

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

**Present:** Employee Representatives: Tyson Ball, Colin Rankin, Jack Irvin, Brendan Roberts, Rod Dunbar, Sylvia Phee, James Braid  
Employer Representatives: Krista McKenna, Jacob Burghardt, Randy Peters, Dave MacNeil  
Advisory: Laurie Reid – Manager, OHS

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.

**APPROVAL OF MINUTES FROM LAST MEETING**

The minutes from the April 29<sup>th</sup> UJOHSC meeting were approved by general consensus and are ready to be posted.

**OUTSTANDING ITEMS FROM PREVIOUS MEETINGS**

***Fume Hoods***

**July 29, 2021** - Yearly re-certification has been done; and everything seems to be working fine, according to Siemens/FM. There were a couple issues that were addressed during Siemen's yearly inspection. Further discussion is required on the use of the fume hoods in JBB – whether they are brought up to standard or decommissioned. The new Program will be given to the FM maintenance manager for review and implementation.

**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.

History of this issue has been archived.

### ***Scent Awareness***

**July 29, 2021** – Follow-up with Communications required for posters and branded material. Link to draft website: <https://www.mystfx.ca/ohs/scent-awareness>. Posters and branding will be added to the site when ready. It was suggested that someone from Communications become a committee member.

**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 are awaiting a response from StFX Communications who will assist with branding.

**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.

History of this issue has been archived.

### ***Building Inspections***

**July 29, 2021** – No further inspections completed since the last meeting. Will resume in August and September.

**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.

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

**July 29, 2021** – A Doodle poll will be sent to the JOHSC for some time between October 4 and 8 for ½ day of training.

### **COVID-19 UPDATE**

**July 29, 2021** – Randy provided an update. Lots of uncertainty around reopening, waiting for the government to come out with some more definitive information. Regardless of provincial rules, we expect StFX will maintain masking in all public spaces including classrooms and labs for the first while, but distancing is not required in classrooms and labs.

### ***Questions/Concerns:***

Will we have updated material for signage for new changes? Yes, some signs will come down and others may go up. Some protocol signage will stay up. Directional signage can be removed. Masking and physical distancing is still required. Health monitoring is required.

Is there a target date for Phase 5 – no it's a percentage of 75% of the eligible populations with two vaccinations.

Student Life are working on isolation plans and concerns around quarantining (two to a room). Best advice is if you're concerned about COVID-19 and the people around you, get vaccinated.

Out-of-province travel for non-vaccinated athletes is a concern.

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

**April 29, 2021** – The use of the Report a Health and Safety Concern portal has dropped off. Members are asked to keep an eye on the spreadsheet to monitor any corrective actions that pertain to them.

### **NEW BUSINESS**

#### **July 29, 2021**

- On behalf of the Student's Union Exec Team, Jack asked if there any chance we can get a couple new Rainbow crosswalks before start of classes. It was suggested that Jack raise with Megan Fogarty, and work with FM to get it done. Doug Campbell is the FM contact.
- Krista asked to recognize and thank Dan Belliveau, former Dean of Science, for all his work on and contributions to the committee, and to wish him well. Laurie noted Joe Apaloo will be joining the committee, as Interim Dean of Science.

**DATE AND TIME OF NEXT MEETING**

The next meeting will be held on August 26<sup>th</sup> at 12:00 noon. A schedule for the fall meetings will be discussed at the next meeting.

**ADJOURNMENT**

The meeting was adjourned at 12:48 p.m.