

Joint Occupational Health & Safety Committee Meeting Minutes

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

AGENDA:

1. Roll Call	7. Review Education and Training
2. Determination of Quorum	8. Ongoing Business – Status of Action Items
3. Approval of Previous Meeting Minutes	9. Regulatory Inspections
4. Review Incidents	10. New and Other Business
5. Review Hazards and Concerns	11. Next Meeting
6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of Employees)	12. Meeting Adjournment

1. ROLL CALL					
Employee Representatives	Association/Union	Work Location	Present	Regrets	Absent
Daniel Kane	AUT	Human Kinetics	<input 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"/>
Colin Rankin (Co-Chair)	NSGEU	University Housing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ronalda MacGillivray	NSGEU (Alternate)	Admissions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tyson Ball	Non-Union	Student Advising	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willissa DeCoste	Non-Union (Alternate)	Library	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Bohdan Beiko	CUPE	Safety & Security	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Francisco Chang	Student's Union	President, SU	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Katie Wilson	Student's Union (Alternate)	Vice-President, SU	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employer Representatives	Work Location	Present	Regrets	Absent
Lace Marie Brogden	Dean of Education	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jacob Burghardt	Supervisor, Safety & Security (Alternate)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lisa Jackman	Manager, StFX Store (Alternate)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
Erica Baker (non-voting advisory)	Wellness Advisor, People & Culture	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laurie Reid (non-voting advisory)	Manager, Health, Safety, Security & Environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blair Maltby (non-voting advisory)	Director, Facilities Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

2. DETERMINATION OF QUORUM

- A minimum of five members;
- Employee representatives (faculty and staff employees who do not exercise managerial functions) and employer representatives (management employees who exercise managerial functions);
- At least half of the members must be employee representatives;

Is there quorum for this meeting <i>* If quorum is not met, the meeting does not qualify as a monthly meeting. The monthly meeting will need to be rescheduled within the same month.</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)

• Move to adopt minutes. Moved by: <u>Meghan Hayne</u> Seconded by: <u>Daniel Kane</u>		
• Accepted with one change, to move Colin to Employee Co-Chair slot.		
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**.

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
15 Oct 24	E	Worker fell walking upstairs at Xavier Hall when their toe hooked on a step. CA: Life leg higher		NA	C
9 Oct 24	E	Student fainted in MSB simulation centre, transported to hospital		NA	C
19 Sep 24	E	Worker injured shoulder while using defective bolt cutters. CA: New equipment and inspect before use and do not use and report defective equipment.		NA	C
9 Sep 24	E	Visitor suffered fracture when they tripped over concrete bricks left on the football field. CA: Put bricks away when not in use.		NA	C
3 Sep 24	E	Worker injured eye with branch while trimming a tree. CA: Wear safety glasses when pruning trees, discuss at Toolbox Talk.		NA	C
15 Aug 24	E	Non-community member on campus putting tire flattening devices near vehicles.		NA	C

5. REVIEW OF CONCERNS/HAZARDS

Concerns and/or hazards should be raised with the employee’s supervisor. If it cannot be resolved or is not acted upon, it should then be escalated to a JOHSC member. Review below and update, then follow with Around the Table so each member can raise concerns/hazards.

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

Date Raised	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
17 Aug 23	B	Emergency Exits in MSB	Laurie	Jan 2025	IP

5. REVIEW OF CONCERNS/HAZARDS					
28 Sep 23 23 Nov 23 25 Jan 24		<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. Look at signage in Coady. We (Security and OHS) will be finding a date to set off alarms in the complex and look at all the exits, then come back with recommendations to FM. Meghan – daycare in the Mount were not informed about recent planned evacuations. Make sure we check with Daycare. Daycare do not have StFX email any more. 			
17 Aug 23 23 May 24 27 Jun 24	C	<p>IAQ in 42 West Street</p> <ul style="list-style-type: none"> Blair – renovation done covered ventilation, but it only captures the first floor. There's not a lot we can do on the upper floor without a lot of money and use of space. Not impossible, but depends on how much money to be spent. Susan advised the top floor is like a sauna, extremely hot, fire doors are closed. There is no place in the washroom to vent fumes. Then it's in the hallway. There is a fan, but it ventilates into another area that's closed down. Susan – is there anything we can do? Blair to look at a side wall. Offices are OK, they have either an open window or an AC unit. Traps could be drying out. Blair and Doug will take a look. Blair advised the traps were emptied. They were corroded out, so they were repaired. There is still an issue with ventilation. FM are discussing some ideas – don't want to penetrate roof – looking at wall. 	Susan Blair	Feb 2025	IP

5. REVIEW OF CONCERNS/HAZARDS					
26 Sep 24		<ul style="list-style-type: none"> Traps filled. Have not done anything in the bathroom. Blair to discuss with Susan. Ventilation decreased with fire doors being closed. Check on that now to make sure they are filled all the time. Looked at bathroom. Plan to bring in contractor to see if a fan can be installed through the wall. Likely not until the spring. 			
23 Mar 23 17 Aug 23 23 Nov 23	C	<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. 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. 	Blair	Jan 2025	IP
18 Sep 23 23 May 24	C	<p>Air quality in the Library</p> <ul style="list-style-type: none"> Blair – I talked to Scott very recently, he was doing the controls for the new chiller. They got it and programmed it. Be here next week. Texas coming the first week of June. 4th, 5th and 6th of June – commission. Once that's done, control humidity and finish repairs on system. Next week and a half. Randy – please ensure library people know. Should we have the temporary units put in windows? 102 – 28 degrees this morning. Put a unit in the Rare Books Room. Even if we run into trouble, there will be cool air the first week of June. Randy – too cold, humidity high. 	Blair Willissa	Nov 2024	IP

5. REVIEW OF CONCERNS/HAZARDS					
27 Jun 24		<ul style="list-style-type: none"> Blair – controls guy back next week. In cooling the library, we found other issues. Rotted pipes, pans gone, more work to be done. 			
26 Sep 24		<ul style="list-style-type: none"> Flood caused by condensation. Sensors in place, but controllers need to be installed. Fully commissioning and tweaking system. Summer partially went well. Lot been done, lot outstanding. Give us an idea where we are at and what we need to do to improve IAQ. Now running systems 24 hours. Little bit in the shoulder season. Will monitor when we put heat on. Areas within the library need to improve ventilation and dehumidification. 			
24 Oct 24		<ul style="list-style-type: none"> Wet carpets could be contributing to higher humidity. Two extra cleaners to start and do the end of the year and see where we are at. See if it's temporary or permanent. It was suggested that Monica could include a status update about this issue in her report to faculty. Are people avoiding the library because of this issue? Francisco – went last year and yes there was mould, but still went because there's only so many places on campus. Ceiling tiles have been replaced. Blair – ongoing, still monitoring, more dehumidification, more cleaning. Willissa – four large industrial dehumidifiers running all the time. Seems to be working. Blair looking at sensors for particular rooms, such as the Rare Books Room. 			
22 Feb 24	C	<p>Magnetic Locks in Keating</p> <ul style="list-style-type: none"> The magnetic locks located where the floor goes from black to stone are not strong enough to hold the door open. Reported to FM. 	Blair	Mar 2025	IP

5. REVIEW OF CONCERNS/HAZARDS					
28 Mar 24 25 Apr 24 23 May 24 24 Oct 24		<ul style="list-style-type: none"> • Big doors that go into the dressing room areas. Mag locks are not strong enough to hold – so they are propped • Laurie to follow-up with FM. • Vince is on the case. • There are fire doors on the 2nd floor of Keating with the same issue. Kick stands are on the doors (to be removed). • New fire doors are being looked at. • Blair and Doug went to see. Very large doors – they are propped open. Adjusted the mag locks for alignment and they still don't work. Granted \$50,000 for accessibility. Looking at either larger mag lock or accessibility button. • Still being looked at. Likely bring in Royal Doors to have a look. • Blair to discuss with Vince. • Need to work with Kevin, still setting things up after project completion. 			
27 Jun 24 26 Sep 24	B	Railings in Immaculata <ul style="list-style-type: none"> • Erwin asked OHS to have a look at the low railings on the spiral staircase in Immaculata. They appear to be very short, and they present a dangerous fall distance. • There may be other areas on campus with similar fall hazards, some of which have been looked at with CURIE. • Laurie and Randy to visit area again with Doug. 	Laurie	Jan 2025	IP
27 Jun 24 26 Sep 24	B	Uneven Stones in Front of Keating Centre <ul style="list-style-type: none"> • Tyson asked for an update on the uneven paving stones at the front of Keating and whether the work will be done before Welcome Day. • Blair advised a few uneven areas around campus are being worked on. He expects Keating will be done for Welcome Day, and he will follow up with Doug to see what is next. • Blair to provide update to committee by email. 	Blair	Nov 2024	IP

5. REVIEW OF CONCERNS/HAZARDS

		<ul style="list-style-type: none"> • Money ran out. Did a lot on campus. No easy fix. Have to remove the whole front. Look at it in the Spring. • Reminded that the complaint was first brought forward because the way the water pools and freezes in the sunken areas of the stone work. • We will work with Tara to ensure they are aware of this issue and keep it well salted. 			
26 Sep 24	C	42 West Street Water <ul style="list-style-type: none"> • Discoloured water coming out of taps. • Requests have been sent to FM • Water was tested last year by ALLTECH (share results with Dan) 	Blair	Nov 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)

Distribute inspection checklist(s) and report(s) for meeting and use this table to record discussion and new recommendation(s). See inspection schedule at the end of this document.

☒ No actionable items noted

Looking at a mobile app with FM.

Inspection Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
22 Feb 24	B	Looking at campus-wide program implementation, using a mobile app.	Laurie	Nov 2024	IP

7. REVIEW EDUCATION AND TRAINING

(General discussion, confirm all training is up-to-date, etc. For all actionable items please list below)

Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
12 Jun 24 26 Sep 24	E	Non-Violent Crisis Intervention Training Quarterly. Class coming up on the 12 th of June. Update 27 Jun 24 – Class was cancelled. Planning sessions for the new year. Plan is to do a couple during the winter term to catch up with Security.	Erica	Jan 2025	IP

8. ONGOING BUSINESS – Status of Action Items					
Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
23 May 24		Library – Fire Doors and Accessibility Challenges <ul style="list-style-type: none"> Fire doors that used to be propped are now unpropped. Some doors are being propped so there is accessible access to the Tramble Centre, and the basement study room and washroom. Reported to FM – not sure how quick it can be fixed. Mag locks required. Blair to look at the Library as a whole. Student study spaces. Wrap up a project to look at a dollar cost to fix the challenging areas. Some doors are easy; some doors will be challenging. 	Blair	Mar 2024	IP
26 Sep 24					
27 Jun 24		Accessibility Compliance <ul style="list-style-type: none"> Lace Marie asked if there is any money coming up to make us accessibility compliant. Blair advised we received report from Anne Sinclair, accessibility consultant, and there is a lot of work to do. The university committee has a meeting coming up. That committee should align with JOHSC. Coherent plan for moving forward to meet 2030 requirements. Anne Sinclair – expensive. New designs accessibility is priority. Accessibility Committee will look at report to discuss priorities. Keep on as standing item. Lots of issues are OHS related. Looking at upgrading some areas in Saputo for accessibility. Met in Halifax about a week and a half and a half ago. Committee of NS universities and community colleges – speakers from government side. Timelines will be provided. All universities have challenges. Six criteria – Three to four years. Status and progress to be reported. By 2025 need a new plan, every two years. 	Standing Item	Jan 2025	IP
26 Sep 24					
24 Oct 24					
27 Jul 24	C	Shipping & Receiving <ul style="list-style-type: none"> Room that's off the lounge in FX Hall is the Shipping and Receiving area. 	Blair	NA	C

8. ONGOING BUSINESS – Status of Action Items

24 Oct 24		<ul style="list-style-type: none"> Gases are stored up in Annex until proper storage is put in place around FM. Movement of gases is being reviewed with the supplier, Air Liquide, to see if they can delivered directly to places on campus, to save our employees from having to move and store them. Jeff met with Air Liquide and cages are being put in place to allow delivery to JBB. 			
26 Sep 24 24 Oct 24	C	Power outage on campus. <ul style="list-style-type: none"> How long do we keep a building open when the power fails? It was noted that it was very dark in some areas of the Library during the recent power failure. The recent power outage was longer, due to inspection of fault indicators, to try to identify where we have a problem with a high voltage line. Communication goes a long way - best case scenario and worst case scenario. Coordinate with VP and Provost. Blair to look at communication for power outages, including letting people how long it will be off (if known). Move it off until January – if policy is in place before that, it will be pretty self explanatory. 	Blair	Jan 2025	N

9. REGULATORY INSPECTIONS

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

10. NEW & OTHER BUSINESS

<ul style="list-style-type: none"> <i>General discussion items (list actionable items below)</i> 						
Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow-up	Status	

10. NEW & OTHER BUSINESS

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11. NEXT MEETING

Date:	November 28, 2024
Time:	12:00 Noon
Location:	Bloomfield Council Chambers

12. MEETING ADJOURNED

Time:	12:45 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
E	Information	RF	Referred forward