

**St. Francis Xavier University (StFX)
University Joint Occupational Health & Safety Committee (UJOHSC) Meeting Minutes
Online in Teams
November 25, 2021 at 12:00 noon**

Present: Employee Representatives: Kris MacSween, Ronalda MacGillivray, Jack Irvin, Brendan Roberts, Sylvia Phee
Employer Representatives: Joe Apaloo, Randy Peters, Jacob Burghardt, Leon MacLellan
Advisory: Laurie Reid – Manager, OHS; Janet Beaton – Advisor, HR

The meeting was chaired by Kris MacSween and was called to Order at 12:03 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

The agenda for today's meeting was reviewed and accepted by consensus.

APPROVAL OF MINUTES FROM LAST MEETING

The Minutes from the October 28th UJOHSC meeting were approved by consensus and are ready to be posted.

OUTSTANDING ITEMS FROM PREVIOUS MEETINGS

Fume Hoods

November 25, 2021 – Draft program was resent to FM for review.

Scent Awareness

November 25, 2021 - Scent Awareness has been launched through 'News You Can Use', social media, website and poster installations. Laurie will ask Communications about doing a mass email to bring more awareness to this initiative.

Building Inspections

November 25, 2021 – We have finished the Science buildings and others are being scheduled.

Air Quality/Ventilation

November 25, 2021 – Leon advised the information session with FM and the AUT took place and were well received. CLOSED.

Draft StFX Violence in the Workplace Policy (VITW) / Risk Assessment Policy

November 25, 2021 – Committee were asked to review the Policy and provide comments to Laurie. Kris suggested we clarify who to call in an emergency – add 911 and look at wording in Question #s 8 and 9. We have started the risk assessment process in some obvious areas, e.g. Ancillary Services and Security. Next steps are vetting through HR and Legal and then bring it back to the committee. Leon MacLellan moved to accept the document as presented with presumption if there are significant changes, it will come back to this committee. Seconded by

Joe Apaloo. Motion Carried. This will be sent to Andrew for final approval and checked to ensure it lines up with other policies.

Obsolete Equipment in Science Buildings

November 25, 2021 - Joe provided an update on a tour done by FM and Faculty of Science members, and the follow-up document was sent to the faculty. CLOSED.

Nighttime Lighting Audit/Assessment

November 25, 2021 – Janet advised that there were at least three done in the past and follow-up took place on concerns. It is time for another audit, as this is an important safety initiative. Randy was involved in a previous audit (Sexual Violence Prevention Committee). Audits should be done over a few nights with different events, weather, moonlight, etc. Janet, Randy and Jacob to look for past reports for comparison purposes. All committee members will be given an opportunity to participate in lighting audits. Kris suggested that we do a campus survey about lighting as well.

Housekeeping in Residence Hallways

November 25, 2021 – Sylvia said things have improved somewhat. If it gets bad again, Sylvia will raise it again. CLOSED.

OHS Policy Review

November 25, 2021 – Leon moved adoption of the OHS Policy, seconded by Joe Apaloo. Motion Carried. The Policy will be sent to Andy Hakin for signature.

COVID-19 UPDATE

Randy provided a COVID-19 and vaccination status update. 98% of staff and students are vaccinated. X-Ring and Super Sub planning is underway; we are looking forward to this and more in-person events in the new year.

HEALTH AND SAFETY CONCERNS / CORRECTIVE ACTIONS UPDATE

Kris invited JOHSC Members to raise any issues/concerns they have.

TRAINING

We will be offering JOHSC training in the new year to those members who have not already taken the training.

NEW BUSINESS

Incident Reporting and Investigations (Tabled)

Laurie will send information to the UJOHSC requesting a review of the Incident Report and Investigations section of the OHS Safety Management System Manual.

DATE AND TIME OF NEXT MEETING

The next regular JOHSC meeting will be held at noon on Thursday, January 27, 2022.

ADJOURNMENT

The meeting was adjourned at 1:15 p.m.