

**St. Francis Xavier University (StFX)  
University Joint Occupational Health & Safety Committee (UJOHSC) Meeting Minutes  
Online in Teams  
August 26, 2021 at 12:00 noon**

**Present:** Employee Representatives: Kris MacSween, Gary MacMillan, Vernon Boudreau, Colin Rankin, Patrick Gillis, Jack Irvin, Brendan Roberts, Rod Dunbar, Susan MacKay  
Employer Representatives: Joe Apaloo, Randy Peters, Krista McKenna, Jacob Burghardt, Leon MacLellan  
Advisory: Laurie Reid – Manager, OHS, Janet Beaton - HR

The meeting was chaired by Kris MacSween and was called to Order at 12:04 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**

A moment of silence was observed to honour our colleague Dr. Dan Belliveau, a valued Member of the JOHSC and the university community.

Laurie requested to add Violence in the Workplace Policy under New Business. The agenda for today's meeting was reviewed and accepted by general consensus.

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

The minutes from the July 29 UJOHSC meeting were approved by general consensus and are ready to be posted.

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

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

**August 26, 2021** – Laurie said there have been no fume hood updates since the last meeting. Laurie and Doug Campbell, the new FM Maintenance Manager, have been reviewing the programs, including the fume hoods. Leon said there is detailed work being done with the emergency showers, eye wash stations, and fume hoods. Leon confirmed that approximately \$65,000 has been spent on upgrading one fume hood in JBB this summer to get it up to standard. Randy said that fume hood maintenance can be removed from the minutes, but the fume hood program will remain in the minutes until the program is approved and being followed.

**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***

**August 26, 2021** – Kris said the scent awareness (SA) website link was sent out earlier and asked if JOHSC Members had a chance to review it. Laurie pointed out that the StFX SA campaign only focuses on employees and asked whether it should be extended to students.

Andrew Conde from StFX Communications is working on branding which will be shared with the JOHSC. Randy suggested getting feedback from Student Services. Jacqueline De Leebeeck (Student Life) and Margie McKinnon (Health Centre) will be contacted for their feedback and advice. Joe suggested also contacting Elizabeth Yeo. Laurie clarified that the JOHSC is working on a SA awareness campaign/initiative (it is not a policy). Laurie invited Jack to provide feedback on the SA campaign.

**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***

**August 26, 2021** – Laurie confirmed that no inspections have been done since the last JOHSC meeting. Three more buildings have been scheduled with JOHSC Members and these inspections should be completed by the next meeting. Joe said he recently toured campus buildings where science Faculty have offices to confirm who is in which office/room and where there are vacancies. Joe requested that signs be posted on the doors of vacant offices in the PSC. Joe

identified that there does not seem to be a process in place to report vacant/occupied rooms and recommended that the identification process be improved across campus. Laurie thanked Joe for bringing this item to the attention of the JOHSC. Laurie will add identifying vacant offices to the building inspection checklist.

**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***

**August 26, 2021** – Prior to the meeting, Laurie emailed a meeting link to the JOHSC with proposed dates in October. Tentatively, Laurie has scheduled two in-person four-hour sessions (morning and afternoon) on October 6 so Members can choose which session works best for their schedules. A trainer from Halifax is scheduled to facilitate a session to review what is the role of the JOHSC, what we are doing, where we need to go, and to help understand the expectations of the NS Department of Labour and the NS OHS Act. Kris asked if the JOHSC is legally obligated to take this training and Laurie confirmed that, yes, we are legally obligated.

### **COVID-19 UPDATE**

**August 26, 2021** – Randy announced that Phase #5 will likely begin on or around September 15. While the Province of NS has said that most things will be eliminated, discretion will be left up to individual businesses. StFX will likely maintain face masks until September 30 in classes and labs. There will be ongoing evaluations. There is a lot of news about different schools having vaccine and testing policies. There will be an announcement coming out about StFX's approach

later today, with an emphasis on testing. All rules will remain in place for Phase #4, but some of those rules will differ as soon as classes start. A document was agreed upon and approved by the University Presidents and Dr. Strang which outlines classroom guidelines. For example, spacing/physical distancing requirements in classrooms will no longer be required but face masks will be required in buildings. University signage in buildings will be updated. Video displays will be used as the messaging changes and to keep the messaging current. We are moving into Phase #5 for sure and all, such as gathering limits, events, etc., will be assessed as we go. Laurie asked about the availability of tests and Randy confirmed StFX has access to over 90,000 rapid tests (results available within 15 minutes), and the distribution/rollout of tests is being developed. Krista asked if rapid testing is only for those who are unvaccinated or for everyone. Randy confirmed the tests are targeted toward anyone who is unvaccinated and there will be mandatory testing for those who are not vaccinated. The rapid testing details will be worked out.

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

**August 26, 2021** – Laurie updated the spreadsheet with all current concerns received, exclusive of FM OHS concerns as these are discussed at FM OHS Committee meetings. Laurie will follow up with JOHSC about the status of corrective actions where concerns have been raised. Anne Walsh is now the Risk Management Office Coordinator and has been helping gather data. Brendan asked Laurie to give a brief overview of the OHS spreadsheet which has a port on the OHS website to track concerns, incidents, any/all hazards, and monitor issues. Members of the JOHSC have access to the spreadsheet (titled Health and Safety Concerns CA Safety Tracker) on OneDrive.

## **NEW BUSINESS**

**August 26, 2021** - Laurie informed the JOHSC about the Violence in the Workplace Policy (VWP). Recognized as a gap in the NS OHS Act (Violence in the Workplace Regulations section), this policy was developed to protect employees from physical violence from any source or the threat of physical violence; for example, customers, visitors, students, employees, etc. The policy involves risk assessment training and is a requirement under the NS OHS Act. StFX has many workplaces. The policy would not apply to office workers who are not working with money or the public, but there are a number of settings on campus it would apply to, such as Security, anywhere that handles money, or if the job one does could expose one to physical violence. The policy is still being reviewed by the HR Department. Laurie clarified that in NS violence in the workplace is covered by the NS OHS Act, but discrimination and harassment falls under the NS Human Rights Act. Janet said that the VWP was a response to violent incidents which took place in the retail sector, and against cab drivers and nurses. Janet said that even though the majority of those who work at StFX are not covered by Worker's Compensation, the Province of NS now includes this new policy to cover employees who suffer from the aftermath of violent crimes/incidents they have experienced or have witnessed. Laurie will send the policy to the JOHSC for discussion at the next meeting. Kris asked if this training

was required for staff and the JOHSC. Laurie said that where there is a risk of violence, training is required in accordance with a risk assessment.

Kris asked if there was any other new business to discuss.

Joe asked if there were any updates about the rainbow crosswalks on campus. Since this item is not a JOHSC issue, Jack confirmed the Students' Union will contact Megan Fogarty, Human Rights & Equity Manager, to set up a meeting to discuss.

Randy acknowledged that there were new Members of the JOHSC and welcomed Joe. Kris welcomed the new Students' Union Representatives, Jack and Brendan.

There was no other new business.

#### DATE AND TIME OF NEXT MEETING

The next meeting will be held on September 23 at 12:00 noon. The two confirmed dates for the fall meetings will be Thursday, October 28 and Thursday, November 25.

#### **ADJOURNMENT**

The meeting was adjourned at 12:56 p.m.