

**St. Francis Xavier University (StFX)
University Joint Occupational Health & Safety Committee (UJOHSC) Meeting Minutes
Council Chambers
September 22, 2022 at 12:00 noon**

Present: Employee Representatives: Brendan Roberts, Colin Rankin, Kris MacSween, Samuel Delaney, Susan MacKay

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

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

The meeting was chaired by Krista McKenna and was called to Order at 12:05 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.

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 was approved by consensus.

APPROVAL OF MINUTES FROM LAST MEETING

The May 19, 2022 minutes were approved by consensus.

OUTSTANDING ITEMS FROM PREVIOUS MEETINGS

Building Inspections

No update.

StFX Violence in the Workplace Prevention and Response Policy

Erica advised that Human Resources will be rolling out the policy and doing training. Following the roll out, risk assessments will be done by OHS, who will assist departments with their prevention plans.

Nighttime Lighting Audit/Assessment

No update (prior to Leon attending). We will try to schedule a JOHSC lighting audit before the foliage is off the trees.

9-Volt Batteries

There was a lengthy discussion about how to roll out battery waste management across campus. The 9-volt batteries have been recognized as a fire hazard, but all batteries are supposed to be disposed off separate from garbage. We would like things in place across campus and address anticipated questions before roll-out. Leon advised FM would supply the boxes and pick them up when they are told they are full. Colin, Krista and Laurie to meet to discuss messaging.

Committee Membership

Susan advised this is her last meeting, and that Erin Mazerolle will be the new member for AUT. The AUT alternate will be announced shortly (since confirmed to be Brittany MacDonald-MacAulay). Susan was thanked for her contributions to the UJOHSC.

Terms of Reference (ToR)

As per the February 24 minutes, Susan requested sections 7.0 Emergency Meetings and 8.0 Quorum of the Terms of Reference be amended.

In response to the discussion about what would qualify as an emergency meeting and recommendation that more research be done about what defines an emergency, Susan presented examples of emergency definitions. Laurie said that in an emergency, the Emergency Management Committee would meet. It was suggested that the definition of emergency in the JOHSC ToR be the same as the one defined in the Emergency Management System.

During the February meeting, there was also a discussion about what the JOHSC is legally obligated to do if there are not enough Employee and/or Employer Representatives when voting. In response to this discussion, Susan presented language for section 8.0 Quorum of the ToR.

Since the committee requested time to consider the proposed amendments, Susan will forward three motions to the JOHSC to be voted on at the October meeting.
(submitted by Susan MacKay)

Definition of Emergency from StFX Emergency Management System:

“Emergency

A present or imminent incident, whether natural or manmade that meets one or more of the following conditions:

- *Threatens the safety, health or welfare of people.*
- *Damage or disruption to property, environment, or the academic, student life, research or administration functions of the University.”*

COVID-19 UPDATE

We are living with it. Teaching activities require masks. Cases are not being tracked. Testing is available but not mandatory. Masks have been proven to work, so good in crowded indoor spaces (e.g. classrooms, labs). Compliance is reported to be dependent on the professor. Students report confusion about the current mask rules.

HEALTH AND SAFETY CONCERNS / CORRECTIVE ACTIONS UPDATE

No new concerns raised at this meeting.

TRAINING

Doodle Poll will be sent out for JOHSC training.

NEW BUSINESS

Emergency Management System

The documents that make up the StFX Emergency Management System will be placed in Teams for committee review. All members are encouraged to review these documents and provide comments via email.

DATE AND TIME OF NEXT MEETING

The next regular JOHSC meeting is scheduled for October 27th.

ADJOURNMENT

The meeting was adjourned at 1:15 p.m.