

St. Francis Xavier University (StFX)
University Joint Occupational Health & Safety Committee (UJOHSC) Meeting Minutes
Online in Teams
October 28, 2021 at 12:00 noon

Present: Employee Representatives: Kris MacSween, Colin Rankin, Jack Irvin, Brendan Roberts, Tyson Ball, Sylvia Phee, Susan MacKay
Employer Representatives: Joe Apaloo, Randy Peters, Krista McKenna, 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.

The Minutes were recorded and a final copy will be posted on the OHS website.

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

Colin requested to add “Alternate Members Attend JOHSC Meetings” 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 September 23 UJOHSC meeting were approved by general consensus and are ready to be posted.

OUTSTANDING ITEMS FROM PREVIOUS MEETINGS

Fume Hoods

October 28, 2021 – Laurie did not have any updates about fume hoods. Laurie has been in discussions with the Faculty of Science (FoS) to deal with several different issues, which will be addressed with the FoS directly. Laurie will provide a final report about the issues. Joe inquired about how fume hoods would be decommissioned (July 2021 Minutes). Leon explained the JBB fume hood had not been used for a long period of time and was upgraded in the summer. Fume hoods that are no longer required (in operation) will not be tested/upgraded and could be decommissioned but, with the proviso, they could be reused at some point in the future. Laurie confirmed before decommissioning any fume hoods, a discussion with the FoS needs to happen to determine if they are needed and the work required to bring them up to standard. If they are not going to be used, the CSA standard has a decommissioning requirement. Laurie suggested that some of the fume hoods may need labeling or signage.

September 23, 2021 – Laurie did not have any updates. Laurie will meet with the Faculty of Science to discuss fume hoods. There are no current issues, and the program is still being

finalized. This item will remain on the agenda until the program is in place. Joe had a meeting with Moira Galway in JBB and there were no fume hood issues raised at the time.

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

October 28, 2021 – Laurie sent final versions of the posters (which incorporated JOHSC's feedback) to Student Life (Margie and Jacqueline approved the posters) and will send them to Andrew Beckett (VP Finance & Administration) for a final sign-off. One comment from Student Services is the smell of cannabis in residences. Laurie advised the JOHSC that the smell of cannabis in residence falls under the Cannabis Policy. Kris asked for a motion to accept the posters as is (Leon moved to adopt, seconded by Joe; motion approved). Laurie will work with Communications to roll out the scent awareness campaign in News You Can Use, on social media, and upload posters on the OHS website. Colin will assist with distributing posters in residences. Laurie suggested this item remain on the agenda until the next meeting to make sure the program is in place.

September 23, 2021 – Prior to the meeting, Laurie circulated the website link and the draft poster to the Committee, developed by a JOHSC subcommittee whose Members include Kris, Colin, Jacob, and Janet. JOHSC Members provided input on the design of the posters (e.g., colourful, eye-catching visuals) and discussed whether the clip art/images should be updated with photos or different images. Colin asked if the residences were included in the scent awareness program and if Student Life had been contacted about the posters. Laurie will follow up with Jacqueline (Student Life) and Margie (Health Centre) about the launch and distribution of posters in residences. Kris suggested the posters incorporate a QR code to direct people to the OHS website. Kris will follow up with Andrew Conde (Communications) about finalizing the

design/images and then discuss the final version with the subcommittee before sharing it with the JOHSC. Before the website is live and posters are distributed on campus, *Laurie will consult with Randy, Andrew, and Student Services.* Since this item has been on the agenda for more than 3 years, *the JOHSC would like this item finalized as soon as possible and rolled out within the month. The scent awareness poster will be reviewed and updated annually.*

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 Leebeek (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

October 28, 2021 – Laurie inspected a few buildings and *will conduct an inspection in both science buildings, one with Joe and the other with Jamie next week. Laurie will schedule inspections with Security, Custodial Members, and with Brendan and Jack.* After Laurie conducts inspections, checklists, data, and pictures will be posted under Inspections in JOHSC Teams.

September 23, 2021 – Laurie provided an update. 3 buildings have been inspected since the last meeting. *Laurie will contact JOHSC Members about conducting inspections in campus buildings and will provide a more formalized report to the Committee which includes a concerns tracker.*

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.

Air Quality/Ventilation

October 28, 2021 – For the special meeting held on September 29, Laurie transcribed the meeting (this Addendum was added to the September 23 Minutes). Susan and Leon have been working on scheduling a presentation with Members of the StFXAUT in November.

September 23, 2021 - The StFXAUT Executive Committee (EC) is requesting a meeting with FM and Risk Management to formally address ongoing air quality and ventilation campus safety concerns with Laurie, Randy, Leon, and Doug Campbell (FM Maintenance Manager). Randy said FM has addressed these concerns with several Members. Leon asked if there was a possibility to schedule a special meeting next week. Randy and Leon said they would be happy to meet with the EC. Joe said Leon gave a presentation to the Chair/Coordinators which helped clarify the issues.

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

October 28, 2021 – Laurie provided an update. We currently do not have such a Policy in our workplace that is required to meet regulations. The VITW is a legislation that pertains to us and is specifically about physical violence in the workplace or the threat of such. The regulations tell us to work with the JOHSC whose input is needed before the Policy is sent to Andrew Beckett to sign (the Policy has already gone through HR and is with legal). StFX has retail spots, liquor

service, and health facilities which fall under this legislation. Laurie asked the JOHSC about the Policy, training, and areas where risk assessments need to take place (e.g., Security, Liquor Services, Ancillary Services that serves the public and handles money). Randy suggested this item be discussed at the next JOHSC meeting to provide more time for Members to review.

In addition to an employee perspective, Tyson asked if this Policy should be looked at from a student perspective, such as residences. Laurie confirmed this Policy should be looked at from anywhere on campus where violence may occur. Brandan asked if the Students' Union (the U) employees fit in with this Policy or a student policy. Randy advised to discuss with Sean Ryan (Students' Union General Manager) as the U is somewhat independent from the University on some things. Brandan asked whether there is some degree of coverage for the many student employees on campus. Randy confirmed that a student employed by the University is an employee under this program. *Kris asked the JOHSC to review the Policy and forward their comments/questions/concerns to Laurie before the next meeting.*

COVID-19 UPDATE

Randy provided an update. We are in phase #5 and have opened the mandatory testing center. Almost 97% of staff and 92% of students are fully vaccinated and have submitted their vaccine status to HR or Student Life. Less than 40 staff are being tested and some are in the process of becoming vaccinated. Within residences there is an active campaign, and it is expected that the student percentage will increase. From a right to know perspective, the aggregate information (vaccine stats) for each building will be shared as many staff enter residences. Since this program is mandatory, there has been follow up with staff and letters have gone out to those who missed the first week of testing. Sometimes people missed because they were not here, and they are not expected to drive to campus if they are not scheduled to work. We hope to have full numbers on students in the next couple of weeks.

The other piece which is driving the vaccination status is the proof of vaccination program required by the Province. A number of communications have been/will be coming out with some clarity. For a completely closed event at the University such as a meeting/lecture outside regular classes, students/faculty/staff do not have to show proof of vaccine; however, the University's exemption goes away if you have people from the community or you are going somewhere into the community. If you bring in a guest lecturer from outside the University to your class, it becomes an outside event, governed by the rules of the Province, and proof of vaccination is required to attend. There will be a bit of work around accommodations, such as students who are not vaccinated, but so far it has gone fairly well.

We are looking at options for vaccine requirements for next year and what might be different (e.g., different levels of mandatory vaccination). It was announced that we will not be offering the residences as a place to isolate when individuals return from Christmas. For anyone traveling outside the Province who is not vaccinated, they will have to do the 2-week isolation somewhere else. Proof of vaccination is required to attend X-Ring.

Laurie asked about proof of vaccination for vendor workers and contractors who come on campus. Randy said there is not an obligation to be checking for proof nor are they mandated to be vaccinated.

Joe asked if the vaccine stats include people who might have accommodation for medical or religion reasons. Randy responded no reasons were provided for why people are unvaccinated. If a person has a medical exemption, their doctor will provide them with documentation. At this time, religion is not accepted as a reason for not being vaccinated in the Province.

Kris asked about masking compliance on campus. JOHSC Members noted the following about mask wearing: it is not an issue in the Residence Office, in evening/afterhours study spaces compliance is low, and it has become a bit of a challenge in the library and at varsity games (even though X-Patrol is at the games and announcements are made). People not wearing masks over their faces (when not eating/drinking) at games has made some community members uncomfortable and they have followed up with management about this. Members asked how to enforce mask wearing. Randy said with organized events, you are dealing with a vaccinated population so there is a lower risk but noted vaccinated people can get and spread COVID. Randy said mask enforcement has always been difficult and when people are not physically eating/drinking, face masks should be worn. The library staff is fielding comments about people not wearing masks and it is not a productive use of time to walk through the building reminding people to wear face masks. Should Security come through the library or should staff turn a blind eye? Randy said if you see someone not wearing a face mask, they should be reminded, but the reality is as soon as you leave, the mask goes back down (this has been witnessed on cameras). As vaccination rates continue to climb in the Province, some of the rules may change.

HEALTH AND SAFETY CONCERNS / CORRECTIVE ACTIONS UPDATE

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

Housekeeping in Residence Hallways

Laurie and Joe asked if there was any improvement with housekeeping in residences. Sylvia said there has been a little improvement and Grounds has removed large furniture items from the hallway. Laurie forwarded housekeeping concerns to James Tobin (Manager, University Housing), Sandy MacIntosh (Manager, Residences), and Matthew Girard (Manager, Residences). Kris asked if further follow up/intervention would be required. Sylvia confirmed the issue is still happening in MacKinnon and Cameron. Colin will send another email to Lara and Matt to address this issue. Laurie added this issue is summarized on the CA tracking sheet. Kris confirmed this issue is closed for now, but if it remains an issue, it will be raised again.

Obsolete Equipment in Science Buildings

Joe said there is a meeting scheduled in early November with Leon and Doug (FM Maintenance Manager) about what needs to be removed.

Nighttime Lighting Audit/Assessment

Sylvia suggested that there be a nighttime lighting audit/assessment to see where outdoor lights should be added on campus – especially given there is now overnight parking off campus across the highway and some areas around campus are very dark. Laurie will add outdoor nighttime lighting to the corrective actions log and will check with Janet to see if there has been a lighting audit/assessment done in the past. Leon supports this initiative.

TRAINING

This will remain as a standing item on the agenda. Laurie asked for comments about the training and Members provided positive feedback. Leon said we should do our own internal assessment of training sessions. Laurie will follow up with Jocelyn for copies of the evaluations.

NEW BUSINESS

Incident Reporting and Investigations

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

OHS Policy Review

As per the NS OHS Act, there is a requirement to review the StFX OHS Policy each year. Given the time, Kris said this item will be held over to the next meeting.

Alternate Members Attend JOHSC Meetings

While JOHSC meetings are online, alternate JOHSC Members are invited to attend all meetings, but only one vote between the two Members will count. The NSGEU alternate member, Ronalda MacGillivray, will be invited to future JOHSC meetings. However, when the meetings change to in-person, alternate Members may not be invited due to the cost of providing lunch for all.

Epi-Pens

Laurie announced Epi-pens are now in Morrison Hall. Everyone has been trained and there is an awareness with students.

DATE AND TIME OF NEXT MEETING

The next regular JOHSC meeting will be held at noon on Thursday, November 25.

ADJOURNMENT

The meeting was adjourned at 1:02 p.m.