

St. Francis Xavier University
University Joint Occupational Health & Safety Committee
Online in Teams
Meeting Minutes
February 25, 2021

Present: Employee Representatives: Tyson Ball, Colin Rankin, Patrick Gillis, Kris MacSween, Patrick Wallace, Sarah Elliott, James Braid
Employer Representatives: Jacob Burghardt, Leon MacLellan, Krista MacKenna, Randy Peters, Dan Belliveau
Advisory: Laurie Reid – OH&S Officer, Janet Beaton, Health & Wellness Advisor

The meeting was chaired by Tyson Ball 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

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

APPROVAL OF MINUTES FROM LAST MEETINGS

The minutes from the December 17th UJOHSC meeting were approved by general consensus, with one correction – add Susan MacKay to the list of those in attendance.

OUTSTANDING ITEMS FROM PREVIOUS MEETINGS

Fume Hoods

February 25, 2021 – No update.

December 17, 2020 – No update.

November 26, 2020 – No update.

October 22, 2020 – No update.

August 27, 2020 - Fume hoods currently being cleaned. No update on SOP.

August 6, 2020 – Cleaning and maintenance being completed prior to classes. SOPs are still a work in progress; and will eventually be rolled out to all fume hood users. Waiting for update on SOP from FM.

June 25, 2020 – No update.

May 28, 2020 – Both users and maintenance have been asked for final comments on the SOPs before marrying them together into one program and rolling it out to the Campus.

April 23, 2020 – No update.

February 27, 2020 – Alarms reported by the Chemistry department continue to be logged on a tracking sheet. Since the last meeting, there have six reports of alarms. Further information was requested offline about the number of alarms coming in from all of the fume hoods; this request was forwarded to FM. A follow-up meeting should be held with users and maintenance personnel to see how the draft procedures are working. Next steps would be to roll out the procedures to everyone and provide training as required in both procedures.

January 23, 2020 - One “zero” alarm was reported since the last meeting, and was due to an issue with vibration within the ventilation system, which has since been rectified. Both fume hood maintenance and use procedures are being implemented and will be finalized in due course. Communication between users and FM requires follow-up.

History of this issue has been archived.

Scent Awareness

February 25, 2021 – The website has been drafted and a request has been sent to Communications for assistance with branding and launch. Website will be shared with committee members for their comments.

December 17, 2020 - Communication and location of policy to be determined. Work with Communications for structured roll-out.

November 26, 2020 – Janet advised that the committee met and have condensed the information and made it into a more specific two-page document. It was sent to the committee yesterday, still in draft format. Please provide any comments back to Janet. Janet to check with Advancement about consistent messaging/branding for the website and signage. Susan would like to include it in the AUT newsletter once things are final and on the website.

October 22, 2020 – Janet indicated she would bring committee together for a meeting to pick up where they left off.

August 27, 2020 – No update.

August 6, 2020 – No update due to COVID-19

June 25, 2020 – No update.

May 28, 2020 – No update.

April 23, 2020 – No update.

February 27, 2020 – Janet advised that the committee met and developed a draft awareness campaign. The draft was circulated to all committee members for their input. Two types of signage were decided upon. The intention is to put the information up on the website as well. Some concerns were expressed about having too much signage, with the suggestion it be put on “rolling TV/projection screens”, where possible. Leon suggested talking to Communications to develop a roll-out strategy.

January 23, 2020 – Update from Janet. Committee to reconvene to review new information and determine next steps, and will report back at the next meeting.

History of this issue has been archived.

Membership / Election of Chairs / Secretary

February 25, 2021 - It was moved by Leon MacLellan and seconded by Tyson Ball that Susan MacKay be appointed as Secretary for the committee. It was moved by Leon MacLellan and seconded by Tyson Ball that Kris MacSween be appointed as Employee Co-Chair for the committee. During a Doodle Poll vote following this meeting there was a unanimous vote to appoint Krista McKenna as Employer Co-Chair for the committee.

The Terms of Reference have been updated to reflect the appointment of Secretary and will be forwarded to the committee for comments.

December 17, 2020 – Committee members were reminded to fill out the survey if they haven't done so already.

November 26, 2020 – Committee member were asked to review the information that was sent to them about membership and to complete the survey prior to the end of the year. We will take the survey information and plan for an election at the January UJOHSC meeting.

October 22, 2020 - Attendance at UJOHSC meeting has been good. Randy advised that he does not want to continue as Chair, and that it should be somebody less involved in the administration of OH&S. As per our Terms of Reference, we should review our membership yearly, including the Chairs and Secretary positions. Laurie will circulate the Terms of Reference and what's involved in being a Chair or Secretary. We will have further discussions in November, with elections planned for January. We would like to move the Secretary role to a member not in Risk Management as well for the reasons noted above. We will move forward with committee training after elections.

Building Inspections

February 25, 2021 – Office building inspections are ongoing. Corrective actions will be tracked until completion and reported to UJOHSC on a continuing basis. Corrective actions will be prioritized depending on likelihood and severity of hazards.

December 17, 2020 - Laurie will contact committee members over the next couple of months to start doing building inspections. This will be used as a hands-on training and to establish checklists for specific buildings.

Epi-Pens

February 25, 2021 – We have checked with other NS universities and the two that responded back (Acadia and Saint Mary's) do not provide Epi-Pens for the general population. We will discuss this topic with Sodexo to determine what they currently have in place and report back to the committee.

December 17, 2020 - A discussion was held about whether the University should have epi-pens available for the general population, in case of anaphylactic shock. In general, those with epi-pen prescriptions are responsible to keep the unit on their person. There are many considerations around having "general use" epi-pens available including medical histories, training, supply, etc. etc. We will see what other universities are doing and report back to the committee. Note there was an incident involving a student who had a reaction in Morrison Hall and did not have their Epi-Pen with them.

HEALTH AND SAFETY CONCERNS

Around the Table

No concerns were raised at this meeting.

Report a Health and Safety Concern Summary

The committee have been sent a link to the tracking spreadsheet. This will be a regular agenda item. Specific items can be discussed as needed. Purpose is transparency and to ensure the committee has input and that the corrective actions. Hope to eventually transform this into a CAIR database.

COVID-19 UPDATE / CONCERNS

Randy provided an update on COVID-19

UPDATE ON HEALTH AND SAFETY TRAINING

Feb 25 – No update. JOHS Committee training is planned for the new year – following the election, taking COVID restrictions into consideration.

NEW BUSINESS

OHSMS Manual Review – Chapter 10: Procurement and Contracting

This draft section will be forwarded to the committee for their review.

DATE AND TIME OF NEXT MEETING

The next meeting will be scheduled for Thursday, March 25 at 12:00 noon.

ADJOURNMENT

Meeting was adjourned at 12:55 p.m.