

**St. Francis Xavier University (StFX)  
University Joint Occupational Health & Safety Committee (UJOHSC) Meeting Minutes  
Online in Teams  
April 29, 2021**

**Present:** Employee Representatives: Krista McKenna, Kris MacSween, Tyson Ball, Colin Rankin, Patrick Gillis, Susan MacKay  
Employer Representatives: Jacob Burghardt, Randy Peters, Dan Belliveau, Leon MacLellan, Dave MacNeil  
Advisory: Laurie Reid – OH&S Officer

The meeting was chaired by Krista McKenna 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.

The Minutes were recorded and will be stored in Teams in the UJOHSC folder.

*\*\*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. Susan requested that “COVID-19 and Enhanced Ventilation on Campus” be added under 7. New Business.

#### **APPROVAL OF MINUTES FROM LAST MEETING**

The minutes from the March 25 UJOHSC meeting were approved by general consensus and are ready to be posted. Dan noted that Sodexo was spelled incorrectly.

Krista acknowledged that the day before, April 28<sup>th</sup>, was the National Day of Mourning for those who lost their lives or were injured on the job. The UJOHSC recognized the Day and anyone who may have colleagues or know someone who passed away or was injured.

#### **OUTSTANDING ITEMS FROM PREVIOUS MEETINGS**

##### ***Fume Hoods***

**April 29, 2021** – Dan and Laurie have been working on getting fume hoods certified, reviewed, and assessed to determine which ones are in need of repairs. The fume hoods in the PSC have annual inspections and are all certified. Fume hoods in JBB are undergoing a needs assessment to determine whether they will be repaired or decommissioned. One of these fume hoods is being upgraded and is a good example of what is involved in terms of repairs and cost. Leon suggested that there be an annual review and analysis of the purpose, usage, and chemicals used in each fume hood.

**March 25, 2021** – Laurie reported that she has not heard about any recent concerns/issues or the fume hoods going to zero. The Standard Operating Procedures (SOP) Manual is an ongoing process and will be finalized by the fall. This longstanding item will remain in the Minutes until it is completely resolved.

**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***

**April 29, 2021** – Laurie has not yet received an update from Communications. The goal is to have the posters ready and posted by the fall.

**March 25, 2021** –Laurie and Janet and are awaiting a response from StFX Communications who will assist with branding. Before sending the updated website link to the committee, the branding needs to be finalized.

**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.

### ***Building Inspections***

**April 29, 2021** – Since the April meeting, one building has been inspected for a total of seven. *Laurie will contact each JOHSC member about building inspection training.*

**March 25, 2021** – Laurie and a few members of the JOHSC have completed building inspections for six buildings, which was an opportunity to train members about the inspection process and program requirements. Since inspections are an ongoing process, *Laurie will be in contact with committee members to assist with conducting inspections in academic buildings so each member receives training.* All data from the inspections will be stored in a separate file for each building in the JOHSC Teams panel. Most issues identified in the inspections will be completed by FM and some by Risk Management. Critical items will be prioritized. Laurie reported the inspections are going very well. Laurie and Susan conducted a recent inspection in 42 West Street. On behalf of building occupants, Susan thanked our FM colleagues for prioritizing repairs and that some have commented the building is healthier and safer because of the ongoing repairs.

**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.

### ***OHSMS (Occupational Health and Safety Management System) Manual Review – Chapter 10: Procurement and Contracting***

Laurie circulated the draft section to the committee for their review prior to the meeting. Dan asked for clarity about section 10.2. Laurie explained that the purpose of including StFX Procurement as part of health and safety is to ensure products have proper certifications and provided the following examples: to avoid purchasing something that is not ULC-certified, water coolers must be monitored to make sure they are sanitized every six months, pieces of equipment could have expired calibration, and legally ladders must be grades 1 or 2. Tyson suggested the consistency of language in the chapter. The difference between the current and revised procedures is for those who make purchases to look at procurement through a health and safety lens. If anyone has questions, they are welcome to consult with Laurie. The OHS Act states that any decisions about PPE are to have JOHSC input and any major purchases are to be discussed by the JOHSC. Dan asked whether there will be future communication to supervisors about the updated policy. Randy confirmed that communication is yet to be determined and will be rolled out with the revised chapter. Krista made a motion to approve incorporating Chapter 10: Procurement and Contracting into the *OHSMS (Occupational Health and Safety Management System) Manual*. The motion was moved by Dan and seconded by Leon. Since this is a significant piece of documentation, Krista asked for a formal vote. There were no noted objections and the vote by JOHSC members was unanimous. Motion passed. Laurie will incorporate suggested edits and consider how to communicate the revised policy to campus. This chapter has already been rolled out to FM, contractors, and StFX Procurement. This item is closed and will be removed from the Agenda.

### ***Training Update for JOHSC Members***

**April 29, 2021** – Laurie confirmed there are two possible dates (June 4 and 11) and a Doodle poll will be sent to the JOHSC. Training will move forward based on the COVID situation.

### **COVID-19 UPDATE**

**April 29, 2021** – Randy provided an update. Given the current COVID situation, working from home (where possible) is an option. There are discussions about the impact of schools being closed and communication is being worked on with guidance around school closures. We were very successful to get through a complete academic year and continue to adjust as we go. In-person spring classes, research activities, and field trips were approved and then cancelled due to the provincial lockdown. Campus is not closed but a number of buildings are locked. If the circuit breaker extends, staff may have to sign in if they are on campus. Tomorrow Nova Scotia is opening up vaccinations for people 40 and older. Construction work is still taking place on campus and there are good safety protocols in place. There is a good safety culture on campus. It is important to remember COVID protocols and preventative measures. Krista expressed appreciation to Randy and the COVID Committee for keeping students, employees, and faculty safe. Randy acknowledged that everyone is doing their share.

## **HEALTH AND SAFETY CONCERNS / CORRECTIVE ACTIONS UPDATE**

**April 29, 2021** – Laurie provided an update. The spreadsheet is up to date with documented concerns and will be sent to the JOHSC to confirm whether any corrective actions have been completed. Since the last meeting, there were two incidents on campus. One worker walked on a manhole cover that failed, fell, and sustained a serious laceration. They are okay and off work for some time. The corrective action: the manhole cover was repaired and welded immediately. FM has since inspected all manhole covers and will continue to do so on a regular basis moving forward. This incident is under investigation by the Department of Labour due to its severity and required hospitalization. The investigator is satisfied with the process and how this situation is being handled. The second was a vehicular incident near Gilmora. There were no injuries, and the investigation is continuing. Both incidents have been documented on the spreadsheet. Krista invited questions/concerns from the committee. Colin asked if the spreadsheet had a note about sanitization for high contact concerns brought up by the Admissions Department. There were concerns about the inconsistent cleaning of door handles and high contact surfaces on the first floor of Nicholson. Leon confirmed extra staff who were hired for the academic year are no longer working. Due to there not being any evidence of COVID transmission by surface (only by air), the frequency of cleaning has been reduced. *Randy will follow up with the COVID Committee about communicating the reduction in cleaning schedules.*

## **NEW BUSINESS**

### ***COVID-19 and Enhanced Ventilation on Campus***

**April 29, 2021** – Susan asked if there was a JOHSC member who could provide an update about what has been done to enhance ventilation on campus. Leon informed the committee that half of the buildings on campus have a variety of ventilation systems and the other half do not have one at all (given their age). Last fall, Siemens was on campus and programmed the maximum ventilation rate while maintaining all other environmental qualities. FM checked the mechanical ventilation and raised (enhanced) the ventilation rates during the winter term. Since there is no real criteria or standard in the industry, Leon is expecting communication from ASHRAE which governs the standard for acceptable indoor air quality. Laurie acknowledged all the work FM has done to improve ventilation and asked whether their efforts should be communicated to campus. Dan acknowledged the efforts of Leon and Facilities Management in addressing ongoing ventilation concerns and questions. Susan thanked Leon and FM colleagues for keeping campus safe and healthy. There were no additional items to add.

## **DATE AND TIME OF NEXT MEETING**

The May meeting has been cancelled. The June meeting will be held on Tuesday, June 24<sup>th</sup> at 12:00 noon. At June meeting, the JOHSC will determine the summer meeting schedule. The committee may have to meet to review fall procedures. Laurie will send out a Doodle poll for the training, depending on the COVID situation.

## **ADJOURNMENT**

The meeting was adjourned at 12:51 p.m.