follow-up to see who took the BBP training to be able to offer it to all FM employees.</li> </ul>	NA	NA	RF

8. ONGOING BUSINESS – Status of Action Items					
19 Aug 25		<ul style="list-style-type: none"> <li>Move to managers meetings</li> </ul>			
18 Mar 25 8 Apr 25  27 May 25  19 Aug 25	C	<p><b>Working on Flat Roofs</b></p> <ul style="list-style-type: none"> <li>Trent asked for clarification. Laurie to follow-up with group offline.</li> <li>Trent and Cory discussing.</li> <li>Still going through roofs that some questionable areas, some areas need things. <i>Governors needs something asap.</i></li> <li>Some roofs are ideal for a Horizontal Lifeline (HLL) system) rather than single anchor points.</li> <li>Permanent guardrails should also be considered if appropriate.</li> <li>Every roof on campus needs a fall protection plan for mechanical work, including a rescue plan</li> <li>MSB access is challenging.</li> <li>All fall arrest harnesses should have stirrups attached to them.</li> <li>Trent – looking at high priority ones.</li> <li>Governors – not up in there for a while to check fans, etc.; It should be yearly.</li> <li>Looking to rent a 120 ft lift for Bloomfield, MSB, Library from Battlefield in Mid-July. Familiarization by Battlefield for anyone using it.</li> <li><b>Governors and MSB are the most risky to do anything on.</b></li> </ul>	Laurie Cory	Sep 2025	IP
8 Apr 25  27 May 25	C	<p><b>Railing at Immaculata</b></p> <ul style="list-style-type: none"> <li>Low railing is a hazard</li> <li>Issue was raised at UJOHSC months ago.</li> <li>Being considered as part of capital expenditure</li> <li>Low railing also in Bloomfield</li> <li>Cory suggested we bring in RJ Bartlett to assess.</li> <li>Doug advised this is being handled by the Project Office</li> </ul>	NA	NA	C

8. ONGOING BUSINESS – Status of Action Items					
19 Aug 25		<ul style="list-style-type: none"> <li>This work has been completed by Lloyd Tate Construction, and the work was done to keep the original design as much as possible. Suggest everyone go take a look to see what can be done.</li> <li>Other 'short' handrails on campus to be identified and assessed.</li> </ul>			
27 May 25 17 Jun 25 19 Aug 25	E	<p><b>Prescription Safety Glasses</b></p> <ul style="list-style-type: none"> <li>Employees are wondering about getting prescription safety glasses.</li> <li>Doug to engage Kim in purchasing.</li> <li>Out to tender – decide on vendor and then get information out to guys.</li> <li>Supplier will have your name – go pick them up – billed to StFX</li> <li><b>Workers have their glasses.</b></li> </ul>	NA	NA	C
17 Jun 25 19 Aug 25	C	<p><b>Moulded ear plugs</b></p> <ul style="list-style-type: none"> <li>Trent asked about getting moulded earplugs.</li> <li>There are three types available through Stores.</li> <li>Employees should be given several options so they can find the right one for them.</li> <li>Up to FM management what they purchase so long as there is variety, and they are CSA approved.</li> <li><b>Variety deemed to be sufficient for everyone.</b></li> </ul>	NA	NA	C
17 Jun 25 19 Aug 25		<p><b>JBB Loading Dock Doors</b></p> <ul style="list-style-type: none"> <li>Door opens out and should have safety chain.</li> <li>Remove the chain when unloading</li> <li>Same as at Nasso.</li> <li>Chains at Nicholson/Mulroney do not get hooked back up.</li> <li>Chain – easy to do.</li> <li><b>No update</b></li> </ul>	Doug	Sep 2025	IP

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"> <li>General discussion items (list actionable items below).</li> </ul>					
Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow Up	Status
19 Aug 25	B	<b>Saputo Fall Hazard</b> <ul style="list-style-type: none"> <li>Area at the SE corner of Saputo has potential fall hazard. Close to the Fitness Centre on the 2<sup>nd</sup> floor.</li> <li>Up the ships ladder to the AHU</li> <li>Was a guardrail taken out during renovations and not replaced?</li> <li>It should be easy to add barrier.</li> <li>Area is a mess.</li> </ul>	Doug	Sep 2025	N
19 Aug 25	B	<b>Grate behind Schwartz</b> <ul style="list-style-type: none"> <li>Collapsed in. Check with Vince.</li> </ul>	Doug	Sep 2025	N

11. NEXT MEETING	
Date:	September 16, 2025
Time:	12:00 Noon
Location:	FM Boardroom
12. MEETING ADJOURNED	
Time:	12:50 pm Gary MacMillan motion.

**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

PRIORITY:		STATUS:	
D	Reminders	IP	In Progress
E	Information	RF	Referred forward