

**St. Francis Xavier University (StFX)
University Joint Occupational Health & Safety Committee (UJOHSC) Meeting Minutes
Online in Teams
February 24, 2022 at 12:00 noon**

Present: Employee Representatives: Kris MacSween, Ronalda MacGillivray, John Comeau, Susan MacKay

Employer Representatives: Joe Apaloo, Randy Peters, Jacob Burghardt, Leon MacLellan, Krista McKenna

Advisory: Laurie Reid – Manager, OHS; Erica Baker – Advisor, HR

The meeting was chaired by Kris MacSween and was called to Order at 12:15 p.m. As there were only 4 Employee Representatives, there was not a quorum (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

Kris added “Workplace Refusal Update” (Outstanding Items), and “Sub-Committees” and “Terms of Reference” (New Business). The Agenda was reviewed and accepted by consensus.

APPROVAL OF MINUTES FROM LAST MEETING

The January 28 UJOHSC Minutes were approved by consensus and are ready to be posted.

OUTSTANDING ITEMS FROM PREVIOUS MEETINGS

Scent Awareness

February 24, 2022 - Laurie said this is a work in progress.

Building Inspections

February 24, 2022 - Laurie said the goal is to have all inspections completed by March (only four buildings remain). Laurie will send an updated spreadsheet to the JOHSC.

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

February 24, 2022 - Erica said HR is reviewing the Policy. Education/training will be provided for all staff. Erica will provide a formal review of the Policy to the JOHSC in March.

Nighttime Lighting Audit/Assessment

February 24, 2022 – Laurie emailed audit records to the JOHSC (2019 done by Security, and 2003/2004 done by Janet Beaton). Randy said an audit was also done for the Sexual Violence Response Policy. Audits can be done as a group or independently. The following Members volunteered: Sylvia, Ronalda, Randy, Kris, Leon, and Laurie. Krista will do the Keating/Saputo Centres. Laurie will send a Doodle poll with suggested dates and times (to begin after 7pm).

Committee Membership

Co-Chairs Krista and Kris have reoffered (one-year terms). An Employee Representative nomination was submitted for Co-Chair; should they decide to offer, an online ballot will be sent to the JOHSC. Susan will not reoffer as Secretary. Nominations are to be finalized by the March meeting.

Request for Air Testing in Nicholson Tower (NT)

Leon sent a report to the occupants of NT that the conditions were clear. CLOSED.

Workplace Refusal Update

Laurie has a meeting scheduled to discuss the library workplace refusal. This item is tabled.

COVID-19 UPDATE

Randy said provincial restrictions will be in place until March 21, including face masks. Mask compliance has been very good. Randy commended Laurie and Anne Walsh for their work with mask assembly and distribution of N-95 and 3-ply masks. The COVID-19 Steering Committee will meet to discuss restrictions being lifted. Joe inquired about students returning from Reading Week. Randy responded there will not be any additional things in place.

HEALTH AND SAFETY CONCERNS / CORRECTIVE ACTIONS UPDATE

Laurie said one employee slipped and broke a toe on an icy surface, and there were some mask compliance issues. An employee raised a concern about the storage/disposal of 9-volt batteries. Doug and Gary (FM) are working on this. There will be future education about 9-volt battery safety. Laurie will email the National Fire Protection Association (NFPA) safety alert to the JOHSC.

TRAINING

Laurie will revisit training for JOHSC Members. There was a request from the Faculty of Science for transportation of dangerous goods training.

Incident Reporting and Investigations

Laurie will send an email to the JOHSC once the website has been updated.

NEW BUSINESS

Sub-Committees

Kris suggested setting up an event planning/communications sub-committee for the Day of Mourning (April 28) and North American Occupational Safety and Health (NAOSH) Week (May 1-7). Laurie said the communication sub-committee's role is to create awareness about what the JOHSC does. Leon added 2022 is the 30th anniversary of the Westray Mine Disaster. Krista volunteered to work on communications. Joe also volunteered to serve on a sub-committee. Kris said a poll will be sent to Members about sub-committee work.

Terms of Reference (ToR)

Laurie sent the ToR to the JOHSC for their annual review/suggested revisions. Two sections were discussed: 7.0 Emergency Meetings and 8.0 Quorum. Susan requested 7.0 be amended to

define “emergency” and if a JOHSC Member would like to discuss an OHS issue -due to an emergency- then a meeting should be called. Laurie was not at StFX when the ToR were written/agreed upon so she will look into the history and legalities. Randy does not object to calling for an emergency meeting but noted we still need to have a quorum and the ToR need to be followed. Leon said in the past we haven’t been hesitant about having health/safety meetings. Krista suggested more research be done about what defines an “emergency meeting”, what other schools do, and what is the industry standard. Joe agreed with Krista about looking into this more carefully. The second item discussed was “quorum” and what we are legally obligated to do if there are not enough Employee and/or Employer Representatives when voting. Kris suggested Members review the ToR and bring suggestions to the March meeting for discussion and a vote.

DATE AND TIME OF NEXT MEETING

The next regular JOHSC meeting will be held at noon on March 24, 2022.

ADJOURNMENT

The meeting was adjourned by Leon at 1:05 p.m.