

Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	University JOHSC	Employee Co-Chair:	Colin Rankin
		Employer Co-Chair:	
Date:	28 Nov 24	Time:	12:00 Noon (called to order at 12:08 p.m.)
		Location:	Bloomfield Council Chambers

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 Employees)	12. Meeting Adjournment

1. ROLL CALL					
Employee Representatives	Association/Union	Work Location	Present	Regrets	Absent
Daniel Kane	AUT	Human Kinetics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Susan MacKay	AUT (Alternate)	42 West Street	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Colin Rankin (Co-Chair)	NSGEU	University Housing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ronalda MacGillivray	NSGEU (Alternate)	Admissions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tyson Ball	Non-Union	Student Advising	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willissa DeCoste	Non-Union (Alternate)	Library	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Patrick Gillis	UNIFOR	Custodial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Erwin Branzuela	UNIFOR (Alternate)	Ancillary Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
John Gormley	CUPE	Safety & Security	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Francisco Chang	Student's Union	President, SU	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Katie Wilson	Student's Union (Alternate)	Vice-President, SU	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employer Representatives	Work Location	Present	Regrets	Absent
Lace Marie Brogden	Dean of Education	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Randy Peters (Co-Chair)	Director, Risk Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Meghan Hayne	Manager, Ancillary Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jacqueline De Leebeeck	Director, Student and Residence Life	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jacob Burghardt	Supervisor, Safety & Security (Alternate)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lisa Jackman	Manager, StFX Store (Alternate)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
Erica Baker (non-voting advisory)	Wellness Advisor, People & Culture	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laurie Reid (non-voting advisory)	Manager, Health, Safety, Security & Environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doug Campbell (non-voting advisory)	Manager, Maintenance, Facilities Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CO-CHAIR: ASK IF THERE IS ANY NEW BUSINESS AND ADD IT TO SECTION 10.

2. DETERMINATION OF QUORUM

- A minimum of five members;
- Employee representatives (faculty and staff employees who do not exercise managerial functions) and employer representatives (management employees who exercise managerial functions);
- At least half of the members must be employee 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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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>Jacqueline De Leebeeck</u> Seconded by: <u>Jacob Burghardt</u> Accepted with a couple grammatical changes. 	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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- Some details may be archived due to the long history of the issue, and those details can be found on the JOHSC website.
- Items discussed at this meeting are in **bold**.

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*).
Review below and update, followed with new incidents reported to OHS.

(* See Legend at end for Priority and Status Codes)

CA=Corrective Action (taken or suggested)

Incident Date	Priority	Description / Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
9 Nov 24	B	Cardiac Event in Aquatics Centre <ul style="list-style-type: none"> Patron experienced a cardiac event, AED was used. Patron is OK, and this is a recurring issue for them. Erica reminded that debriefing resources are available for staff involved in critical incidents 	NA	NA	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 so each member can raise concerns/hazards.

(* See Legend at end for Priority and Status Codes)

Date Raised	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
17 Aug 23	C	IAQ in 42 West Street <ul style="list-style-type: none"> Traps filled. Have not done anything in the bathroom. Blair to discuss with Susan. 	Susan Blair	Feb 2025	IP
27 Jun 24		<ul style="list-style-type: none"> Ventilation decreased with fire doors being closed. Check on that now to make sure they are filled all the time. 			
26 Sep 24		<ul style="list-style-type: none"> Looked at bathroom. Plan to bring in contractor to see if a fan can be installed through the wall. Likely not until the spring. 			
23 Mar 23	C	Access at back of Keating / Ice Resurfacer operation area. <ul style="list-style-type: none"> There is no access control to the back (hazardous) area of Keating. People could be in the path of the ice surfer. This has been raised several times previously. 	Blair	Jan 2025	IP
17 Aug 23					

5. REVIEW OF CONCERNS/HAZARDS

23 Nov 23 26 Sep 24		<ul style="list-style-type: none"> Locks have been changed on the outside doors (with very limited distribution of keys), and this seems to have made a difference in the traffic going through the back area. Installation of magnetic locks has been postponed until the Saputo project is complete because Blair advised all access points will be reviewed at that time. Still working on access in the building. We walked through looking at security and access to the various areas. Update next month and keep an eye on it. 			
18 Sep 23 26 Sep 24 24 Oct 24 28 Nov 24	C	Air quality in the Library <ul style="list-style-type: none"> Blair – ongoing, still monitoring, more dehumidification, more cleaning. Willissa – four large industrial dehumidifiers running all the time. Seems to be working. Blair looking at sensors for particular rooms, such as the Rare Books Room. Doug – lots of meetings with them. Four large dehumidifiers are running. This time it goes down anyway, being disconnected. Sensors – automated ones in select rooms. Asking for additional sensors (only provide data). Using Project to complete this, estimated to be April 2025 	Blair Willissa	Jan 2025	IP
22 Feb 24 28 Mar 24 25 Apr 24 23 May 24	C	Magnetic Locks in Keating <ul style="list-style-type: none"> The magnetic locks located where the floor goes from black to stone are not strong enough to hold the door open. Reported to FM. Big doors that go into the dressing room areas. Mag locks are not strong enough to hold – so they are propped Laurie to follow-up with FM. Vince is on the case. There are fire doors on the 2nd floor of Keating with the same issue. Kick stands are on the doors (to be removed). 	Blair	Mar 2025	IP

5. REVIEW OF CONCERNS/HAZARDS					
24 Oct 24		<ul style="list-style-type: none"> New fire doors are being looked at. Blair and Doug went to see. Very large doors – they are propped open. Adjusted the mag locks for alignment and they still don't work. Granted \$50,000 for accessibility. Looking at either larger mag lock or accessibility button. Still being looked at. Likely bring in Royal Doors to have a look. Blair to discuss with Vince. Need to work with Kevin, still setting things up after project completion. 			
27 Jun 24	B	Railings in Immaculata <ul style="list-style-type: none"> Erwin asked OHS to have a look at the low railings on the spiral staircase in Immaculata. They appear to be very short, and they present a dangerous fall distance. 	Blair	Jan 2025	IP
26 Sep 24		<ul style="list-style-type: none"> There may be other areas on campus with similar fall hazards, some of which have been looked at with CURIE. 			
28 Nov 24		<ul style="list-style-type: none"> Laurie and Randy to visit area again with Doug. Doug – close to reviewing capital list to review with Moncia. Itemized on capital list. 			
27 Jun 24	B	Uneven Stones in Front of Keating Centre <ul style="list-style-type: none"> Tyson asked for an update on the uneven paving stones at the front of Keating and whether the work will be done before Welcome Day. 	Blair	Apr 2025	IP
26 Sep 24		<ul style="list-style-type: none"> Blair advised a few uneven areas around campus are being worked on. He expects Keating will be done for Welcome Day, and he will follow up with Doug to see what is next. 			
28 Nov 24		<ul style="list-style-type: none"> Blair to provide update to committee by email. Money ran out. Did a lot on campus. No easy fix. Have to remove the whole front. Look at it in the Spring. Reminded that the complaint was first brought forward because the way the water pools and freezes in the sunken areas of the stone work. 			

5. REVIEW OF CONCERNS/HAZARDS

		<ul style="list-style-type: none"> We will work with Tara to ensure they are aware of this issue and keep it well salted. Keating – take person in at 6am to do salting. Security to keep an eye and report. 			
26 Sep 24	C	42 West Street Water <ul style="list-style-type: none"> Discoloured water coming out of taps. Requests have been sent to FM Water was tested last year by ALLTECH (share results with Dan) Foundations in the building Disturbance in water. Susan to follow up on singage. 	Blair	Jan 2025	IP
28 Nov 24					

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

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

Looking at a mobile app with FM.

Inspection Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
22 Feb 24	B	Looking at campus-wide program implementation, using a mobile app.	Laurie	Jan 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
12 Jun 24 26 Sep 24 28 Nov 24	E	Non-Violent Crisis Intervention Training <ul style="list-style-type: none"> Planning sessions for the new year. Plan is to do a couple during the winter term to catch up with Security. Outside firm being brought in to training Security officers in December. 	Erica	Jan 2025	IP

8. ONGOING BUSINESS – Status of Action Items					
Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
23 May 24		Library – Fire Doors and Accessibility Challenges <ul style="list-style-type: none"> Fire doors that used to be propped are now unpropped. Some doors are being propped so there is accessible access to the Tramble Centre, and the basement study room and washroom. Reported to FM – not sure how quick it can be fixed. Mag locks required. Blair to look at the Library as a whole. Student study spaces. Wrap up a project to look at a dollar cost to fix the challenging areas. Some doors are easy; some doors will be challenging. 	Blair	Mar 2024	IP
26 Sep 24					
27 Jun 24		Accessibility Compliance <ul style="list-style-type: none"> Committee of NS universities and community colleges – speakers from government side. Timelines will be provided. All universities have challenges. Six criteria – Three to four years. Status and progress to be reported. By 2025 need a new plan, every two years. 	Standing Item	Jan 2025	IP
24 Oct 24					
26 Sep 24	C	Power outage on campus. <ul style="list-style-type: none"> How long do we keep a building open when the power fails? It was noted that it was very dark in some areas of the Library during the recent power failure. The recent power outage was longer, due to inspection of fault indicators, to try to identify where we have a problem with a high voltage line. Communication goes a long way - best case scenario and worst case scenario. Coordinate with VP and Provost. Blair to look at communication for power outages, including letting people how long it will be off (if known). Move it off until January – if policy is in place before that, it will be pretty self explanatory. 	Blair	Jan 2025	N
24 Oct 24					

9. REGULATORY INSPECTIONS

Date	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
15 Apr 24	E	Sean Donovan, Fire Inspector, was in to do an inspection in Keating (as requested by Kevin Benjamin). Report will be shared with the committee, one received.				

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
28 Nov 24	B	Campus Lighting <ul style="list-style-type: none"> Lamp posts in front of Keating were not working the other night Side of Governors was also noted as dark Doug advised that all lights should be on, so if they are not, report to FM, preferably with a picture. Lighting south of Keating is a project. 	All	Jan 2025	N
28 Nov 24	C	E-Scooters Looking at what other universities are doing and will be developing our own 'policy' about their use and storage on campus.	Laurie	Feb 2025	N
28 Nov 24	D	Convocation Blvd Line of Sight Issue from FM JOHSC – Oak trees on Convocation Blvd can obscure vision of vehicles at stop sign heading south towards Governors.	Laurie	Jan 2025	N
28 Nov 24	E	An updated series of meeting will be sent for 2025. Please accept the entire series and RSVP actual attendance closer to the date.	All	NA	N
28 Nov 24	C	Air Quality in Health & Counselling Issues with circulation since the renovations earlier this year. Monitoring suggested using CO2 monitors or velocity measurements	Blair	Jan 2025	N

11. NEXT MEETING

Date:	January 23, 2025
Time:	12:00 Noon
Location:	Bloomfield Council Chambers

12. MEETING ADJOURNED

Time:	12:45 p.m. Moved by Patrick Gillis.
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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