



Saint Mary's University, 923 Robie Street

## Minutes for Joint Occupational Health and Safety meeting held on October 16, 2024

Adam Sarty opened the meeting at 1:00 p.m. The following were in attendance:

Arla Day	Psychology	Member (Employee)
Adam J Sarty	FGSR	Member (Employee)
Mark Moffett	People and Culture	Member (Employer)
Shellie Petrossie	Facilities Management	Member (Employee)
Dennis Gillis	Facilities Management	Member (Employee)
Valerie Wadman	Human Resources	HR Officer (OHS & Wellness)

### Guests:

### Regrets:

**Roll Call:** Shellie Petrossie advised she is now the employee member, appointed by the NSGEU.

### 1.0 Approval of Minutes of Last Meeting

Arla Day moved to accept the minutes of the September 17, 2024, meeting, and Shellie Petrossie seconded the motion.

### 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, Skills & Immigration. 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).

From October 16, 2024 meeting: Nothing new to update.

**Action:** Valerie Wadman to update the JOHSC at the November meeting.

#### Emergency Management Annual update

**Dennis Gillis**

Valerie Wadman advised the Emergency Management Working Group will meet on November 5, 2024

**Action:** Dennis Gill to update the committee at the November meeting.



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

**Adam Sarty**

Adam Sarty advised that it appears Helix app will not proceed. It may be more efficient to create a database in-house. Some discussion as to whether this should be overseen by the Field Study Working Group. Adam will contact the working group.

**Action: Adam J Sarty to update the committee at the November meeting.**

**Water content concerns**

**Dennis Gillis**

New water signage has been created and reviewed by all three safety committees and some staff. Arla Day will circulate the signs to some faculty for feedback.

**Action: Dennis Gillis to update the committee at the November meeting.**

**Painting lines – McNally parking lot**

**Arla Day**

Dennis Gillis advised that the lines will be painted soon.

**Action: No further action required.**

**3.0 Other Minutes and Reports**

**Science Safety Sub-committee**

**Adam Sarty**

The September 16, 2024 minutes were distributed for review

**Administration Units Sub-committee**

**Adam Sarty**

The June 26, 2024 minutes were posted for review.

**Aramark**

**Adam Sarty**

The September 26, 2024 minutes were posted for review.

**SMUSA**

**Adam Sarty**

From June minutes: Adam Sarty and Arla Day will connect with SMUSA re the whistleblower reference and other concerns. No additional minutes available for review.

**Childcare Facility**

**Adam Sarty**

Minutes not available for review.



### **Contractor Documentation**

**Valerie Wadman**

No new safety plans available for review.

**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:** Adam Sarty to update at the November 20 , 2024 meeting.

### **Pandemic Updates**

**Mark Moffett**

No new updates.

### **Psychologically Healthy Workplace**

**Arla Day**

Arla Day advised that she is creating a workshop series and will keep the committee updated on speakers.

### **Indoor Air Quality Updates**

**Dennis Gillis**

Dennis Gillis advised that the chiller that controlled air conditioning in Science, the Atrium and the Library has now been repaired.

Valerie Wadman advised that Science has not been able to determine the cause of green discoloration on taps in S211. It will be monitored and if it happens again, the Science Safety sub-committee will investigate.

**Action:** No further action required.

### **4.0 Injury and Incident Reports**

**Valerie Wadman**

The September 1 to 30, 2024 incident reports, graph and Resident statistics were distributed for review.

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

**Valerie Wadman**

Valerie Wadman advised that a request to complete office inspections and home inspections will be issued this month.



## **6.0 New Business**

### **OHS Annual Policy review – calendar item**

**Valerie Wadman**

The OHS Policy has been shared with all three committees for review. Committee members are asked to forward any review to Valerie Wadman.

**Action: Valerie Wadman to update the committee at the November meeting.**

### **WHMIS training review – calendar item**

**Valerie Wadman**

The Science Safety sub-committee and the Administrative Units Safety sub-committee have been asked to review training being provided to employees, to determine if the training is sufficient to keep employees who are working with controlled products safe.

**Action: Valerie Wadman to update the committee at the November meeting.**

### **Fire Drills Annual Report**

**Dennis Gillis**

Dennis Gillis advised that most fire drills have been completed. The drill for 960 Tower Rd. and the Arena are still to be completed.

**Action: Dennis Gillis to update the committee at the November meeting.**

### **Rock Wall on Robie St.**

**Shellie Petrossie**

Concerns were raised about the structural safety of the rock wall on Robie Street. Dennis Gillis advised he will talk to Pat Farmer.

**Action: Dennis Gillis to update the committee at the November meeting.**

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

Meetings for the academic year will be on Wednesday at 1:00 p.m. Appointments have been sent to the committee. The next meeting will be November 20, 2024

### **Adjournment**

Meeting adjourned at 2:30 p.m.

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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.