

**St. Francis Xavier University (StFX)
University Joint Occupational Health & Safety Committee (UJOHSC) Meeting Minutes
Bloomfield Council Chambers
June 29, 2023, at 12:00 noon**

Present: Employee Representatives: Kris MacSween, Patrick Gillis, Annie MacEachern
Employer Representatives: Joe Apaloo, Krista McKenna, Leon MacLellan
Advisory: Laurie Reid – Manager, OHS

The meeting was chaired by Krista McKenna and was called to Order at 12:15 p.m. A quorum was confirmed by having more than five members, with at least 50% being Employee representatives and at least two Employer representatives.

Action Items are in Italics and Underlined. Please take note of those assigned to you or the Committee and be prepared to provide update at the next meeting.

APPROVAL OF AGENDA

Moved by Joe and seconded by Leon to accept today's agenda, as presented.

APPROVAL OF MINUTES FROM LAST MEETING

Addition of Patrick Gillis as present at the last meeting. Moved by Leon, seconded by Joe to accept the minutes with the one noted change.

OUTSTANDING ITEMS FROM PREVIOUS MEETINGS

Robert's Rules of Procedure

- June 29 – Tabled until next meeting (Erica absent)
- June 1 - Tabled until next meeting (Erica absent)
- Erica advised she had a look at the abbreviated version of Robert's Rules and compared it to our Terms of Reference, and she had no suggestion for altering what we do now. Colin suggested we have more formality around motions. Look at how motions are currently handled and include the steps in the Terms of Reference. Randy suggested if a motion is known about ahead of a meeting, it be circulated prior to the meeting for due consideration.
Erica to review and provide suggested wording.

Nighttime Lighting Audit/Assessment

- June 29 – wait to see if Randy has update with possible funding. Point After Club – no formal process for submitting project, but if something was written up from the committee and sent to Gary Waterman, he would bring it to the Point After Club. John Complice is the chair of the Point After Club. *Letter to be drafted.*
- June 1 - Tabled until next meeting (Leon and Randy absent)
- June 1 – Sophia asked for more information about the lighting audit, and inquired about what type of bulbs are being used on campus. Sophia has a special interest in the lighting around campus, and she would like to help move some of the projects forward.

Smoking rules on campus

- June 29 – policy is expected to follow the NS Smoke Free Places Act and be 4 metres from buildings.
- June 1 – Committee asked if policy could be updated before September, so ‘rules’ can be published before students return in the fall.
- Randy advised that he sent the Cannabis Policy to the Director of Student Service, the Director of HR and VPs, and they have a meeting scheduled for later in May to discuss. Expect updated policy in September. Messaging around smoking rules and etiquette (as discussed March 23, 2023) for campus will follow the updated policy.

Security should have keys for pull stations in BMIG

- June 29 – Tabled until next meeting (Jacob absent)
- June 1 – Tabled until next meeting (Jacob absent)
- Fire department noted on March 3rd that they could not access the locked pull stations in BMIG and suggested that Security have keys to the pull stations. Jacob to follow-up.

Access at back of Keating.

- June 29 - We would like to get the locks changed by the beginning of August, so we can change the mindset (of using the back entrance) during hockey camps.
- June 1 - Locks will be changed on the outside doors with alarms and/or mag locks on the inside doors that are a concern. Everything should be done before August to address sports teams coming and going.

Committee membership

- This was Krista MacKenna’s last meeting. Krista was thanked for her many contributions to the committee and for being a great co-chair on the committee. Jennifer Sylvester from Conference Services has joined the committee on the Employer side.
- We are looking at the Employer representatives, and more changes may be made to put an alternate in place for each member.
- No other members indicated they want to leave the committee.
- We are waiting on word from AUT about their representatives.
- 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.

Lack of Lighting around Construction Zone

- June 29 – This is still dark and hazardous.
- June 1 - Vernon expressed a concern about the lack of lighting around the construction zone in front of Saputo. Dave to follow-up.

SUBCOMMITTEE REPORTS

Communications and Events

- No meeting since the Day of Mourning and Safety and Health Week events

- Next area we would like to focus on is Fire Safety Month and Fire Prevention Week in October.
- Committee will be asked to help develop a quarterly UJOHSC newsletter. Hope to have the first one out this Fall.

INSPECTIONS

A lab safety audit was completed by Joe, Randy and Laurie in both science building. This was following up on the audit that was completed by CURIE in 2018.

INCIDENTS

A worker put his hand through glass on a door when he pushed on it to open the door. The panic bar should have been used. It is an older door, and the panic bar is low. The glass on the door has been replaced with Plexiglas, and the employees were reminded to use the panic bar. Similar doors on the campus should be checked.

CONCERNS (NEW)

Reported to OHS

Fire Alarm in 42 West Street

- During the fire alarm on May 29th in 42 West Street, deficiencies were noted, including not being able to hear alarms. Some of the same deficiencies were identified in 2018.
- Response from FM: An order has been placed to replace the existing FA panel and field devices to bring this building up to code. We are hoping that this will be completed over the summer months, depending on delivery and availability of contractors.

Access to workout equipment

- The workout equipment on the concourse in Keating is out in the open. It's been reported that young kids have been seen up there playing with the weights. We understand the equipment there is temporary, but it is still a hazard (received June 4th). On June 5th Kevin B asked Josh to install signage.
- UJOHSC comments - This is still dangerous because kids are still running loose in the building. Kids have free access to area. Concourse is open due to people using it. Access should be better controlled.

Temporary Workplace Regulations

We are having ongoing issues with contractors following the Temporary Workplace on Highways/Roads Regulations. Discussions are taking place with Pomerleau to educate them on these regulations and how to apply them at the university. They are in place to keep all traffic safe – worker, pedestrian and vehicle. When followed, they do make the workplace safer.

Central Heating Plant emissions

- A few concerns were received recently from employees in Coady and Morrison Hall about smoke and fuel/tar-like smells in their workspaces. It was caused from burner restarting in CHP – lower demand.

- Response from FM: I believe we know the issue with this particular boiler, and I will be taking the proper steps to hopefully get the smoke issue resolved. I have asked the operators not to flash this boiler during working hours to limit the chances of smoke getting into Morrison.
- There have been previous issues with emissions entering Morrison Hall. Emissions have been researched, and we are complying with regulations and environmental requirements. Drafty windows in Morrison allows emissions to easily flow into the workspaces. The Indoor Air Quality in the area was testing for several weeks, and there were no hazardous findings. DOL, DOE and subject experts have been consulted. A lot of work was done in the last year on CHP to improve emissions. Final report of findings to be issued.
- Leon advised that new windows are part of the envelope project for Morrison.
- Leon provided an update on a three-year project to ‘replace’ steam as a heat source.

Humidity in NFSC

- Chiller is at 50%, and several concerns were expressed for safety and equipment damage. Several AC units were installed as a temporary measure.
- Leon advised that the part was difficult to get. It is expected to arrive by next Wednesday. Hopefully it will be up and running by the end of next week. FM may look at replacing the system – the building is 19 years old, that unit should last more than 30 years, but it hasn’t been reliable last 9 or 10 years.

Around the Table

- Nothing reported.

TRAINING

- First Aid training was held on June 9th.
- Upcoming training will include JOHSC and OHS Leadership for Managers and Supervisors (not yet scheduled)
- We are rolling out New Hire Orientation, and this will be presented to UJOHSC at an upcoming meeting.

NEW BUSINESS

Membership

- AUT will advise on membership following their May AGM.
- All members should consider their ongoing membership on the committee, based on the Terms of Reference. Any changes should be communicated to Laurie and their employee group, as applicable.
- Krista will be leaving the committee in June, so we will be looking for an Employer Co-Chair.

Document review

Members are reminded to review documents in Teams, especially the Emergency Management Systems documents and the OHS Manual. Feedback should be provided to Laurie in written or

electronic format. *We would like to adopt these documents at the next meeting, so be sure to review before then.*

PROJECTS UPDATE

- Saputo open to public mid-October, trying to open to staff and faculty before that.
- Golden X Inn expected to be completed by mid-October.
- Design for Dahdaleh Hall is underway
- Morrison Hall roof – no bids. Negotiating with contractor now. Envelope project. Slate is beyond its life. Being replaced with asphalt.

DATE AND TIME OF NEXT MEETING

Next meeting is scheduled for July 27th

ADJOURNMENT

Krista moved to adjourn her final meeting at 1:20 p.m.