

## Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:

Worker Co-Chair:   
Employer Co-Chair:

Date:

Time:   
Location:

### AGENDA:

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

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mary MacLean	UNIFOR	Custodial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick Gillis	UNIFOR	Custodial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Katie Teasdale (Guest)	UNIFOR	Custodial	<input checked="" type="checkbox"/>	<input 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 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marlene Fitzpatrick, Alternate	Custodial	<input checked="" 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: James George

No changes to minutes as presented. Around the table

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
		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
27 May 25	B	<b>Cathedral Drive – Dahdaleh Project use</b>	NA	NA	C
19 Aug 25		<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>			
16 Sep 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>To be monitored when classes start. More measures may be required during periods of high truck traffic.</li> <li>Requirement to comply with the Temporary Workplaces Regulations for all interferences and potential interferences on the streets.</li> <li>Need stop sign at the end of Cathedral at Notre Dame.</li> </ul>			

5. REVIEW OF CONCERNS/HAZARDS					
21 Oct 25		<ul style="list-style-type: none"> <li>• <b>Stop sign in place.</b></li> </ul>			
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> </ul>	Laurie	Nov 2025	IP
19 Aug 25		<ul style="list-style-type: none"> <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>			
21 Oct 25		<ul style="list-style-type: none"> <li>• <b>Project office should be consulted.</b></li> <li>• <b>Yesterday the doors were not working.</b></li> </ul>			
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> <li>• Jeff said it's on Brian's radar to be fixed.</li> <li>• <b>Check with Brian on status. Does it need temporary measures put in place?</b></li> </ul>	Doug	Nov 2025	IP
16 Sep 25					
21 Oct 25					
19 Aug 25 16 Sep 25	B	<b>Grate behind Schwartz</b> <ul style="list-style-type: none"> <li>• Collapsed in. Check with Vince.</li> <li>• Doug – grate is on order and permanent fix is probably a month away.</li> <li>• <b>Temp covered with plywood. Supplies in and will complete by end of October.</b></li> </ul>	Doug	Nov 2025	IP
21 Oct 25					
16 Sep 25		<b>Handrail from long ramp by Library</b>	Doug	Nov 2025	IP

5. REVIEW OF CONCERNS/HAZARDS					
21 Oct 25		<ul style="list-style-type: none"> <li>Vince and Doug looking at it.</li> <li>Difficult to plow around.</li> <li>Getting it repaired during Reading Week – less foot traffic in that area.</li> </ul>			
16 Sep 25		<b>Handrail at Bloomfield</b> <ul style="list-style-type: none"> <li>Trent to take picture and put in work order.</li> </ul>	Trent	Nov 2025	IP
21 Oct 25		<ul style="list-style-type: none"> <li>Trent to follow-up</li> </ul>			
16 Sep 25		<b>Loading Ramp at JBB</b> <ul style="list-style-type: none"> <li>Inside of the Loading ramp at JBB there is a pressure washer and a can of gas. Russel Wyeth's name is on it.</li> <li>Items have been removed, and signage will be installed to keep this area clean.</li> <li>Area is a 'safe refuge' site in case of evacuation, so storage is not permitted.</li> </ul>	Laurie	Nov 2025	IP
21 Oct 25					
16 Sep 25		<b>Propane Tank under bleachers</b> <ul style="list-style-type: none"> <li>Side door of Saputo – propane tank – under bleachers.</li> <li>See who it belongs to.</li> </ul>	NA	NA	C
21 Oct 25		<ul style="list-style-type: none"> <li>Doug followed up with Sodexo and it has now been moved.</li> </ul>			

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.					
<input checked="" type="checkbox"/> 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
14 May 24 11 Feb 25 18 Mar 25  16 Sep 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> <li><b>Just did RLCs at the end of July and XPs this weekend.</b></li> <li><b>Erica – bring some info for FM workers. Back burner right now.</b></li> </ul>	Erica	Jan 2026	IP
17 Dec 24	E	<b>JOHSC training</b> To be scheduled for the Fall	Laurie	Nov 2025	IP
19 Aug 25	E	<b>TDG Training.</b> This will be offered to all employees who require it in an online format	Laurie	Nov 2025	IP
19 Aug 25	E	<b>WHMIS Training</b> All FM employees will be provided with online WHMIS training	Laurie	Nov 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  12 Dec 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> </ul>			

8. ONGOING BUSINESS – Status of Action Items					
14 Jan 25		<ul style="list-style-type: none"> <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> </ul>			
18 Mar 25		<ul style="list-style-type: none"> <li>Manual input work to be done. Includes every space on campus.</li> <li>Put off until October. Based on TMA</li> <li>Cleaning up and setting standards a WIP.</li> </ul>	Laurie Jeff	Nov 2025	IP
17 Jun 25		<ul style="list-style-type: none"> <li>Part of the room inspection would be the entrance into the room.</li> <li>Cory has a very short list left. Culling, getting rid of old stuff.</li> </ul>			
19 Aug 25		<ul style="list-style-type: none"> <li>Everyone going through rooms.</li> <li>Broken, throw it out!</li> <li>Mechanical rooms need attention</li> </ul>			
21 Oct 25		<ul style="list-style-type: none"> <li><b>TMA usability is being looked at.</b></li> <li><b>Karen MacDonald, OHS Officer, has begun the process of developing checklists and inventorying spaces to be inspected.</b></li> </ul>			
17 Sep 24 19 Nov 24 17 Dec 24 11 Feb 25 16 Sep 25 21 Oct 25	C	<p><b>Sidewalk near Convocation Blvd</b></p> <ul style="list-style-type: none"> <li>Jimmy can't get through, goes as far as he can.</li> <li>Not enough snow this year to be an issue.</li> <li>Town plans to put the area back the way it was (remove piece of curb and grass) before next winter.</li> <li>Continue to monitor.</li> <li>Check with Town to see what the plan is.</li> <li><b>Town plans to change this before Christmas, as part of the larger project on West Street.</b></li> </ul>	Laurie	Nov 2025	IP
17 Sep 24 22 Oct 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> </ul>	Laurie	Jan 2026	IP

8. ONGOING BUSINESS – Status of Action Items					
17 Nov 24		<ul style="list-style-type: none"> <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> </ul>			
11 Feb 25		<ul style="list-style-type: none"> <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>			
19 Nov 24	E	<b>WHMIS Review and Training</b> <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		<ul style="list-style-type: none"> <li>• Yearly review underway for Custodial (SDS books have been updated)</li> </ul>			
27 May 25		<ul style="list-style-type: none"> <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> </ul>			
19 Aug 25		<ul style="list-style-type: none"> <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>			



8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> <li>System depends on the roof and location of mechanical units.</li> <li>New systems will require user training (horizontal lifeline system vs single anchor points).</li> </ul>			
17 Jun 25		<b>JBB Loading Dock Doors</b> <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> </ul>	Doug	Nov 2025	IP
19 Aug 25 21 Oct 25		<ul style="list-style-type: none"> <li><b>No update</b></li> <li><b>Parts and pieces are here – just need to install. Guardrails being added.</b></li> </ul>			
16 Sep 25		<b>Employee Benefits Update</b> <ul style="list-style-type: none"> <li>Switched employee and benefits to GreenShield.</li> <li>Benefits for staff and family members. Something out this fall.</li> <li>There is information out there if anyone is looking.</li> <li><b>Try to do some mini sessions/toolbox talks for FM</b></li> <li><b>Good uptake from employees.</b></li> </ul>	Erica	Nov 2025	IP
21 Oct 25					
16 Sep 25		<b>Parking</b> <ul style="list-style-type: none"> <li>Workers in Tramble Room wanted to bring up parking today.</li> <li>Reported big blue Bronco that parks at the cathedral and has not bought a parking pass yet (Kanada Ford).</li> </ul>	Laurie	Nov 2025	RF

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
21 Oct 25		<b>Garbage in Residence Hallways</b> <ul style="list-style-type: none"> <li>Gary reported that there is often garbage left in the hallways in residences. The custodial supervisor sends an email to James Tobin, but the garbage does not get removed.</li> <li>Gary suggested that the RLC should do regular patrols for garbage and correct the behaviour with the student.</li> <li>Safety &amp; Security officers will be asked to keep an eye out for garbage and to send an email to Residence Life when it's found.</li> </ul>	Gary	Nov 2025	N
21 Oct 25		<b>Hair dryers kept by sinks in Residences</b> This has been brought forth as a concern and will be raised with Brandon Randall for follow-up	Laurie	Nov 2025	N
21 Oct 25		<b>Electrical setup in Saputo gender neutral bathroom</b> <ul style="list-style-type: none"> <li>Patrick reported that the soap dispenser is right beside an electrical outlet, and suggested the location be looked at to see if it's safe.</li> <li>Keys could contact outlet when employee is opening the unit.</li> </ul>	Gary	Nov 2025	N
16 Sep 25		<b>Committee Membership</b> <ul style="list-style-type: none"> <li>This item was missed on the September 16<sup>th</sup> meeting minutes.</li> <li>Barry was asked to follow-up and provide alternates for each of the Carpentry, M&amp;E and Grounds groups and provide the names to Laurie.</li> </ul>	Katie	Nov 2025	N

11. NEXT MEETING	
Date:	November 18, 2025
Time:	12:00 Noon
Location:	FM Boardroom
12. MEETING ADJOURNED	
Time:	12:59 pm Gary MacMillan 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