



Saint Mary's University, 923 Robie Street

## Minutes for Joint Occupational Health and Safety meeting held on February 20, 2024

Adam J Sarty opened the meeting at 1:30 p.m. The following were in attendance:

Arla Day	Psychology	Member (Employee)
Adam J Sarty	FGSR	Member (Employer)
Michael Chiwawa	VP Finance & Admin	Alternate (Employer)
Dennis Gillis	Facilities Management	Member (Employer)
Mark Moffett	People and Culture	Member (Employer)
Shellie Petrossie	Facilities Management	Alternate (Employee)
Liliane Bassil	EIT	Member (Employer)
Valerie Wadman	Human Resources	HR Officer (OHS & Wellness)

**Guests:** Martha Nakiduuli

**Regrets:**

**Roll Call:**

### 1.0 Approval of Minutes of Last Meeting

Arla Day moved to accept the minutes of the December 19, 2023, meeting, and Dennis Gillis seconded the motion. The January 2024 meeting was cancelled.

### 2.0 Outstanding Items from Previous Meeting

#### JOHSC training

Valerie Wadman

**From previous minutes:** Valerie Wadman advised members to take part in the free CCOHS training, paid for by the Department of Labour and Advanced Education. Committee members who have not taken the training are encouraged to take the safety committee training. Further information can be found at: [https://www.ccohs.ca/catalog/courses\\_list\\_nova.php](https://www.ccohs.ca/catalog/courses_list_nova.php).

Valerie Wadman advised that work is being done with EIT to allow access to Brightspace training to all SMU employees.

**Action:** Valerie Wadman will update the committee at the March 19, 2024 meeting.

#### Communicable Disease Prevention Plan

Valerie Wadman



Valerie Wadman advised that the Disease Prevention Plan has been revised as the Student Health Centre no longer provides Tetanus vaccinations or Hepatitis A & B vaccinations to employees who are not patients at the Centre. This information was shared with the two safety sub-committees.

**Action: No further action required.**

**Annual Fire Drills/Fire Warden Update**

**Dennis Gillis**

Pat Farmer advised that most annual fire drills have been completed. Fire drill results were not out of the ordinary. Highlighted programming issues with the Inspiration Hub building and Burke building speaker.

**Action: An update will be provided for the March 19, 2024 meeting.**

**Annual WHMIS Review**

**Valerie Wadman**

Valerie Wadman advised that feedback was received from the Administrative Units Sub-committee and Science Safety Sub-committee, and both reported no recommendations for change.

**Action: No further action required.**

**Annual Review of OHS Policy**

**Valerie Wadman**

Valerie Wadman advised that feedback was received from the Administrative Units Sub-committee and Science Safety Sub-committee, and both reported no recommendations for change.

**Action: No further action required.**

**Emergency Management Annual update**

**Michael Chiwawa**

Michael Chiwawa advised that the Emergency management annual plan updating and reviewing has not been carried out for a while and they are looking at the best process to to move forward to get it back on track.

**Action: Michael Chiwawa will update the committee at the March 19, 2024 meeting.**

**3.0 Other Minutes and Reports**

**Science Safety Sub-committee**

**Adam J Sarty**

The December, 2023 minutes were distributed for review.



**Administration Units Sub-committee**

**Adam J Sarty**

October 2023 minutes were distributed for review.

**Aramark**

**Adam J Sarty**

The January minutes were distributed for review.

**SMUSA**

**Adam J Sarty**

The February minutes distributed for review.

**Childcare Facility**

**Adam J Sarty**

Minutes unavailable for review.

**Contractor Documentation**

**Valerie Wadman**

Item carried over from October meeting: “Discussion followed on concerns related to contractors on Campus not following SMU’s Contractor Safety Program, as detailed in the University OHS Program. After discussion, it was agreed that changes are needed to the procurement process to ensure that all contractor’s on Campus will follow the minimum requirements of the University OHS Program. Adam Sarty volunteered to have a look at this.”

**Action: No new documentation provided.**

**Pandemic Updates**

**Mark Moffett**

No new updates

**Psychologically Healthy Workplace**

**Arla Day**

Arla Day advised that feedback is being waited upon from the CN Centre on whether Psychological Safety in the workplace can be considered under Violence in the workplace prevention.

**Action: Arla Day will update the committee at the March 19, 2024 meeting.**

**Indoor Air Quality Updates**

**Dennis Gillis**

Dennis Gillis advised that inspections may need to be carried out for the science laboratories in the McNally building.

**Action: Valerie Wadman will update the committee at the March 19, 2024 meeting.**

**4.0 Injury and Incident Reports**

**Valerie Wadman**



The December 1, 2023 to January 31, 2024 incident report, graph and statistics were distributed for review.

## **5.0 Workplace Inspection/Hazard Identification**

**Valerie Wadman**

Valerie Wadman advised that the request for annual inspections of Campus offices, boardrooms, storage rooms and home offices has been issued. To date, the response has been good. Home and office inspection reports are still trickling in and reminders will be sent out.

## **6.0 New Business**

### **NAOSH Week event**

**Valerie Wadman**

Valerie Wadman advised that there are students available to participate in the steps for life walk as part of the NAOSH week. The committee is prepared to participate, and more details will be provided for the events during this period.

**Action: Arla Day to provide feedback.**

### **Risk Management regarding international travel and field schools Chiwawa**

**Adam Sarty/Michael**

Adam Sarty & Michael Chiwawa resolved to implement new field courses and risk assessment approach measures. Resolved to have better field management through a better travel registry by way of a mobile app developed to assist in looking at risks involved with people and students traveling.

**Action: Adam J Sarty and Michael Chiwawa to investigate useful logistics and update the committee at the next meeting.**

## **7.0 Date and Time of Next Meeting –**

Next meeting will be held on March 19, 2024.

### **Adjournment**

Meeting adjourned at 2:50pm

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Adam Sarty, Management Co-Chair

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Arla Day, Employee Co-Chair

**Calendar**

<b>Action Item</b>	<b>Person(s) Responsible</b>	<b>Target Date</b>	<b>Actions</b>
NAOSH Week	Committee	February/March	Plan inhouse speaker
Memo to Distribution Group re heat stress guidelines	Committee/ Valerie Wadman	May	Review at May JOHSC meeting. Place announcement in SMUport in June referring employees to OH&S website.
Review of Terms of Reference/ Membership Terms Select JOHSC co- chairs	Committee	May/June	Review Terms of Reference Documents and Committee membership.
Occupational Health and Safety booklet	Valerie Wadman	August	Send to CAID for new Faculty orientation day in August. Send to Cont. Ed for instructors. Email to Deans and assistants in August an electronic copy. Email to TLC.
Fire Drills/Fire Warden	Dennis Gillis	October	Fire Drills and Warden updates. Review compliance regarding fire alarms.
WHMIS training Review	Committee	October	Review WHMIS Training annually. (Report to JOHSC when completed or if issues arise)
Workplace Inspections	Valerie Wadman on behalf of the JOHSC	October	Forward in October of each year
Annual Review of the OH&S Policy	Committee	October	Review the policy at October JOHSC meeting.
CURIE Inspections	Risk Manager	October	Risk manager to share CURIE inspection reports
Emergency Management	Dennis Gillis	November	Review procedures.