

Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	University JOHSC	Employee Co-Chair:	
		Employer Co-Chair:	Randy Peters
Date:	22 Jan 2026	Time:	12:00 Noon (called to order at 12:05 p.m.)
		Location:	Bloomfield Council Chambers

AGENDA:

<ol style="list-style-type: none"> 1. Roll Call 2. Determination of Quorum 3. Approval of Previous Meeting Minutes 4. Review Incidents 5. Review Hazards and Concerns 6. 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"> 7. Review Education and Training 8. Ongoing Business – Status of Action Items 9. Regulatory Inspections 10. New and Other Business 11. Next Meeting 12. Meeting Adjournment
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1. ROLL CALL					
Employee Representatives	Association/Union	Work Location	Present	Regrets	Absent
Daniel Kane	AUT	Human Kinetics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susan MacKay	AUT (Alternate)	42 West Street	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ronalda MacGillivray	NSGEU	Admissions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chris West	NSGEU (Alternate)	Online Learning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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"/>
Kevin MacDonald	UNIFOR	FM Maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Katie Teasdale	UNIFOR (Alternate)	Ancillary Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Aliyu Adenuga	CUPE	Safety & Security	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jacob Cruchet	Student's Union	President, SU	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landyn Cooke-Bithrey	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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
Erica Baker (non-voting advisory)	Health & Wellness Advisor, People & Culture	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laurie Reid (non-voting advisory)	Manager, OHS and Safety & Security	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ankur Chopra (non-voting advisory)	Director, Facilities Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karen MacDonald (guest)	OHS Officer	<input checked="" type="checkbox"/>	<input 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) and employer representatives (management employees who exercise managerial functions);
- c. 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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CO-CHAIR: ASK IF THERE IS ANY NEW BUSINESS AND ADD IT TO SECTION 10.

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>Jacob Cruchet</u> Seconded by: <u>Meghan Hayne</u> • Minutes accepted as presented. Chris West was down as attending, but he was not. 	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

- 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**.

- *Around the Table. Susan here and a couple other new people.*

4. REVIEW OF INCIDENTS					
See attached incident report:					
<ul style="list-style-type: none"> • Monthly Incident List & Statistical Summary Report (<i>For any <u>general</u> 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</i>). 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
		Report provided under separate cover.			

5. REVIEW OF CONCERNS/HAZARDS					
<p>Concerns and/or hazards should be raised with the employee's supervisor first. 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.</p>					
(* 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"> • Completed in December. New ventilation system in the bathroom. Replaced the old one that wasn't working properly. 	Dan Ank	Feb 2026	IP
27 Mar 25		<ul style="list-style-type: none"> • Monitor for issues 			
24 Apr 25		<ul style="list-style-type: none"> • In that particular washroom the new ventilation was completed in December. Ventilates to exterior rather than interior. 			
22 May 25		<ul style="list-style-type: none"> • Dan advised the other washrooms particularly the ones used most often by students are not ventilated. 			
25 Sep 25		<ul style="list-style-type: none"> • Jeff received an email from Charlene, three washrooms are being looked at. A washroom in new section, one on the main floor in the main hallway near Biomechanics and one just at the top of the main stairs down from the golf lab. Investigating and likely hiring an external contractor to fix the ventilation in those spaces. Once in place, will update. 			

5. REVIEW OF CONCERNS/HAZARDS					
23 Oct 25		<ul style="list-style-type: none"> • Jeff advised they are working on the area and expect to have the air quality fixed before the end of August. 			
27 Nov 25		<ul style="list-style-type: none"> • Jeff – replaced fans motors end of August, installed first part of September. All ventilating properly. • Ank – the exhaust is working but it feeds multiple units. Requires rebalancing of the air system and work order has been put in. • Ank – Kevin went to check how it was working and some balancing was done. • Dan – received back feedback that the air quality has not improved. • Other input includes that given the ventilation, the fire doors are left open. • Ank is looking at piloting some monitoring pucks. He is meeting with Siemens to look at pucks that can measure air quality – look at MSB and 42 West Street as pilot areas. Particulate matter will be monitored and measured to Health Canada guidelines. Calibrate sensors. If issue is indicated, we may go to the next level • Meeting them next week to look at options. • Exchange instead of exhaust. • Issue was exchange instead of exhaust and Ank wants to stay focused on the issue. 			
22 Jan 26		<ul style="list-style-type: none"> • Ank – Team did review with CFM calculations to determine exchange parameters. Operating above the design parameters. • Exhaust is at max. May have to look at design perspective. • Operating at more than the design parameters. Done in December • Ank is walking the site with Dan next week. • It's air exchange not an exhaust system. Recycling air within the building. 'Tissue paper test' does not work. • Some fresh air is coming into the building, some is being reused. • Odour is noticed in some bathrooms and hallways when the building is full of students. 			
23 Mar 23	C	Access at back of Keating / Ice Resurfacer operation area.	Ank Laurie	Feb 2026	IP

5. REVIEW OF CONCERNS/HAZARDS					
17 Aug 23		<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 surfacer. This has been raised several times previously. • 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. • No update. Patrick advised people are using wet floor signs to prop doors in the complex. • Seems to be better – all hockey players have swipe access to side entrance. Continue to monitor • Minor Hockey sent notice to people using Aux rink about housekeeping • Concave mirrors for the ice resurfacer area were suggested by a rink operator and should be installed. • Ank and Laurie to look 			
23 Nov 23					
26 Sep 24					
27 Feb 25					
23 Oct 25					
27 Jun 24		<p>Uneven Stones in Front of Keating Centre</p> <ul style="list-style-type: none"> • Reminded that the complaint was first brought forward because the way the water pools and freezes in the sunken areas of the stone work. • 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. • Jeff – it is on the list. Talked to Doug. Work for this summer. • No reported incidents, so no need to cone off. 			
26 Sep 24					
28 Nov 24					
24 Apr 25	B				
			Ank	June 2026	IP

5. REVIEW OF CONCERNS/HAZARDS				
25 Sep 25		<ul style="list-style-type: none"> • This was originally raised as an ice issue when the water pools and freezes. • Goal is to have this completed before winter. • Some trip hazards have been recognized outside Governors as well. • Work didn't get completed – ran out of funds. • Next summer's work. • Working with Kevin B to come up with a plan and put a project together. 		
23 Oct 25		<ul style="list-style-type: none"> • Same hazards will exist this winter. • Did test area in front of Power Hall, took blocks out and put concrete pad in. To help make sure we can put concrete there instead of pavers. • Full plan by next month. Huge slip, trip and fall area. Large public access area. • Lace Marie – understanding budget issue, there should be an updated communications plan. How do we mitigate the risk? • Ank advised that addressing this area is on the project priority list. • Rod reported that last Saturday night, he helped a student across campus from Keating to MSB because they couldn't get there themselves in their wheelchair. Mulroney was locked, and they found the alternate route very uneven and steep to maneuver. 		
27 Nov 25		<ul style="list-style-type: none"> • Capture in accessibility. • Are there other things we should do about the space, such as warning signage? • Ank took pictures and asked contractor if some lips could be ground down. The rest is a project for resurfacing. • Looking at funding for next summer. • A decision on summer projects will be made in the spring. • Follow-up on signage • Next update will be June. 		
22 Jan 26				
27 Mar 25		Phone availability when technology fails		

5. REVIEW OF CONCERNS/HAZARDS					
26 Jun 25	C	<ul style="list-style-type: none"> • If there is a power outages and Wifi is down, and you don't have a cellphone, there is no way to call for help. • Important and legitimate concern. • Randy to get the information from ITs and share it with everyone. • Where are the landlines are located? Perhaps share on a building by building basis (with power outage information). • List of where dial-up phones are located on campus – ask Dawn MacLellan. 	Randy	Feb 2026	IP
28 Aug 25		<ul style="list-style-type: none"> • Payphone – do you need \$\$ to call 911? • Lack of cellphone in an emergency with no technology was the concern. • Every elevator has a landline. 			
25 Sep 25		<ul style="list-style-type: none"> • Randy to circulate list of land lines on campus to the committee. • Randy to invite John Delorey to our October meeting. • John Delorey: where phones are and why we chose those spots. 			
23 Oct 25		<ul style="list-style-type: none"> • ITS working to make sure phones stay running as required. • 30-year-old system moved to Teams system. Three main types of phones – Centrix (brand name), old school carrier Bell or EastLink phones. Got a phone set and the wire in that goes back to the central office. Work during power outages. Basic functionality • Several remain anywhere there was a life safety issue or we are legislated to do that. Elevators, fire panels, one in the pool, Science buildings, total of 98 across campus. • The other two phones are the Teams phone that can run on your computer or your phone. • Third type is a Teams desk phone set. Very similar requirements. Less about safety and more about functionality. Need to be powered and need to have the network working. Have to get on the internet here to get to the outside internet to work. Buildings with generators are ok. Not all buildings have that. It's kind of spotty, depends on where you are located. 			

5. REVIEW OF CONCERNS/HAZARDS					
22 Jan 26		<ul style="list-style-type: none"> Working by yourself and what to do in an emergency. Best thing would be a map. Power is on or off and what happens when power goes off. Ank referred to the list sent out by FM when communicating power outages. What's the best way to get this information to everyone? Ank mentioned Accessibility map. Accessibility when power is out. John – cellphone is the only real answer. Smaller group to flush out some of the concerns about this – find key concerns and try to solve them. Identify spaces and types of concern It was suggested (later in the meeting) that a communication be sent to everyone on campus so they understand where land lines are and why, including details about what happens in a power outage. Randy is planning a meeting to discuss completing this issue. If you want to be part of the meeting to discuss, you can reach out to Randy or Laurie. 			
26 Jun 25 28 Aug 25	D	<p>Golf Cart Safety</p> <ul style="list-style-type: none"> Meghan advised that, following a recent incident, seatbelts are being looked at for the golf carts. Looking at other controls rather than seat belts including training and a safe operating procedure (SOP) for operating golf carts. Installing seatbelts is not likely to solve the issue of dangerous driving on the carts. 	Meghan Laurie	Mar 2026	IP
23 Oct 25	C	<p>Snowclearing on Sidewalks and Stairwells</p> <ul style="list-style-type: none"> Ronalda raised a concern about sidewalks and stairways not being cleared and/or salted prior to a building being opened, causing employees to walk on untreated and slippery surfaces to get to work. 	Ank	Feb 2026	IP

5. REVIEW OF CONCERNS/HAZARDS					
27 Nov 25		<ul style="list-style-type: none"> Suggested better communication about when it's safe to come to campus. Rod added that Safety & Security used to receive a call at 3 or 4 in the morning to check on conditions but that doesn't happen anymore. Snow preparedness plan being finalized. Identified Tier 1, 2 and 3. What they will get to first. Main will be students and Residence Life and fire lanes. Tier 2 – move to essential, then to non-essential. 4:30 am call – committee to discuss weather event. Would include Amanda, Monica and a few other stakeholders. 8 am what will we have on our hands. The decisions are based on the information provided by Ank. 			
22 Jan 26		<ul style="list-style-type: none"> Work with HR as to when it will open safely. Ank – we have formulated a plan following discussions with several stakeholders. Tier 1, 2 and 3. Sending that over to the leadership teams for their input. When we make the calls, now we have a guiding principle. Two teirs completed by a certain time. Update on an annual basis. Five individuals clean the whole campus. Plus two contractors. Security has found the approach responsive and well-communicated. Feedback from the committee iw welcome. The piles of snow take away parking spaces and makes a potential hazard for children. 			
23 Oct 25		<p>P2 and P3 Traffic</p> <ul style="list-style-type: none"> Ronalda raised a concern about the speed of traffic in P2 and P3 and noted there have been several near misses. 			
27 Nov 25	C	<ul style="list-style-type: none"> Suggested some "Slow Down' signs be installed. Speed is excessive. Katie – question about down by Schwartz with all the traffic and construction people are coming up that one-way street. 	Laurie	Feb 2026	IP

5. REVIEW OF CONCERNS/HAZARDS

22 Jan 26		<ul style="list-style-type: none"> • Susan suggested that more speed signage be installed on campus as a visual reminder to slow down. • Chris – it's been brought up by some people in our group. Brought up again. Was anything being done? • Jacob C – that's the stop sign that most people blow through on campus. Is there anything we can do about it? • Reminders through social media were suggested. • Kevin – flashing sign that shows the speed. • Observations should be reported as a Near Miss. 			
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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 27 Feb 25 27 Mar 25 24 Apr 25 26 Jun 25 25 Sep 25 27 Nov 25 22 Jan 26	B	Campus-Wide Inspection Program <ul style="list-style-type: none"> • Looking at campus-wide program implementation, using a mobile app. • Waiting for Risk Management and ITS to respond about Cloud usage • Jeff – negotiations are underway with TMA • Working on it and should have it in place by mid-July. • Clean up happening in preparation. • Decision expected by October by FM on software preferences. • Karen MacDonald, contract OHS officer, is working on the Campus-Wide Inspection Program • Karen did a short presentation to the committee about the current status of her work. 	Laurie	Apr 2026	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 27 Feb 25 22 May 25 25 Sep 25 27 Nov 25	E	Non-Violent Crisis Intervention Training <ul style="list-style-type: none"> Erica is doing verbal de-escalation training for various groups on campus, and will start offering it to other teams. 2.5 hours online, 3 hours in classroom. Dates set for XPs for September 2025 Trained a group of XPs this past weekend. Planning another one in the new year – some time in the fall term. Erica and Laurie will provide Violence and Harassment presentation to UJOHSC in November. NVCI – completed training for several XPs and plan to do more. Full program may be too much for XP members, full program for Leads and full-time officers. 	Erica	Feb 2026	IP
27 Nov 25 22 Jan 25	E	JOHSC Training <ul style="list-style-type: none"> Looking at options for those without the training. An online version has been chosen, and the link will be sent to all members who do not currently have training. 	Laurie	Apr 2026	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 26 Sep 24 27 Mar 25	B	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. No update. New project manager to be brought up to speed. 			IP

8. ONGOING BUSINESS – Status of Action Items					
28 Aug 25		<ul style="list-style-type: none"> Project is underway. Lighting in areas where fire doors are closed is not good. Light switch is hard to locate. Pitch black between doors. Could affect emergency egress Lights are on now, but the space is still not very accessible. Ank – check and provide update. Functional space program. 	Ank	Feb 2026	
23 Oct 25					
24 Apr 25 22 May 25 26 Jun 25 28 Aug 25 25 Sep 25 23 Oct 25 22 Jan 26	B	<p>Library Locked Exits</p> <ul style="list-style-type: none"> Student sent pictures to Fire Marshal of locked exit in the Library. Three doors are completely done. Cameras at all the emergency exits, temporary signage and alarms. Override keys have been provided to some Library staff members. Camera surveillance process to be determined. Almost done, just programming the doors. Complete and working. Response to be sent to Deputy Fire Marshal. Putting package together to send to DFM 	Ank	Apr 2026	IP
28 Aug 25 25 Sep 25 23 Oct 25	C	<p>Library Security of Main Entrance</p> <ul style="list-style-type: none"> This door is a ongoing issue and is often found open. People come in and the door doesn't close. They are asked if they are coming in before or after hours to pull the door closed. It has been adjusted – humidity. Who has keys? No list of keys. Employees are reminded to pull it closed Vince has fixed it many times Take discussion offline. Suggested to put everything for the Library under one heading. This issue has been solved by adding a heavier mechanism. It has to be pulled closed. Monitor. 	Tyson	Feb 2026	IP

8. ONGOING BUSINESS – Status of Action Items					
27 Nov 25 22 Jan 26		<ul style="list-style-type: none"> No update. Tyson to ask Kris if this is still an issue. 			
27 Jun 24 24 Oct 24 27 Feb 25 27 Mar 25 26 Jun 25 25 Sep 25 23 Oct 25 27 Nov 25 22 Jan 26		<p>Accessibility Compliance</p> <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. Who is replacing Blair as the UJOHSC rep? Is there a member of JOHSC who is on the Accessibility Committee? Get update prior to next meeting. Have Randy check with Monica to find out who is on the committee and how UJOHSC can be kept informed. Ank will be on the Accessibility Committee – Ank will be the connection to the UJOHSC Main focus is finalizing the wayfinding map. Rod’s comments from the student in the wheelchair to be brought to the committee. Wayfinding map is almost complete – going through trial runs and will be posted on the main website. Paul – went around with a slope measuring tool. Building Code of Canada – dictates slopes. Ank – map has gone out. Accessibility is meeting in February looking at feedback on map. Map talks about slopes. Did accessibility map have any effect on the snow clearing Tier system. Ank says yes it was taken under consideration. MEETING ENDED - quorum lost when Meghan and Jacqueline left. All subsequent business will be tabled until the next meeting. 	Ank	Feb 2026	IP
26 Sep 24		Power outages on campus			

8. ONGOING BUSINESS – Status of Action Items					
24 Oct 24	C	<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 list shows some buildings as having full power, but they do not have full power. Communication should include how the generator power affects the specific operations of the buildings. Emergency power only last for so long. What durations? Are they all 30 minutes? There was a planned outage (emergency generator testing) in early July that was not communicated to campus nor the affected buildings. Power was out in the Safety & Security building for 1.5 hours, and usually the building does not lose power. Put off until November re policy wise. November was chosen as the latest shut-down as part of correcting deficiencies from July's shut-down. Found some issues where a separate power line is corroded. Policy is more of an HR policy than an FM policy. 	Randy	Feb 2026	IP
27 Feb 25					
27 Mar 25					
26 Jun 25					
28 Aug 25					
28 Nov 24	B	<p>Campus Lighting</p> <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. Lighting audit – in September or October. Look at old report and priorities. If there's a streetlight out, report it to FM. Colin explained lighting audits to student representatives, and that they are welcome to contribute input to outdoor lighting on campus. This initiative originally came from SU. Distribute the list of priorities to the committee for discussion and updating. 	All	Feb 2026	IP
27 Feb 25					
26 Jun 25					
25 Sep 25					
23 Oct 25					

8. ONGOING BUSINESS – Status of Action Items					
27 Nov 25		<ul style="list-style-type: none"> Lighting audit scheduled for next week Ank – update to do repairs, look at prioritizing the areas. Behind FX Hall was seen as a major concern. Can cost a lot of money. Look at contracted work and can things be bundled up. Light meter can be used to measure areas. Report burnt out lights to the FM Service Desk. Foot patrol at Western – Jacqueline worked for them – XPs look for burnout lights. 			
28 Nov 24 27 Feb 25 26 Jun 25 28 Aug 25	C	<p>E-Scooters</p> <ul style="list-style-type: none"> Looking at what other universities are doing and will be developing our own ‘policy’ about their use and storage on campus. Issue is storing them. Some people have concerns about batteries. Bikes should not be stored indoors. Report if seen. Fire hazard when being charged indoors. Recent incident in the Valley of e-bike being charged started a fire. Batteries are the issue. CURIE – working on bulletin with best practices. Adequacy of the chargers. Learning curve for everyone. Want to promote use, but do so safely. 	Randy	Mar 2026	IP
27 Feb 25 27 Mar 25 24 Apr 25 22 May 25 28 Aug 25 25 Sep 25	C	<p>Golden X Liquor Room</p> <ul style="list-style-type: none"> There are tiles next to our ice machine for which a worker was sent to FM a couple times, but there has been no response. Katie to forward email to Jeff to follow-up. Sean was supposed to forward it – Katie to remind Sean. Jeff sent a couple emails and has no info back. Nothing back. Laurie to follow-up with Sean Ryan. Jacob C. was pretty sure it’s been done Reported by Sean that FM can’t do it because they want to do the whole floor. 	Landyn	Feb 2026	IP

8. ONGOING BUSINESS – Status of Action Items					
23 Oct 25		<ul style="list-style-type: none"> Laurie to forward picture to Jeff Jeff asked Sean to put a work order in. 			
27 Nov 25		<ul style="list-style-type: none"> Nothing has been done and more tiles are cracked. Landyn to check on work order. A second work order went in for this work. Landyn/Ank to double-check on status 			
24 Apr 25	E	<p>Sharps Container Locations on Campus</p> <ul style="list-style-type: none"> One recent incident where a needle was found in a blue bag in the waste stream. Sharps are also picked up on the grounds on campus and regularly delivered to Safety & Security. Committee being asked for their input on the location of ‘public’ containers on campus. Other universities also asked what they do. Vandalism is a concern. There are currently four public containers on campus, one each in Keating, Governors, Coady and Xavier. What should we do in residences? Is it an education piece rather than a supply issue? Let them know where to get them (new users). Once we have them in place, we will provide a list of the locations (webpage). This does not include Sharps containers in laboratories or Nursing (non-public). 	Laurie	Feb 2026	IP
22 May 25		<ul style="list-style-type: none"> Stephen suggested Morrison and SOC. 			
26 Jun 25		<ul style="list-style-type: none"> Erica suggested Mulroney for conferences. 			
25 Sep 25		<ul style="list-style-type: none"> This will be done in consultation with Gary MacMillan, because the custodians keep an eye on the containers in the public areas. Areas to be confirmed in September. Send map of where the containers are located. 			
22 May 25	E	<p>Employee Family Assistance Plan (EFAP)</p> <ul style="list-style-type: none"> We are changing providers for the EFAP program. Being launched in June and July 	Erica	Feb 2026	N
25 Sep 25					

8. ONGOING BUSINESS – Status of Action Items					
27 Nov 25		<ul style="list-style-type: none"> • More info for next meeting. • Daniel will be rolling out a full launch of the program coming out this fall. • Launched in June and July. Office currently under repair, putting this off until January. Wellness Launch in January. 			
28 Aug 25		<p>Battery Recycling in Nicholson Tower</p> <ul style="list-style-type: none"> • Large battery recycling box that was in NT basement was not being used properly. • Ronalda took over the administration of this process and replaced it with a smaller box, and this will be communicated to NT by Karen Broussard. • The large battery recycling box was moved to Mulronev – Laurie to check to see how it’s being used and managed. • Signage should be in place at all battery recycling box locations on campus, to provide instructions about how to safely use the boxes. 	Laurie Ronalda	Feb 2026	IP

9. REGULATORY INSPECTIONS						
Date	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
		Nothing to report.				

10. NEW & OTHER BUSINESS					
<ul style="list-style-type: none"> • <i>General discussion items (list actionable items below)</i> • <i>Around the table introductions took place to introduce new committee members.</i> 					
Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow-up	Status
27 Nov 25		Walk-Through of 42 West Street Ank and Dan to set up a time to walk through the building.			

11. NEXT MEETING	
Date:	February 26, 2026

11. NEXT MEETING

Time:	12:00 Noon
Location:	Bloomfield Council Chambers

12. MEETING ADJOURNED

Time:	1:11 p.m. Moved by
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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