

## Joint Occupational Health & Safety Committee Meeting Minutes

<b>Name of Committee:</b>	University JOHSC	<b>Employee Co-Chair:</b>	
		<b>Employer Co-Chair:</b>	Randy Peters
<b>Date:</b>	25 Sep 2025	<b>Time:</b>	12:00 Noon (called to order at 12:05 p.m.)
		<b>Location:</b>	Bloomfield Council Chambers

### 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 Employees)</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					
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 type="checkbox"/>	<input checked="" type="checkbox"/>
Vacant	NSGEU		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ronalda MacGillivray	NSGEU (Alternate)	Admissions	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick Gillis	UNIFOR	Custodial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Erwin Branzuela	UNIFOR (Alternate)	Ancillary Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rod Dunbar	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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeff De Leebeeck (non-voting advisory)	Manager, Admin & Finance, Facilities Mgmt	<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)*

- Move to adopt minutes. Moved by: Jacqueline De Leebeeck Seconded by: Jacob Burghardt
- Changes to minutes for acceptance: Patrick is not marked as absent. August should be September on page 11. 205 should be 2025 on page 13.

Are the minutes approved?	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
24 Sep 25		Student passed out in Starbucks. Worker performed first aid and called 911.			
15 Sep 25		Member of Fitness Centre pinched their hand in between two bar bells. Worker performed first aid.			
4 Sep 25		Worker was mowing around P8 when a rock flew into the driver’s side window of a parked vehicle. This is the second occurrence of this type of the summer. Under investigation.			
27 Aug 25		Worker tripped on the stairs in the Sodexo basement storage area behind door #10 on the Wellspring side. CA: the rubber on the step needs to be re-glued. I took photos of this loose rubber and forwarded them to FM Service Desk with a request to have the step repaired asap as it is a tripping hazard. CA: All staff to be cognizant of their surroundings and report anything that may seem out of place, broken, loose, etc.			
21 Aug 25		Worker was opening a paint can and nipped their finger on the rusty lid. First aid only. A tetnus shot should have been given or recommended.			
15 Aug 25		Worker slipped on wet floor in bathroom in O’Regan while trying to stand up from kneeling on the floor. CA: Try to make sure the floor is not wet when you are working low and need to get back up.			
8 Aug 25		A cash counter at the entrance to meal hall was pulled over by a youth (Basketball Camp Attendee), and it landed on their toe. They were			

4. REVIEW OF INCIDENTS					
		attended to by Sodexo workers then transported to hospital for follow-up. CA: Wheels were changed by FM to stabilize the counter.			
25 Jul 25		Worker experienced rash while changing beds in Riley. CA: Gloves should be worn while stripping beds			
10 Jul 25		Garbage truck lifted two garbage bins that were not properly attached. They fell after being dumped, landing on the JD zero turn mower. Sun roof is cracked. No one was on or around that side of the truck other than the truck operator. This took place in the FM back parking lot.			
9 Jul 25		A scrape on the side of the Custodian electric van reported. Video footage was inconclusive, and no one came forward to report the damage.			
26 Jun 25		Worker experienced a pinch wrist while scrubbing in Power Hall.			
29 May 25		Student dropped 35 pound plate on the top of their foot in the Fitness Centre. First aid.			

5. REVIEW OF CONCERNS/HAZARDS					
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.					
(* 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	Dan FM	Oct 2025	IP
27 Mar 25		<ul style="list-style-type: none"> <li>Completed in December. New ventilation system in the bathroom. Replaced the old one that wasn't working properly.</li> <li>Monitor for issues</li> </ul>			
24 Apr 25		<ul style="list-style-type: none"> <li>In that particular washroom the new ventilation was completed in December. Ventilates to exterior rather than interior.</li> <li>Dan advised the other washrooms particularly the ones used most often by students are not ventilated.</li> </ul>			

5. REVIEW OF CONCERNS/HAZARDS					
22 May 25		<ul style="list-style-type: none"> <li>• Jeff received an email from Charlene, three washrooms are being look 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.</li> <li>• Jeff advised they are working on the area and expect to have the air quality fixed before the end of August.</li> <li>• <b>Jeff – replaced fans motors end of August, installed first part of September. All ventilating properly.</b></li> </ul>			
25 Sep 25					
23 Mar 23	C	<p><b>Access at back of Keating / Ice Resurfacer operation area.</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• No update. Patrick advised people are using wet floor signs to prop doors in the complex.</li> <li>• <b>Seems to be better – all hockey players have swipe access to side entrance. Continue to monitor</b></li> </ul>	FM	Oct 2025	IP
17 Aug 23					
23 Nov 23					
26 Sep 24					
27 Feb 25					
18 Sep 23	C	<p><b>Air quality in the Library</b></p> <ul style="list-style-type: none"> <li>• Prefer hold-open devices for fire doors in the basement. Closing the fire doors has impacted the air circulation in the area.</li> <li>• Library overall has been OK, except Tuesday was humid,</li> </ul>	NA	NA	C
24 Apr 25					
22 May 25					
26 Jun 25					
19 Aug 25					

5. REVIEW OF CONCERNS/HAZARDS					
25 Sep 25		<p>started to smell etc.</p> <ul style="list-style-type: none"> <li>Willissa – no updates, no action on hold-open devices on doors. (separate topic)</li> </ul>			
22 Feb 24	C	<p><b>Magnetic Locks in Keating</b></p> <ul style="list-style-type: none"> <li>The magnetic locks located where the floor goes from black to stone are not strong enough to hold the door open. Reported to FM.</li> <li>Need to work with Kevin, still setting things up after project completion.</li> <li>Contractors were in during reading week and fixed up some of the issues. Still more being worked on. Any work orders are going through the project office. Look at it in the summer time.</li> <li>Hold Open Devices should be replaced.</li> <li><b>Jeff advised that this work order has been completed.</b></li> </ul>	FM Laurie	Oct 2025	IP
24 Oct 24					
27 Feb 25					
25 Sep 25					
27 Jun 24	B	<p><b>Uneven Stones in Front of Keating Centre</b></p> <ul style="list-style-type: none"> <li>Reminded that the complaint was first brought forward because the way the water pools and freezes in the sunken areas of the stone work.</li> <li>We will work with Tara to ensure they are aware of this issue and keep it well salted.</li> <li>Keating – take person in at 6am to do salting.</li> <li>Security to keep an eye and report.</li> <li>Jeff – it is on the list. Talked to Doug. Work for this summer.</li> <li>No reported incidents, so no need to cone off.</li> <li>This was originally raised as an ice issue when the water pools and freezes.</li> <li>Goal is to have this completed before winter.</li> <li>Some trip hazards have been recognized outside Governors as well.</li> <li><b>Work didn't get completed – ran out of funds.</b></li> <li><b>Next summer's work.</b></li> <li><b>Working with Kevin B to come up with a plan and put a project together.</b></li> </ul>	FM	Oct 2025	IP
26 Sep 24					
28 Nov 24					
24 Apr 25					
25 Sep 25					

5. REVIEW OF CONCERNS/HAZARDS					
		<ul style="list-style-type: none"> <li>• Same hazards will exist this winter.</li> <li>• 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.</li> <li>• Full plan by next month. Huge slip, trip and fall area. Large public access area.</li> <li>• Lace Marie – understanding budget issue, there should be an updated communications plan. How do we mitigate the risk?</li> </ul>			
26 Sep 24 28 Nov 24 24 Apr 25 22 May 25 26 Jun 25	C	<p><b>42 West Street Water</b></p> <ul style="list-style-type: none"> <li>• Discoloured water coming out of taps.</li> <li>• Dan – there is quite a bit of signage. Water coolers in place.</li> <li>• Dan – to follow up with Susan and report back to the committee.</li> <li>• Signage is in place, and there are several water coolers in the building for potable water.</li> <li>• Flushing affects the colour of the water, so letting the tap run may help.</li> <li>• Dan to double check with Susan before closing this issue.</li> <li>• No update.</li> <li>• Susan – the water seems improved. Keep on the agenda – monitor due to construction at International House.</li> <li>• Dan to check.</li> </ul>	Dan	Oct 2025	IP
27 Mar 25 22 May 25	C	<p><b>Art Department OHS</b></p> <ul style="list-style-type: none"> <li>• External reviewers noticed some OHS areas were out of compliance in the Arts Department, specifically WHMIS.</li> <li>• Every worker should have WHMIS training. Online options are available.</li> <li>• It's not up to the instructor to make sure this happens.</li> <li>• Instructors and students who are exposed to or using hazardous products should also be trained in WHMIS.</li> <li>• This could be the role of a Laboratory Safety Officer.</li> </ul>	Laurie	Feb 2026	RF

5. REVIEW OF CONCERNS/HAZARDS					
		<ul style="list-style-type: none"> <li>Laurie to follow up with the department for WHMIS training and compliance, along with other departments. An online course is available through the OHS website.</li> <li>Referred forward to the Science JOHSC.</li> </ul>			
27 Mar 25	C	<b>Phone availability when technology fails</b> <ul style="list-style-type: none"> <li>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.</li> </ul>	Randy	Oct 2025	IP
26 Jun 25		<ul style="list-style-type: none"> <li>Important and legitimate concern.</li> <li>Randy to get the information from ITs and share it with everyone.</li> <li>Where are the landlines are located? Perhaps share on a building by building basis (with power outage information).</li> <li>List of where dial-up phones are located on campus – ask Dawn MacLellan.</li> </ul>			
28 Aug 25		<ul style="list-style-type: none"> <li>Payphone – do you need \$\$ to call 911?</li> <li>Lack of cellphone in an emergency with no technology was the concern.</li> <li>Every elevator has a landline.</li> </ul>			
25 Sep 25		<ul style="list-style-type: none"> <li>Randy to circulate list of land lines on campus to the committee.</li> <li>Randy to invite John Delorey to our October meeting.</li> </ul>			
26 Jun 25	D	<b>Golf Cart Safety</b> <ul style="list-style-type: none"> <li>Meghan advised that, following a recent incident, seatbelts are being looked at for the golf carts.</li> </ul>	Meghan Laurie	Feb 2026	IP
28 Aug 25		<ul style="list-style-type: none"> <li>Looking at other controls rather than seat belts including training and a safe operating procedure (SOP) for operating golf carts.</li> <li>Installing seatbelts is not likely to solve the issue of dangerous driving on the carts.</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 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

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

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	B	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. <b>Karen MacDonald, contract OHS officer, is working on the Campus-Wide Inspection Program</b>	Laurie	Nov 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 27 Feb 25 22 May 25 25 Sep 25	E	<b>Non-Violent Crisis Intervention Training</b> <ul style="list-style-type: none"> <li>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.</li> <li>Dates set for XPs for September 2025</li> <li><b>Trained a group of XPs this past weekend.</b></li> <li><b>Planning another one in the new year – some time in the fall term.</b></li> <li>Erica and Laurie will provide Violence and Harassment presentation to UJOHSC in November.</li> </ul>	Erica	Oct 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			

8. ONGOING BUSINESS – Status of Action Items					
26 Sep 24	B	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Reported to FM – not sure how quick it can be fixed.</li> <li>• Mag locks required.</li> </ul>	FM	Oct 2025	IP
27 Mar 25		<ul style="list-style-type: none"> <li>• 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.</li> </ul>			
28 Aug 25		<ul style="list-style-type: none"> <li>• Some doors are easy; some doors will be challenging.</li> <li>• No update. New project manager to be brought up to speed.</li> <li>• <b>Project is underway.</b></li> <li>• <b>Lighting in areas where fire doors are closed is not good.</b></li> <li>• <b>Light switch is hard to locate.</b></li> <li>• <b>Pitch black between doors.</b></li> <li>• <b>Could affect emergency egress</b></li> <li>• <b>Jeff – I think that's another one on here</b></li> </ul>			
24 Apr 25 22 May 25 26 Jun 25 28 Aug 25	B	<p><b>Library Locked Exits</b></p> <ul style="list-style-type: none"> <li>• Student sent pictures to Fire Marshal of locked exit in the Library.</li> <li>• Three doors are completely done. Cameras at all the emergency exits, temporary signage and alarms.</li> <li>• Override keys have been provided to some Library staff members.</li> <li>• Camera surveillance process to be determined.</li> <li>• <b>Almost done, just programming the doors.</b></li> </ul>	FM	Oct 2025	IP
25 Sep 25		<p><b>Library Security of Main Entrance</b></p> <ul style="list-style-type: none"> <li>• This door is a ongoing issue and is often found open.</li> <li>• 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.</li> <li>• It has been adjusted – humidity.</li> <li>• Who has keys?</li> <li>• <b>No list of keys.</b></li> <li>• <b>Employees are reminded to pull it closed</b></li> <li>• <b>Vince has fixed it many times</b></li> </ul>			
28 Aug 25	C	<ul style="list-style-type: none"> <li>• This door is a ongoing issue and is often found open.</li> <li>• 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.</li> </ul>	Willissa	Oct 2025	IP
25 Sep 25		<ul style="list-style-type: none"> <li>• It has been adjusted – humidity.</li> <li>• Who has keys?</li> <li>• <b>No list of keys.</b></li> <li>• <b>Employees are reminded to pull it closed</b></li> <li>• <b>Vince has fixed it many times</b></li> </ul>			

8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> <li>• Take discussion offline.</li> <li>• Suggested to put everything for the Library under one heading.</li> </ul>			
27 Jun 24		<p><b>Accessibility Compliance</b></p> <ul style="list-style-type: none"> <li>• Committee of NS universities and community colleges – speakers from government side. Timelines will be provided. All universities have challenges.</li> <li>• Six criteria – Three to four years.</li> <li>• Status and progress to be reported.</li> <li>• By 2025 need a new plan, every two years.</li> <li>• Who is replacing Blair as the UJOHSC rep?</li> <li>• Is there a member of JOHSC who is on the Accessibility Committee?</li> <li>• Get update prior to next meeting.</li> <li>• Have Randy check with Monica to find out who is on the committee and how UJOHSC can be kept informed.</li> <li>• <b>Ank will be on the Accessibility Committee – Ank will be the connection to the UJOHSC</b></li> </ul>	Ank	Oct 2025	IP
24 Oct 24					
27 Feb 25					
27 Mar 25					
26 Jun 25					
25 Sep 25					
26 Sep 24	C	<p><b>Power outages on campus</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• The list shows some buildings as having full power, but they do not have full power.</li> <li>• Communication should include how the generator power affects the specific operations of the buildings.</li> <li>• Emergency power only last for so long. What durations? Are they all 30 minutes?</li> <li>• <b>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 &amp; Security building for 1.5 hours, and usually the building does not lose power.</b></li> <li>• Put off until November re policy wise.</li> </ul>	Randy FM	Nov 2025	IP
24 Oct 24					
27 Feb 25					
27 Mar 25					
26 Jun 25					
28 Aug 25					
28 Nov 24		<b>Campus Lighting</b>			

8. ONGOING BUSINESS – Status of Action Items					
27 Feb 25	B	<ul style="list-style-type: none"> <li>Lamp posts in front of Keating were not working the other night</li> <li>Side of Governors was also noted as dark</li> <li>Doug advised that all lights should be on, so if they are not, report to FM, preferably with a picture.</li> <li>Lighting south of Keating is a project.</li> <li>Lighting audit – in September or October. Look at old report and priorities.</li> <li>If there's a streetlight out, report it to FM.</li> <li>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.</li> <li><b>Distribute the list of priorities to the committee for discussion and updating.</b></li> </ul>	All	Oct 2025	IP
26 Jun 25					
25 Sep 25					
28 Nov 24	C	<p><b>E-Scooters</b></p> <ul style="list-style-type: none"> <li>Looking at what other universities are doing and will be developing our own 'policy' about their use and storage on campus.</li> <li>Issue is storing them. Some people have concerns about batteries.</li> <li>Bikes should not be stored indoors.</li> <li>Report if seen.</li> <li>Fire hazard when being charged indoors. Recent incident in the Valley of e-bike being charged started a fire.</li> <li><b>Batteries are the issue.</b></li> <li><b>CURIE – working on bulletin with best practices.</b></li> <li><b>Adequacy of the chargers.</b></li> <li><b>Learning curve for everyone.</b></li> <li><b>Want to promote use, but do so safely.</b></li> </ul>	Randy	Nov 2025	IP
27 Feb 25					
26 Jun 25					
28 Aug 25	C	<p><b>Air Quality in Health &amp; Counselling</b></p> <ul style="list-style-type: none"> <li>Issues with circulation since the renovations earlier this year.</li> <li>Monitoring suggested using CO2 monitors or velocity measurements</li> <li>A project has been put forward and are waiting for approval.</li> </ul>	NA	NA	C
28 Nov 24					
27 Feb 25 27 Mar 25					

8. ONGOING BUSINESS – Status of Action Items					
22 May 25 25 Sep 25		<ul style="list-style-type: none"> <li>Project is moving forward – assigned to the new project manager, Paul Thompson.</li> <li>Moving forward. Hired company to do design and hopefully all will be installed by the end of August</li> <li><b>Jeff advised this project is now complete</b></li> </ul>			
27 Feb 25 27 Mar 25  24 Apr 25 22 May 25  28 Aug 25  25 Sep 25	C	<p><b>Golden X Liquor Room</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>Katie to forward email to Jeff to follow-up.</li> <li>Sean was supposed to forward it – Katie to remind Sean.</li> <li>Jeff sent a couple emails and has no info back.</li> <li>Nothing back. Laurie to follow-up with Sean Ryan.</li> <li>Jacob C. was pretty sure it's been done</li> <li>Reported by Sean that FM can't do it because they want to do the whole floor.</li> <li>Laurie to forward picture to Jeff</li> <li><b>Jeff asked Sean to put a work order in.</b></li> </ul>	FM	Oct 2025	IP
24 Apr 25	E	<p><b>Sharps Container Locations on Campus</b></p> <ul style="list-style-type: none"> <li>One recent incident where a needle was found in a blue bag in the waste stream.</li> <li>Sharps are also picked up on the grounds on campus and regularly delivered to Safety &amp; Security.</li> <li>Committee being asked for their input on the location of 'public' containers on campus.</li> <li>Other universities also asked what they do. Vandalism is a concern.</li> <li>There are currently four public containers on campus, one each in Keating, Governors, Coady and Xavier.</li> <li>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).</li> <li>Once we have them in place, we will provide a list of the locations (webpage).</li> </ul>	Laurie	Nov 2025	IP

8. ONGOING BUSINESS – Status of Action Items					
22 May 25		<ul style="list-style-type: none"> <li>This does not include Sharps containers in laboratories or Nursing (non-public).</li> </ul>			
26 Jun 25		<ul style="list-style-type: none"> <li>Stephen suggested Morrison and SOC.</li> </ul>			
25 Sep 25		<ul style="list-style-type: none"> <li>Erica suggested Mulroney for conferences.</li> <li>This will be done in consultation with Gary MacMillan, because the custodians keep an eye on the containers in the public areas.</li> </ul>			
		<ul style="list-style-type: none"> <li>Areas to be confirmed in September.</li> <li>Send map of where the containers are located.</li> </ul>			
22 May 25	E	<p><b>Employee Family Assistance Plan (EFAP)</b></p> <ul style="list-style-type: none"> <li>We are changing providers for the EFAP program.</li> <li>Being launched in June and July</li> <li>More info for next meeting.</li> </ul>	Erica	Nov 2025	N
25 Sep 25		<ul style="list-style-type: none"> <li>Roll out to be done.</li> <li>Daniel will be rolling out a full launch of the program coming out this fall.</li> </ul>			
28 Aug 25		<p><b>Gilmora Fine Arts Entrance</b></p> <ul style="list-style-type: none"> <li>The Hillcrest entrance has not been working for 1.5 years.</li> </ul>	NA	C	C
25 Sep 25		<ul style="list-style-type: none"> <li>Follow-up with FM</li> <li>Doors are now working</li> </ul>			
28 Aug 25		<p><b>Battery Recycling in Nicholson Tower</b></p> <ul style="list-style-type: none"> <li>Large battery recycling box that was in NT basement was not being used properly.</li> <li>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.</li> <li>The large battery recycling box was moved to Mulroney – Laurie to check to see how it's being used and managed.</li> <li>Signage should be in place at all battery recycling box locations on campus, to provide instructions about how to safely use the boxes.</li> </ul>	Laurie Ronaldo	Nov 2025	IP
28 Aug 25		<p><b>NSGEU Alternate</b></p>	Ronaldo	Oct 2025	IP

8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> <li>Membership meeting in October to decide.</li> <li>Ronalda will be member, and they will elect an alternate.</li> </ul>			
28 Aug 25		<b>Employee Co-Chair</b> <ul style="list-style-type: none"> <li>A new Employee Co-Chair is required with Colin Rankin’s recent departure.</li> <li>Committee members are encouraged to put their or another member’s name forward as a potential co-chair</li> </ul>	Laurie	Oct 2025	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"> <li>General discussion items (list actionable items below)</li> <li>Around the table introductions took place to introduce Ankur Chopra, the new Director of Facilities Management.</li> </ul>					
Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow-up	Status
25 Sep 25	E	<b>Search and Rescue Exercise</b> <b>Strait Area Search and Rescue, spearheaded by Peter Kikkert, will be holding a mock search and rescue exercise on campus this coming Sunday. Communications will be sent to the entire campus community to let them know, plus it’s being advertised on social media and 98.9 XFM.</b>	NA	NA	N

11. NEXT MEETING	
Date:	October 22, 2025
Time:	12:00 Noon
Location:	Bloomfield Council Chambers

12. MEETING ADJOURNED	
Time:	12:53 p.m. Moved by Meghan Hayne

**LEGEND**

PRIORITY:		STATUS:	
<b>A</b>	Critical/Life threatening/high probability	<b>N</b>	New
<b>B</b>	Urgent/moderate probability of re-occurrence	<b>R</b>	Repeat
<b>C</b>	Important/low probability of re-occurrence	<b>C</b>	Complete
<b>D</b>	Reminders	<b>IP</b>	In Progress
<b>E</b>	Information	<b>RF</b>	Referred forward