

**St. Francis Xavier University (StFX)
University Joint Occupational Health & Safety Committee (UJOHSC) Meeting Minutes
Bloomfield Council Chambers
March 23, 2023, at 12:00 noon**

Present: Employee Representatives: Susan MacKay, Colin Rankin, Kris MacSween, Tyson Ball, Patrick Gillis, Josie MacPherson

Employer Representatives: Joe Apaloo, Randy Peters, Krista McKenna, Leon MacLellan, Dave MacNeil

Advisory: Laurie Reid – Manager, OHS, Erica Baker – Advisor, HR

The meeting was chaired by Krista McKenna and was called to Order at 12:10 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 Leon, seconded by Patrick to accept today's agenda with one addition under New Business: e) Project Updates.

APPROVAL OF MINUTES FROM LAST MEETING

Moved by Patrick, seconded by Josie to approve the minutes as presented.

OUTSTANDING ITEMS FROM PREVIOUS MEETINGS

Terms of Reference (ToR)

The updated Terms of Reference (dated 7 Mar 2023) were previously reviewed and there is no further feedback nor changes. Moved by Susan, seconded by Patrick to accept the Terms of Reference dated March 7, 2023. COMPLETE.

Robert's Rules of Procedure

An abbreviated version of Robert's Rules of Procedure had been previously circulated to the committee. Some parts may be appropriate to adopt, e.g., speaking to motions and voting. *Erica will go through the ToR and Robert's Rules and make recommendations for possible areas to adopt.*

We have updated our meeting process to include motions, as required, for decisions made at the meeting for formality and record-keeping purposes. The chair will ask for a motion, seconder, then ask if there is "anyone contrary minded" to the motion. If no one is, the decision is made by consensus. If it's not unanimous (someone is contrary minded), a formal vote will take place (process to be decided)

Nighttime Lighting Audit/Assessment

Leon advised the maintenance findings from the audit should have been fixed by now. There is no money to do any of the lighting projects identified from the audit. Some suggestions were

made for interim fixes including portable and/or solar lights for hazardous areas, but they may not be feasible. *Krista to check to see if there may be funding within her group for lighting.* Committee members will be asked to vote on top 3 of 6 projects through an email vote. Monica will be apprised of the areas of concern following the vote. Moved by Randy, seconded by Joe to make a democratic decision on the top 3 (through an email vote) and decide about doing a formal recommendation.

SUBCOMMITTEE REPORTS

Communications and Events

- Speaker is booked for Friday, April 28th and everyone is encouraged to attend.
- We are looking for ideas for events, etc. for the North American Occupational Safety and Health Week (NAOSH) – May 1 to 5

INSPECTIONS

All buildings have been inspected over the last two years. A schedule will be developed, and members will be asked to sign up to complete an inspection over the coming months.

INCIDENTS

Incidents that occurred since the last meeting were reviewed and follow-up was discussed. Some corrective actions to monitor include:

- a) There have been numerous fire related concerns in residences over the last while. Smoke detectors are being covered so people can smoke inside. At least three fire extinguishers have set off in residences, and there was at least one fire in a residence room caused by smoking. It is reported that when students are caught, they are held accountable, but is it enough of a deterrent?

Employees being exposed to fire extinguisher contents is an OHS concern, which will be addressed with an SOP and training. Another concern is complacency around fire safety in residences, and what solutions can be put in place to help address this. It has also been previously noted that not everyone leaves buildings during evacuations.

- b) 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.
- c) There is a locked exit in MSB (reported by Security) that may trap people in the event of a fire or evacuation. *Leon to look at this and advise follow-up.*

CONCERNS

Reported to OHS

Housekeeping in MacKinnon

Hockey equipment room in MacKinnon required cleanup and reorganization. Major trip hazards and blocked access door for FM. Expect it is addressed by now.

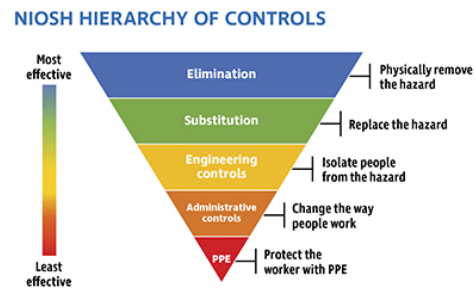
After dark hazards at Varsity Circle

Poor lighting and slippery surfaces at Varsity Circle while several people were leaving Keating after dark.

Access to back of Keating

Public access to the equipment (Zamboni) area at back of Keating has been a concern for some time now. People in this area present a significant hazard to themselves and the StFX rink operators. The habit of using this area as a convenient throughfare has been happening for over 23 years, and it will be challenging to change the behaviour and will involve a team effort. All affected StFX parties are being consulted. Controls are being discussed and worked on, and may include both engineered and administrative:

- ✓ Changing locks
- ✓ Installing access swipes
- ✓ Signage
- ✓ Communication
- ✓ Monitoring

***Around the Table***Fire alarm in Saputo

When the fire alarm was pulled in Saputo recently, it was difficult to get everyone out of the building (Minor Hockey weekend). It involved going around telling people to leave, with no one really in charge. Most people ignored the alarms, supervisors are not always there, and the student staff in the box office are not trained to do evacuations. For the people who did leave, we were lucky to get them two inches outside the door.

Randy advised that we have updated the fire and evacuation plans in this and all buildings on campus. We are in the process of getting wardens and will be starting drills over the coming weeks. A deficiency of trained employees on weekends in Keating and Saputo has been identified and will be addressed during emergency drills and training. Drills will take place during work hours and after hours and the differences will be measured. The lack of people evacuating is a sign of the current culture (that we want to change!).

TRAINING

- OHS Leadership training for Ancillary and Advancement managers and supervisors took place in February.
- Will be doing more First Aid training in the Spring (after a call for more attendants)

NEW BUSINESS***Membership***

Susan advised the AUT will provide new members for the committee following their AGM in May.

Smoking ban on campus

Joe has received concerns from faculty about smoking on campus. People smoking on walkways is a major concern. Some faculty think the solution is banning smoking altogether, and this is being brought to the attention of the committee. People should report concerns immediately with name and location. Signage should be looked at.

Susan receives concerns from members as well – what am I breathing? I have very serious health concerns and why should I have to be exposed when walking around campus? Can we make the paths safe?

Following some discussion, it was decided to produce messaging for campus about smoking rules and etiquette. The provincial law is 4 metres from buildings. Managers and supervisors will be encouraged to share the messaging and help change current practices. Do the current rules and practices contribute to the fire hazards in residence?

Projects Update

This will be a regular update topic on JOHSC agendas to keep everyone apprised of project work on campus (see below).

- Susan advised she accompanied ALLTECH while they did hazardous materials testing (lead and asbestos) in 42 West Street earlier this month. The report will be shared with the committee when received.

Workplace Monitoring, Measurements and Tests

The OHS Act requires us to have committee members observe workplace monitoring, measurements and tests that affects the health and safety of employees. This has been and will continue to be arranged with FM and the project office, as needed. Members should advise if they are interested in observing.

Following is an “excerpt from the OHS Act” that pertains to these observations (fyi):

“WORKPLACE MONITORING, MEASUREMENTS AND TESTS

42 Right of employee to observe and be paid.

(1) Every employer shall permit an employee selected pursuant to subsection (2) to observe workplace occupational health or safety monitoring and the taking of samples, tests or measurements where a significant part of the rationale is based on either health or safety of employees at the workplace, unless the monitoring or taking of samples, tests or measurements takes place

(a) continuously or on a regular and frequent basis, except to observe the initial setup of the workplace occupational health or safety monitoring process and to be informed and observe the monitoring where there has been a malfunction of the monitor or alteration in the process;

(aa) in a situation that would violate an employee’s personal privacy;

(b) in a location that is remote and is part of the regular task of a person employed at the location; or

(c) during an emergency situation,

and time spent by the employee in such activities is deemed to be work time for which the employee shall be paid by the employer at the applicable rate.

(2) Where there is

(a) a committee or representative at a workplace, the employee who observes workplace occupational health or safety monitoring and the taking of samples or measurements shall be selected by the committee or representative, as the case may be; or

(b) no committee or representative at a workplace, the employee who observes workplace occupational health or safety monitoring and the taking of samples or measurements shall be selected by the employees.

(3) Every employer shall provide

(a) reasonable notice to an observer of the commencement of the occupational health or safety monitoring and of the taking of samples or measurements undertaken pursuant to subsection (1); and

(b) access to a workplace for the purpose of the observation.

(4) Where an observer requests, the procedure for occupational health or safety monitoring and the taking of samples or measurements shall be identified and explained to the observer.

(5) Where an owner, constructor or contractor performs occupational health or safety monitoring or takes samples or measurements that relate to the health or safety of employees at the workplace,

(a) the owner, constructor or contractor shall provide reasonable notice to all employers at the workplace of the commencement of the occupational health or safety monitoring and of the taking of samples or measurements; and

(b) the requirements of subsections (1) to (4) apply.

(6) Where the monitoring, samples or measurements referred to in subsection (1) are conducted by, or at the request of, an officer, the officer may undertake the monitoring, samples or measurements whether or not notice has been given pursuant to subsection (3) or (5).

1996, c. 7, s. 42; 2010, c. 66, s. 10.”

PROJECTS UPDATE (new static agenda item – if time permits)

The following update on current and upcoming projects was provided by Leon:

- Saputo project is coming along and will spread out to the rest of the building in May.
- Large renovation project in Golden X Inn to start shortly.
- Institute for Innovation of Health (IIH) - \$61 million.
- Morrison Hall envelope – windows and slate roof replacement.
- Chiller in Library - hoping to do it this summer.

Construction and material supply industries have really changed and are way over capacity. Skilled trades are hard to find.

RISK MANAGEMENT UPDATE (new static agenda item – if time permits)

In addition to Saputo discussion above, the rollout of EMS is starting. We are currently filling the fire warden roles and planning training. Committee members are reminded to review the EMS documents (see link below)

PEOPLE AND CULTURE UPDATE (new static agenda item – if time permits)

A new HR and payroll system is being implemented. Employee’s personal and emergency contact information will be require updating.

DATE AND TIME OF NEXT MEETING

The next regular JOHSC meeting is scheduled for April 27th.

ADJOURNMENT

Motion to adjourn by Patrick, at 1:40 p.m.

Members are reminded to review documents that have been circulated and are located on Teams.

Link to Teams to access above-referenced documents:

<https://teams.microsoft.com/l/channel/19%3afd6985d8440d4223a76c3873ec2f9372%40thread.tacv2/Documents%2520for%2520Review?groupId=d4b9d487-6f0c-4bac-a271-c8c14c57e2b9&tenantId=8c46abc7-960b-4124-8950-1628b2b192f9>