

Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	University JOHSC	Employee Co-Chair:	Colin Rankin
		Employer Co-Chair:	
Date:	23 Nov 23	Time:	12:00 Noon
		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
Susan MacKay	AUT	42 West Street	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacant	AUT (Alternate)		<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kris MacSween	Non-Union	Library	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tyson Ball	Non-Union (Alternate)	Student Advising	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Rod Dunbar	CUPE	Safety & Security	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Whyllie MacPherson	CUPE	Safety & Security	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Stephen Vincent	CUPE	Safety & Security	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sophia Fabiano	Student's Union	President, SU	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Julianna Drake	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"/>
Jacob Burghardt	Supervisor, Safety & Security	<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 DeLeeBeeck	Director, Student and Residence Life	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leon MacLellan	Director, Facilities Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lisa Jackman	Manager, StFX Store (Alternate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Randy Peters	Director, Risk Management (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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Laurie Reid (non-voting advisory)	Manager, Occupational Health & Safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jack Harding	Student's Union (future member)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* (A) – Alternate member

2. DETERMINATION OF QUORUM

- a. A minimum of 5 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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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>Susan MacKay</u> Seconded by: <u>Patrick Gillis</u> • Susan to send note to Laurie to update minutes. 	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.

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)

Incident Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status

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.

(* 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		Emergency Exits in MSB <ul style="list-style-type: none"> • Leaving MSB in a fire can be confusing due to some stairwell doors not unlocking during an evacuation alarm. This is not the first time this has been raised. • All emergency exits in MSB should be looked at, and measures put in place in all of them to ensure safe egress in case of an emergency evacuation. Should online locks be installed in stairwells that will open in case of emergency? • Add larger signage in stairwells to direct persons to unlocked doors. 	Laurie	Feb 2024	IP
28 Sep 23					
23 Nov 23					
29 Jun 23		Fire alarm in 42 West Street <ul style="list-style-type: none"> • Many deficiencies noted in current fire warning system • New lights, new alarms and electrical panel have been installed. System will be monitored by Troy Life 24/7. 	Susan	N/A	C
23 Nov 23					
17 Aug 23		IAQ in 42 West Street <ul style="list-style-type: none"> • Susan put in a request to FM to look at the IAQ, specifically no open windows, long corridor and no ventilation in the bathrooms. 	Susan Leon	Jan 2024	IP
23 Nov 23					

5. REVIEW OF CONCERNS/HAZARDS					
		<ul style="list-style-type: none"> The carpet on the top floor was removed and replaced with carpet tiles, and this seems to have improved the IAQ/smell in that area. 			
23 Mar 23 17 Aug 23 23 Nov 23		<p>Access at back of Keating / Ice Resurfacer operation area.</p> <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. 	Blair	June 2024	IP
18 Sep 23 26 Oct 23		<p>Air quality in the Library</p> <ul style="list-style-type: none"> Colin was contacted as the rep of NSGEU about the air quality in the Tramble Centre and Library. Communication is lacking about the timeline as to what the problem is and when it will be addressed. Employees in the Tramble Centre are still reporting symptoms, that start when they are in Tramble. They are being accommodated to work elsewhere. They are grateful for what's been done, but are concerned their concerns are being dismissed. A second round of testing has been requested in case ALLTECH's samples were wrong due to operator error or faulty equipment. <u>Laurie to schedule re-testing of some areas of the library.</u> Mould was first discovered on the books in September 2022. Cleaning of books and spaces took place over several months. Most of the cleaning was done by Custodial, but cleaning of the Rare Book Room was contracted out to a mould remediation company. Some basement areas were also found to have mould in September 2023, and these areas were cleaned by Custodial. Reported yesterday that mould is growing again in the basement. FM have been asked to clean and check the area. 	Randy Laurie	Jan 2024	IP

5. REVIEW OF CONCERNS/HAZARDS

		<ul style="list-style-type: none"> • Several environmental factors within the library and in Antigonish this summer are factors for mould to grow– Non-functioning air conditioning (chiller), hot and humid weather, dust, organic materials (books and paper), roof or window leaks and questions about ventilation. • While IAQ testing is ongoing, employees experiencing health problems have been relocated. • Latest information is the AC installation will be completed by November 6th, but there is uncertainty what this means for ventilation in the library. This installation has been delayed, apparently due to the contractor working elsewhere on campus. • Given health concerns reported by employees in September 2023, further indoor air quality (IAQ) and mould testing was completed by ALLTECH Environmental in the Tramble Centre and Student Success Centre. There were no findings to show poor IAQ. • Since the employee health concerns continued, the UJOHSC requested a second opinion be sought about the IAQ in Tramble and the Student Success Centre. Northern Air Quality Services were hired to do the second round of testing. • Both tests for Student Success Centre came back with no findings. • “Toxic” mould was reported by Northern in the Tramble Centre and Celtic Collections. These findings caused a lot of concern and confusion amongst employees. • All IAQ and mould testing was observed by members of one of the Joint OHS Committees. • The areas identified as unsafe by Northern have been closed until further notice, and access is limited to Authorized Persons only. • Northern’s findings of “toxic” mould and advice were refuted by ALLTECH. • Department of Labour were contacted to review the findings and to provide advice on the types of mould identified by Northern and the overall safety of the Library. 			
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5. REVIEW OF CONCERNS/HAZARDS

<p>23 Nov 23</p>		<ul style="list-style-type: none"> • Following telephone discussion and a quick review, the DoL verbally stated the area should be safe, and the hazards of the “toxic” mould were likely overinflated. • More testing is scheduled for Tuesday, October 31st, and both companies have been asked to come back to test several areas in the Library. • FM management committee reps were not present but will be asked to report on the Library at the next meeting. Committee members would like information on: <ul style="list-style-type: none"> ○ The HVAC cleaning and inspection schedule. ○ HVAC functioning, flow rates and occupancy adjustments ○ Reporting of mould ○ Preventative measures going forward. ○ HVAC cleaning/maintenance for all buildings on campus ○ What the deferred maintenance schedule was for the next two years • Committee members asked if the Library’s current practice for inspecting new or exchanged books includes mould checks, and if this process is still viewed as acceptable. • Results of all IAQ tests will be shared with the committee and other campus stakeholders. • Inspections in all buildings should be prioritized. Catch things early, and follow-up on items that are not fixed. • Laurie will pull together all the documents around the IAQ and mould in the Library and will provide them to the committee. • Susan asked about accommodation for those working in the library, if they will be relocated to an alternate workspace on campus or be able to work remotely, given the OHS/mould concerns and people’s health conditions. Laurie said all requests should be made to the employee’s supervisor. • Since October 26th we’ve had a number of IAQ testing done by Northern Air Quality and ALLTECH Environmental. Two techs, one 			
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5. REVIEW OF CONCERNS/HAZARDS

		<p>from each company, did a complete survey of the library. When we get both reports we will bring the group together to discuss. Any major discrepancies we may hire a certified professional to provide additional advice. Invited FM to come in because there seems to be some questions about chillers, ventilation and air quality in the library. We thought it would be good to have people who understand how it works to explain how things works.</p> <p><u>Ventilation Presentation</u></p> <ul style="list-style-type: none"> • Kevin Latimer and Doug Campbell from FM attended the meeting to provide information about ventilation in the library and other buildings on campus (all HVAC systems on campus work basically the same). • Lots of areas of water intrusion (leaks, plumbing, etc.) in the library. • Leon advised chiller should be in by April 2024. • Additional humidity sensors are being added to the library, target completion is end of December. • HVAC filters are changed on a regular basis, based on differential pressure readings, to help keep the systems clean. • Surface cleaning of vents – visual observation – cleaned if noted by custodian. • Housekeeping, storage, ventilation and controlling water leaks will help improve IAQ in all buldings. • The temperature is set to go down by two degrees at night in the library (22 to 19). • The library chiller has been working at less than full capacity for six years, with complete failure happening two years ago. • Formal inspection program will be rolled out that will help address housekeeping and storage – standards, checklists, responsibilities and follow-up. 			
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5. REVIEW OF CONCERNS/HAZARDS					
11 Dec 23		<ul style="list-style-type: none"> • Leon advised we have qualified people who do cleaning. Gary and Pierre head it up. We do the small stuff and the quick stuff. No difference between small and large, except we need more people. • Susan – does the library get a deep clean yearly? Leon – last year we were cleaning the books, and continued with additional areas over several months. No deep cleaning until a year ago, when two people were hired to do it. Leon thought items should be wiped down once per year. Many moons ago two people would go around and dust the books. • Kevin advised that with the additional humidity sensors, we will be controlling heat and humidity, not just heat. 55% - will ring system on. In the past, we only cooled a space, but better option now. • Leaks in general – we find a leak and try to fix it. • Kris advised there are leaks everything, Leaks from roof, AC units. Does the entire roof need to be replaced? • Keating and Saputo – higher priority, and Morrison needs to be done. • The humidity sensors are being installed in the library due to current issues, as a first step, before deciding on installation in other buildings. • When asked if there is a protocol in place for increased humidity response, Leon advised, we can work that out; there no one rule for every area. That’s why we’re installing these localized sensors. • Special meeting of the UJOHSC took place on December 11th to update the committee on the status of this file (separate notes). 			
26 Oct 23		<p>Ammonia alarm in Keating Patrick noted the ammonia alarm went off in Keating Centre last week, and no one moved. It took him a few minutes to realize it was an alarm. People do not move for those alarms. Erwin asked how to know if it’s an ammonia or a fire alarm. Randy said we’ve done a bunch of drills but have not done Keating. We have been working with the rink operators</p>	Laurie	Jan 2024	RF

5. REVIEW OF CONCERNS/HAZARDS					
		and William on response to ammonia alarms. <i>These comments will be noted in the evaluations for the evacuation.</i>			
26 Oct 23		Bricks are uneven at front of Keating The bricks at the front of Keating are not level and they cause a hazardous trip area, and water gathers when it rains. <i>Erwin to send picture to Laurie.</i>	Erwin	Jan 2024	IP
26 Oct 23		Muster Point P11 not available It was noted that another muster point should be designated (and communicated), when P11 is not available. We think it's P8, but no one was sure.	Jacob	N/A	C
26 Oct 23 23 Nov 23		Gilmora Circle – lighting and cameras A concern was raised during Orientation Weekend about the lack of lighting and monitoring for the Gilmora Circle area. Better lighting and the installation of a camera was suggested.	Randy	Jan 2024	IP
23 Nov 23		Lack of fire alarm in MacDonald Hall The fire alarm in MacDonald Hall is not working. In the meantime, Security have put a protocol in place for what to do in case of a fire. Leon advised fixing the alarm is in the works.	Leon	Jan 2024	IP

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of Employees)					
<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>					
<input checked="" type="checkbox"/> 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)					

7. REVIEW EDUCATION AND TRAINING					
Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
23 Nov 23		JOHSC training scheduled for December 13 Members who have not previously taken the training will be sent an invitation to one of the 1/2 day sessions (am or pm).	Laurie	Jan 2024	IP

8. ONGOING BUSINESS – Status of Action Items					
Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
26 Jan 23		Robert’s Rules of Procedure Look at options for formalizing motions.	Laurie	Jan 2024	IP
27 Jan 22 23 Nov 23		Nighttime lighting audit/assessment <ul style="list-style-type: none"> Assessment of outdoor lighting was requested by the committee. Committee members can do their own audit as time permits. The inspection checklist is on Teams and the OHS website. The results will be sent to OHS for tracking and follow-up with FM. 	All	Jan 2024	C
23 Mar 23 23 Nov 23		Smoking rules on campus <ul style="list-style-type: none"> Clarity around smoking rules and etiquette is needed. Time to look at the current policy. Proposed Smoking and Vaping Policy forwarded to directors for review. This policy will replace the current Cannabis Policy. 	Randy	Jan 2024	IP
23 Mar 23 1 Jun 23 23 Nov 23		Committee membership <ul style="list-style-type: none"> AUT to advise alternate member. We are seeking an Employer Co-Chair. Interested Employer representatives are asked to contact Laurie to put their name forward, or they can nominate another member to take the position. New Employer members include Lace Marie Brogden, Jacqueline De LeeBeeck and Meghan Hayne. 	Susan Laurie	Jan 2024	IP
26 Oct 23		Fire extinguishers being moved by KD Pratt	Jacob	Jan 2024	IP

8. ONGOING BUSINESS – Status of Action Items

		John Comeau noted that some fire extinguishers are changed out/moved (and noted as loaner / faulty on tag) without any explanation if they will be returned, etc. This makes it difficult to do the monthly inspections. The issue of serial numbers not being tracked has been raised with FM and KD Pratt, because there should be a history of the maintenance of the extinguishers. <u>Jacob to follow-up with Kevin Latimer.</u>			

9. REGULATORY INSPECTIONS

Date	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
27 Jun 23	C	Transportation of Dangerous Goods Audit Changes to shipping form, checked on training.	Laurie	28 Jun 23	5 Jul 23	C
31 May 23	C	Public Health Alliance of Canada Biosafety Audit Review of program and virtual lab inspection following change of BSO. Several corrective actions completed and recommendations are a WIP.	Laurie	31 May 23	8 Sep 23	C
14 Jul 23	C	Department of Labour Electrical Safety Inspection Addressed immediate issues. Other issues will be addressed with new inspection program and other processes. Similar issues in all buildings will be addressed.	Doug Laurie	16 Jul 23	7 Aug 23	C
2 Sep 23	C	Deputy Fire Marshal Inspection #1 In progress to prioritize and assign responsibility. Inspection program will help address some of the issues. Laurie to share reports with safety wardens in the buildings. Similar issues in all buildings will be addressed.	Doug Laurie	13 Sep 23	Various	IP
3 Nov 23	C	Deputy Fire Marshal Inspection #2 In progress to prioritize and assign responsibility. Inspection program will help address some of the issues. Concerns with combustible loads (books and paper) in several offices,	Doug Laurie	8 Nov 23	Various	IP

9. REGULATORY INSPECTIONS

		propping fire doors and other behavioural issues to be addressed.				
13 Dec 23		Department of Labour Inspection Industrial Hygieniest re IAQ in library	Laurie			IP

10. NEW & OTHER BUSINESS

- *General discussion items (list actionable items below)*
- An “around the table” introduction took place due to new faces/guests at the meeting.

Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow-up	Status
23 Nov 23		Evacuation Alarms – notification to Safety & Security A communication should be sent out to remind people to call Security if they hear an alarm going off in their building.	Laurie	Feb 2024	IP

11. NEXT MEETING

Date:	January 25, 2024
Time:	12:00 Noon
Location:	Bloomfield Council Chambers

12. MEETING ADJOURNED

Time:	1:05 p.m.
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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

PRIORITY:		STATUS:	
E	Information	RF	Referred forward

Monthly Distribution and Posting of Approved Meeting Minutes :

- Responsible VP
- Responsible Managing Director/Dean
- All JOHSC members
- Posted on OHS Right to Know Board website
- Posted on any Safety Bulletin Boards (by members, if applicable)