

## 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"> <li>1. Roll Call</li> <li>2. Determination of Quorum</li> <li>3. Approval of Previous Meeting Minutes</li> <li>4. Review Incidents</li> <li>5. Review Hazards and Concerns</li> <li>6. 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>7. Review Education and Training</li> <li>8. Ongoing Business – Status of Action Items</li> <li>9. Regulatory Inspections</li> <li>10. New and Other Business</li> <li>11. Next Meeting</li> <li>12. 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Kevin Gerrior (Co-Chair)	UNIFOR	Carpentry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mary MacLean	UNIFOR	Custodial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sylvia Phee	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"/>
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 checked="" type="checkbox"/>	<input 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>Sylvia</u> Seconded by: <u>Mary</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
13 May 25	E	Workers were reported for dangerous driving on the golf cart. Currently under investigation.	Manager		N
5 May 25		Visitor had a medical incident in the Fitness Centre and was tended to by staff, who then called EHS to respond.	NA		N
1 Apr 25	E	Worker was stuck in the elevator in Gilmora for 45 minutes. Attended to by Safety & Security and FM. CA: Elevator maintenance.	NA		N
22 Mar 25	E	Worker was pulling heavy garbage bag out of can and strained shoulder. CA: Lay the can down and pull the bag out horizontally.	Worker Supervisor		N
9 Mar 25	E	Worker was moving chairs in the library and strained their arm CA: Call supervisor to get help moving chairs	Worker		N

#### 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		<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> </ul>	Doug	July 2025	IP

5. REVIEW OF CONCERNS/HAZARDS					
17 Dec 24		<ul style="list-style-type: none"> <li>• General consensus is to try to leave the trees.</li> <li>• Monitor the area and report near misses or incidents.</li> <li>• Slow down. Be aware – bring forward concerns.</li> </ul>			
17 Dec 24	C	<b>Potholes</b> <ul style="list-style-type: none"> <li>• Noted that the area between Morrison Hall and the Safety &amp; Security Building has some very deep potholes. This was previously addressed but is an issue again.</li> <li>• Potholes were filled a couple weeks ago.</li> <li>• Will be patched in April, using coal patch.</li> <li>• This is a bad spot on campus – pavement is mostly crumbling.</li> <li>• No money for re-pave jobs.</li> <li>• On our list – asked for money. We’d love to do it. Put another request in and have a discussion with Monica.</li> <li>• Jeff – have scheduled between April 23 and 25 to fill in the pot holes with asphalt. All of campus.</li> <li>• Asphalt plant must be open.</li> <li>• <b>Did the April blitz. Will be doing touch ups across campus.</b></li> </ul>	NA	NA	C
14 Jan 25					
11 Feb 25					
18 Mar 25					
8 Apr 25					
27 May 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)					
<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

## 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	Jun 2025	IP
17 Dec 24 14 Jan 25 27 May 25	C	<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> </ul>	Laurie	Jun 2025	IP
17 Dec 24		<b>JOHSC training</b> To be scheduled for the Fall	Laurie	Aug 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>Mobile App options being explored with ITS.</li> </ul>	Laurie Jeff	Oct 2025	IP

8. ONGOING BUSINESS – Status of Action Items					
14 Jan 25		<ul style="list-style-type: none"> <li>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.</li> </ul>			
18 Mar 25		<ul style="list-style-type: none"> <li>On hold for six months.</li> <li>Ongoing.</li> <li><b>Finally got approval to move forward with new TMA program.</b></li> <li><b>We are just about to send out a PO to TMA to move forward with the upgrade. 16 to 24 weeks, then will train.</b></li> <li><b>Manual input work to be done. Includes every space on campus.</b></li> </ul>			
17 Sep 24	C	<p><b>Sidewalk near Convocation Blvd</b></p> <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> <li>Waiting to hear from Kate.</li> <li>Still working on it with the Town.</li> </ul>	Laurie	Aug 2025	IP
19 Nov 24		<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> </ul>			
17 Dec 24		<ul style="list-style-type: none"> <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>			
11 Feb 25					
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> </ul>	Laurie	Sep 2025	IP
22 Oct 24					

8. ONGOING BUSINESS – Status of Action Items					
17 Nov 24		<ul style="list-style-type: none"> <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> </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	<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> <li>• Gary advised they are updating the SDS books in all the custodial closets.</li> </ul>			
18 Mar 24		<ul style="list-style-type: none"> <li>• Darlene is going through all the buildings, removing those that are not applicable.</li> <li>• Adding GOO gone to every binder.</li> <li>• Swish provides SDSs for all their chemicals.</li> <li>• Employees will be provided with online training.</li> <li>• 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.</li> </ul>	Laurie	June 2025	IP
27 May 25		<ul style="list-style-type: none"> <li>• <b>All FM employees will do an online WHMIS course.</b></li> <li>• <b>Discussion about training and competency verification for newcomers whose first language is not English.</b></li> <li>• <b>More than just English and French.</b></li> </ul>			

8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> <li>• Gary – ask Swish.</li> <li>• Erica – a reliable translation service.</li> <li>• Supervisors and managers are responsible for ensuring workers understand the hazards in the workplace.</li> <li>• Job is universal.</li> <li>• Pictograms.</li> <li>• Procedures and cultures are different.</li> <li>• Training and awareness and drills.</li> <li>• Sylvia – smaller groups for training newcomers.</li> <li>• Gary – how to verify the workers understand the training.</li> <li>• There are still chemicals are coming in to Receiving and we have no idea what we are shipping.</li> <li>• SDSs are not attached to the packages. Do not know what is coming in. Nothing on outside of box.</li> <li>• Look at Shipping and Receiving processes for unlabeled boxes.</li> <li>• Unknown of what is coming in. Follow-up with Jeff on process.</li> </ul>			
11 Feb 25		<p><b>MSB Lock</b></p> <ul style="list-style-type: none"> <li>• Workers get trapped at the pass-thru and have to go outside.</li> <li>• Doug – last renovation looked at access. Once person gets into stairwell, they can't enter back into most floors.</li> <li>• How should it perform?</li> <li>• It's the door at the centre of the complex – 5<sup>th</sup> floor centre leading to Marg.</li> <li>• Speak to Katie and have her show you.</li> <li>• Trent – there are swipes to leave the area.</li> <li>• If you caught in the middle, you are “pooched”.</li> <li>• Jeff – Doug was following up with issue that Katie brought forward. Issue is exit door – not able to see it.</li> <li>• Window to be installed in the door.</li> </ul>	Doug	Aug 2025	IP
18 Mar 25					
8 Apr 25	C				

8. ONGOING BUSINESS – Status of Action Items					
27 May 25		<ul style="list-style-type: none"> <li>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.</li> <li>Centre door – 5<sup>th</sup> floor.</li> <li>Trapped in centre if there is a fire.</li> <li>Two stairwells from the centre. Pick the cooler stairway – both exit outside.</li> <li>Window in door – Kevin to chat with Vince on Monday.</li> <li><b>Test area during evacuation drills.</b></li> <li><b>Met with Katie and created work order. Get update from Kevin.</b></li> <li><b>Drills to be done in July and will include custodial workers and others with experience in the complex.</b></li> </ul>			
11 Feb 25 18 Mar 25 8 Apr 25 27 May 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> </ul>	Cory Gary	Aug 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><b>Plan is to review it tomorrow during BBP</b></li> </ul>	Gary	June 2025	IP

8. ONGOING BUSINESS – Status of Action Items					
18 Mar 25 8 Apr 25  27 May 25	C	<b>Working on Flat Roofs</b> <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><b>Still going through roofs that some questionable areas, some areas need things. <i>Governors needs something asap.</i></b></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> </ul>	Laurie Cory	June 2025	IP
8 Apr 25  27 May 25	C	<b>Parking on sidewalk</b> <ul style="list-style-type: none"> <li>Gary advised some people are complaining about parking on the sidewalk.</li> <li>This will be added to the departmental newsletter.</li> <li><b>Getting better, but still people parking there.</b></li> <li><b>Dealing with individuals.</b></li> </ul>	Jeff	June 2025	IP
8 Apr 25  27 May 25	E	<b>Day of Mourning</b> <ul style="list-style-type: none"> <li>April 28 – 11 am Threads of Life Speaker at Barrick Auditorium</li> <li><b>Laurie to send out survey for members to complete.</b></li> <li><b>Great presentation, with the presenter speaking about their own experience.</b></li> <li><b>Same time next year!</b></li> </ul>	NA	NA	C
8 Apr 25  27 May 25	C	<b>Railing at Immaculata</b> <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> </ul>	Laurie	Sep 2025	IP

**8. ONGOING BUSINESS – Status of Action Items**

		<ul style="list-style-type: none"> <li>• Cory suggested we bring in RJ Bartlett to assess.</li> <li>• Doug advised this is being handled by the Project Office</li> </ul>			
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**9. REGULATORY INSPECTIONS**

Date	Priority	Discussion and/or Action Items	Assigned	Date of Issue	Date to be Completed	Status

**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	
27 May 25	B	Cathedral Drive – Dahdaleh Project use <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> <li>• Laurie to follow up with Luc.</li> </ul>	Laurie	June 2025	N	
27 May 25	C	Integrity of Bloomfield Pedway <ul style="list-style-type: none"> <li>• The underneath of 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> </ul>				
27 May 25	E	Prescription Safety Glasses				

### 10. NEW & OTHER BUSINESS

		<ul style="list-style-type: none"> <li>• Employees are wondering about getting prescription safety glasses.</li> <li>• Doug to engage Kim in purchasing.</li> </ul>			
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### 11. NEXT MEETING

Date:	June 17, 2025
Time:	12:00 Noon
Location:	FM Boardroom

### 12. MEETING ADJOURNED

Time:	1:10 Moved by James George
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### 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