

Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	Science	Employee Co-Chair:	
		Employer Co-Chair:	Joe Apaloo
Date:	January 21, 2026	Time:	12:11 pm
		Location:	Bloomfield Council Chambers

AGENDA:

<ol style="list-style-type: none"> 1. Roll Call 2. Determination of Quorum 3. Call for New Business 4. Approval of Previous Meeting Minutes 5. Review Incidents 6. Review Hazards and Concerns 7. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of employees) 	<ol style="list-style-type: none"> 8. Review Education and Training 9. Ongoing Business – Status of Action Items 10. Regulatory Inspections 11. New and Other Business 12. Next Meeting 13. Meeting Adjournment
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1. ROLL CALL					
Employee Representatives	Position	Work Location	Present	Regrets	Absent
Carl Adams	Chair	Physics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Donnelley Archibald	Senior Lab Instructor	Earth Sciences	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mohammad Azad	Assistant Professor	Engineering	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ruth Harvie	Associate Professor	Human Nutrition	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Felicia Lepage	Nurse Educator	School of Nursing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brian MacLean	Chair	Chemistry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sherry Neville-MacLean	Senior Lab Instructor	Psychology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jesse McNichol	Professor	Biology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mark Norman	Assistant Professor	Human Kinetics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employer Representatives	Work Location	Present	Regrets	Absent
Joe Apaloo	Dean of Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Erin Morton	Associate VP, Graduate & Research Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wojciech Tokarz	Dean of Arts/Modern Languages	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
Laurie Reid	Manager, OHS and Safety & Security	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carla Gillis	Advisor, People & Culture	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

2. DETERMINATION OF QUORUM

- a. A minimum of five members;
- b. Employee representatives (faculty and staff employees who do not exercise managerial functions, as defined by the NS OHS Act) and employer representatives (management employees who exercise managerial functions, as defined by the NS OHS Act);
- c. At least half of the members must be employee 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: Ruth Harvie Seconded by: Felicia LePage
- Minutes adopted 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)*

4. REVIEW OF INCIDENTS

Incident Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
		Report provided 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 for further concerns.

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

Date Raised	Priority	Action Plan	Assigned	Follow up	Status

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

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
15 Oct 25	E	JOHSC Training <ul style="list-style-type: none"> The committee members prefer to take online training. Laurie to research an online course and send it to the members. 	Laurie	Jun 2026	N

7. REVIEW EDUCATION AND TRAINING					
21 Jan 26		<ul style="list-style-type: none"> Link for the online JOHSC training has been sent to the members. Once started, you have a year to complete the training. 			

8. ONGOING BUSINESS – Status of Action Items					
Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
15 Oct 25 21 Jan 26	D	<p>Terms of Reference</p> <ul style="list-style-type: none"> The committee Terms of Reference that were drafted in December 21, 2023 were reviewed by the committee. Several edits were suggested. A revised version will be sent to members for further discussion at the next meeting. Robert’s Rules of Order (in Brief) are generally followed for JOHSC meetings. Changes were reviewed, and there were no questions or concerns. Brian MacLean moved to adopt the Terms of Reference dated January 21, 2026, seconded by Erin Morton, Motion carried. This item can now be closed. 	NA	NA	C
25 Oct 2025 21 Jan 26	C	<p>Field Trips</p> <ul style="list-style-type: none"> Ruth asked if Field Trips could be discussed with the committee. Laurie will circulate any current information to the committee members. Ruth advised that one requirement for an external accreditation is a process for field trips, including RK, the Farmers Market, etc. Field Trips should have their own policy and risk assessment form. Erin suggested we ask other outreach programs what they do - Lisa Lunney-Borden in Education – to avoid reproduction of the same paperwork. Joe advised in the next few months an outreach coordinator will be sought. Felicia noted similar situations in Nursing; clinicals and practicum, sometimes for an extended period. Different types should be assessed as to level of risk – low to high. OHS organizing – have a risk matrix – low, medium and high risk. 	Laurie	Jun 2026	N

8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> Establish protocols, communicate and ensure they are followed. Some examples may be elsewhere on campus, e.g. Morrison Hall. 			
15 Oct 25 21 Jan 26	C	Lab Signage <ul style="list-style-type: none"> Laurie asked to raise this as a topic of discussion and will circulate historic information to the committee members. A consistent method of signage will help everyone to identify the contents and hazards in space and whether they are permitted to enter, etc. Some ideas were previously discussed, and those will be shared with the committee members. 	Laurie	Jun 2026	N
15 Oct 25 21 Jan 26	D	Alternates <ul style="list-style-type: none"> Members were asked to follow up to identify an alternate for them on the committee. Someone who can attend when they are not available. Units will recommend alternates. Send names to Joe and the Union. 	Members	Jun 2026	N

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

10. NEW & OTHER BUSINESS					
<ul style="list-style-type: none"> General discussion items (list actionable items below) Around the Table introductions were done to introduce new members, Ank and Erin. 					
Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow Up	Status
21 Jan 26		JBB Water Quality <ul style="list-style-type: none"> Jesse asked about the water quality in JBB and whether testing could be done. The water from the taps is brownish in colour. 			N

10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> Ank will work with Jesse to schedule the testing. Ank discussed possible monitoring options that may be tested. One area suggested was near the Sim Lab. 			
21 Jan 26		Moving between floors with gloved hands <ul style="list-style-type: none"> Raised by Jesse but to be discussed later. 			N
21 Jan 26		Arts Labs in MSB <ul style="list-style-type: none"> Erin suggested that the committee should have representation from the Department of Art. The Fine Arts Studio Manager (new position) was suggested. 			N
21 Jan 26		Workplace Inspections <ul style="list-style-type: none"> A contract OHS Officer is working on doing workplace inspections in all workspaces on campus, including labs. The findings of the lab inspections will be shared with the committee. The frequency of inspections was discussed and will be determined with the input of the committee. Inspections should be done on a rotational basis, making sure the same person is not inspecting the same space repeatedly. 			N

11. NEXT MEETING	
Date:	9 June 2026
Time:	12:00 Noon
Location:	Bloomfield Council Chambers

12. MEETING ADJOURNED	
Time:	1:00 pm Motion by Mark Norman

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