

Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	University JOHSC	Employee Co-Chair:	Colin Rankin
		Employer Co-Chair:	
Date:	24 April 2025	Time:	12:00 Noon (called to order at 12:06 p.m.)
		Location:	Bloomfield Council Chambers

AGENDA:

<ol style="list-style-type: none"> 1. Roll Call 2. Determination of Quorum 3. Approval of Previous Meeting Minutes 4. Review Incidents 5. Review Hazards and Concerns 6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of Employees) 	<ol style="list-style-type: none"> 7. Review Education and Training 8. Ongoing Business – Status of Action Items 9. Regulatory Inspections 10. New and Other Business 11. Next Meeting 12. Meeting Adjournment
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1. ROLL CALL					
Employee Representatives	Association/Union	Work Location	Present	Regrets	Absent
Daniel Kane	AUT	Human Kinetics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susan MacKay	AUT (Alternate)	42 West Street	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Colin Rankin (Co-Chair)	NSGEU	University Housing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ronalda MacGillivray	NSGEU (Alternate)	Admissions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tyson Ball	Non-Union	Student Advising	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willissa DeCoste	Non-Union (Alternate)	Library	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick Gillis	UNIFOR	Custodial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Erwin Branzuela	UNIFOR (Alternate)	Ancillary Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bohdan Beiko	CUPE	Safety & Security	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jacob Cruchet	Student's Union	President, SU	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Katie Wilson	Student's Union (Alternate)	Vice-President, SU	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Employer Representatives	Work Location	Present	Regrets	Absent
Lace Marie Brogden	Dean of Education	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Randy Peters (Co-Chair)	Director, Risk Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Meghan Hayne	Manager, Ancillary Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jacqueline De Leebeeck	Director, Student and Residence Life	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jacob Burghardt	Supervisor, Safety & Security (Alternate)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lisa Jackman	Manager, StFX Store (Alternate)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
Erica Baker (non-voting advisory)	Wellness Advisor, People & Culture	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laurie Reid (non-voting advisory)	Manager, Health, Safety, Security & Environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeff De Leebeeck (non-voting advisory)	Manager, Facilities Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. DETERMINATION OF QUORUM

- a. A minimum of five members;
- b. Employee representatives (faculty and staff employees who do not exercise managerial functions) and employer representatives (management employees who exercise managerial functions);
- c. At least half of the members must be employee representatives;

Is there quorum for this meeting <i>* If quorum is not met, the meeting does not qualify as a monthly meeting. The monthly meeting will need to be rescheduled within the same month.</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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CO-CHAIR: ASK IF THERE IS ANY NEW BUSINESS AND ADD IT TO SECTION 10.

3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)

- Move to adopt minutes. Moved by: Meghan Hayne Seconded by: Lace Marie Brogden
- Accepted as presented.

Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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- Some details may be archived due to the long history of the issue, and those details can be found on the JOHSC website.
- Items discussed at this meeting are in **bold**.

4. REVIEW OF INCIDENTS

See attached incident report:

- Monthly Incident List & Statistical Summary Report (For any general corrective action information that requires discussion or action, please record under “New Business” e.g. make note of trends etc. Any incident-specific items and follow up requests are to be listed below).
Review below and update, followed with new incidents reported to OHS.

(* See Legend at end for Priority and Status Codes)

CA=Corrective Action (taken or suggested)

Incident Date	Priority	Description / Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
7 Apr 25		Patrick reported that the Sodexo van backed up and hit foot bridge at the Bloomfield loading dock. There is no sign on the foot bridge saying 2.4 metres. Patrick took and shared pictures of the bridge. Jeff talked to Tim. All FM vehicles can fit under. Tim to check on that as well. Sodexo incident report was received by Laurie.			N
11 Apr 25		Dan reported a near miss in the stairwell in 42 West Street, that has since been made safe. Lighting was remedied. Staff member shared photos with FM when a student nearly faceplanted. Treads were worn down but staff would like to see new treads. Monday they took the pieces of trim off to ensure the hazard was gone. New risers are ordered. Work should be completed by next month.			N

5. REVIEW OF CONCERNS/HAZARDS

Concerns and/or hazards should be raised with the employee’s supervisor first. If it cannot be resolved or is not acted upon, it should then be escalated to a JOHSC member. Review below and update, then follow with Around the Table so each member can raise concerns/hazards.

(* See Legend at end for Priority and Status Codes)

Date Raised	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
17 Aug 23	C	IAQ in 42 West Street	Dan Jeff	May 2025	IP
27 Mar 25		<ul style="list-style-type: none"> • Completed in December. New ventilation system in the bathroom. Replaced the old one that wasn’t working properly. • Monitor for issues • In that particular washroom the new ventilation was completed in December. Ventilates to exterior rather than interior. 			

5. REVIEW OF CONCERNS/HAZARDS					
24 Apr 25		<ul style="list-style-type: none"> • Dan advised the other washrooms particularly the ones used most often by students are not ventilated. • Jeff received an email from Charlene, three washrooms are being look at. A washroom in new section, one on the main floor in the main hallway near Biomechanics and one just at the top of the main stairs down from the golf lab. Investigating and likely hiring an external contractor to fix the ventilation in those spaces. Once in place, will update. 			
23 Mar 23	C	<p>Access at back of Keating / Ice Resurfacer operation area.</p> <ul style="list-style-type: none"> • There is no access control to the back (hazardous) area of Keating. People could be in the path of the ice surfacer. This has been raised several times previously. • Locks have been changed on the outside doors (with very limited distribution of keys), and this seems to have made a difference in the traffic going through the back area. • Installation of magnetic locks has been postponed until the Saputo project is complete because Blair advised all access points will be reviewed at that time. • Still working on access in the building. We walked through looking at security and access to the various areas. Update next month and keep an eye on it. • No update. Patrick advised people are using wet floor signs to prop doors in the complex. • Seems to be better – all hockey players have swipe access to side entrance. Continue to monitor 	Jeff	August 2025	IP
17 Aug 23					
23 Nov 23					
26 Sep 24					
27 Feb 25					
18 Sep 23	C	<p>Air quality in the Library</p> <ul style="list-style-type: none"> • Blair – ongoing, still monitoring, more dehumidification, more cleaning. • Willissa – four large industrial dehumidifiers running all the time. Seems to be working. • Blair looking at sensors for particular rooms, such as the Rare Books Room. 	Jeff Willissa	May 2025	IP
26 Sep 24					
24 Oct 24					

5. REVIEW OF CONCERNS/HAZARDS					
28 Nov 24		<ul style="list-style-type: none"> • Doug – lots of meetings with them. Four large dehumidifiers are running. This time it goes down anyway, being disconnected. • Sensors – automated ones in select rooms. Asking for additional sensors (only provide data). • Using Project to complete this, estimated to be April 2025 			
27 Feb 25		<ul style="list-style-type: none"> • Willissa advised that three new dehumidifiers were put in place. They are programmable and better quality. • There are some questions about sensors. Likely need a meeting again with FM before warm weather. 			
24 Apr 25		<ul style="list-style-type: none"> • Willissa advised Kevin over this morning to map out the sensors, and there are still issues with reporting. • Luc to finish commissioning on project after Saputo is straightened out. • Also switched the carpet cleaning timeline to May to give them more time to dry. 			
22 Feb 24		<p>Magnetic Locks in Keating</p> <ul style="list-style-type: none"> • The magnetic locks located where the floor goes from black to stone are not strong enough to hold the door open. Reported to FM. 			
24 Oct 24	C	<ul style="list-style-type: none"> • Need to work with Kevin, still setting things up after project completion. 	Jeff	June 2025	IP
27 Feb 25		<ul style="list-style-type: none"> • Contractors were in during reading week and fixed up some of the issues. Still more being worked on. Any work orders are going through the project office. Look at it in the summer time. 			
27 Jun 24		<p>Railings in Immaculata</p> <ul style="list-style-type: none"> • Erwin asked OHS to have a look at the low railings on the spiral staircase in Immaculata. They appear to be very short, and they present a dangerous fall distance. 			
26 Sep 24	B	<ul style="list-style-type: none"> • There may be other areas on campus with similar fall hazards, some of which have been looked at with CURIE. • Laurie and Randy to visit area again with Doug. 	Jeff	May 2025	IP

5. REVIEW OF CONCERNS/HAZARDS					
28 Nov 24		<ul style="list-style-type: none"> Doug – close to reviewing capital list to review with Monica. Itemized on capital list. 			
27 Feb 25		<ul style="list-style-type: none"> Jeff – still ongoing review of capital list. This one has not moved forward yet. 			
24 Apr 25		<ul style="list-style-type: none"> No update. Meet with Monica, then perhaps have RJ Bartlett in to assess. There are others on campus that should be confirmed and ‘put on the list’ 			
27 Jun 24	B	<p>Uneven Stones in Front of Keating Centre</p> <ul style="list-style-type: none"> Reminded that the complaint was first brought forward because the way the water pools and freezes in the sunken areas of the stone work. We will work with Tara to ensure they are aware of this issue and keep it well salted. Keating – take person in at 6am to do salting. Security to keep an eye and report. Jeff – it is on the list. Talked to Doug. Work for this summer. No reported incidents, so no need to cone off. This was originally raised as an ice issue when the water pools and freezes. Goal is to have this completed before winter. Some trip hazards have been recognized outside Governors as well. 	Jeff	June 2025	IP
26 Sep 24					
28 Nov 24					
24 Apr 25					
26 Sep 24	C	<p>42 West Street Water</p> <ul style="list-style-type: none"> Discoloured water coming out of taps. Dan – there is quite a bit of signage. Water coolers in place. Dan – to follow up with Susan and report back to the committee. Signage is in place, and there are several water coolers in the building for potable water. Flushing affects the colour of the water, so letting the tap run may help. Dan to double check with Susan before closing this issue. 	Dan	May 2025	IP
28 Nov 24					
24 Apr 25					

5. REVIEW OF CONCERNS/HAZARDS					
27 Mar 25	C	<p>Art Department OHS</p> <ul style="list-style-type: none"> External reviewers noticed some OHS areas were out of compliance in the Arts Department, specifically WHMIS. Every worker should have WHMIS training. Online options are available. It's not up to the instructor to make sure this happens. Instructors and students who are exposed to or using hazardous products should also be trained in WHMIS. This could be the role of a Laboratory Safety Officer. Laurie to follow up with the department for WHMIS training and compliance, along with other departments. An online course is available through the OHS website. 	Laurie	June 2025	N
27 Mar 25	C	<p>Phone availability when technology fails</p> <ul style="list-style-type: none"> If there is a power outages and Wifi is down, and you don't have a cellphone, there is no way to call for help. Important and legitimate concern. Randy to get the information from ITs and share it with everyone. Where are the landlines are located? Perhaps share on a building by building basis (with power outage information). 	Randy	May 2025	N

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of Employees)					
<p>Distribute inspection checklist(s) and report(s) for meeting and use this table to record discussion and new recommendation(s). See inspection schedule at the end of this document.</p> <p><input checked="" type="checkbox"/> No actionable items noted Looking at a mobile app with FM.</p>					
Inspection Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
22 Feb 24 27 Feb 25 27 Mar 25 24 Apr 25	B	<p>Looking at campus-wide program implementation, using a mobile app.</p> <p>Waiting for Risk Management and ITS to respond about Cloud usage</p> <p>Jeff – negotiations are underway with TMA</p> <p>Working on it and should have it in place by mid-July.</p>	Laurie	July 2025	IP

7. REVIEW EDUCATION AND TRAINING

(General discussion, confirm all training is up-to -date, etc. For all actionable items please list below)

Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
12 Jun 24	E	Non-Violent Crisis Intervention Training	Erica	May 2025	IP
27 Feb 25		<ul style="list-style-type: none"> Erica is doing verbal de-escalation training for various groups on campus, and will start offering it to other teams. 2.5 hours online, 3 hours in classroom. 			
24 Apr 25		<ul style="list-style-type: none"> FM training taking place in May 			

8. ONGOING BUSINESS – Status of Action Items

Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
23 May 24		Library – Fire Doors and Accessibility Challenges	Jeff	June 2024	IP
26 Sep 24		<ul style="list-style-type: none"> Fire doors that used to be propped are now unpropped. Some doors are being propped so there is accessible access to the Tramble Centre, and the basement study room and washroom. Reported to FM – not sure how quick it can be fixed. Mag locks required. Blair to look at the Library as a whole. Student study spaces. Wrap up a project to look at a dollar cost to fix the challenging areas. Some doors are easy; some doors will be challenging. 			
27 Mar 25		<ul style="list-style-type: none"> No update. New project manager to be brought up to speed. 			
27 Jun 24		Accessibility Compliance	Standing Item Randy	May 2025	IP
24 Oct 24		<ul style="list-style-type: none"> Committee of NS universities and community colleges – speakers from government side. Timelines will be provided. All universities have challenges. 			
27 Feb 25		<ul style="list-style-type: none"> Six criteria – Three to four years. Status and progress to be reported. By 2025 need a new plan, every two years. Who is replacing Blair as the UJOHSC rep? 			
27 Mar 25		<ul style="list-style-type: none"> Is there a member of JOHSC who is on the Accessibility Committee? 			
26 Sep 24		Power outages on campus			

8. ONGOING BUSINESS – Status of Action Items					
24 Oct 24 27 Feb 25 27 Mar 25	C	<ul style="list-style-type: none"> • How long do we keep a building open when the power fails? It was noted that it was very dark in some areas of the Library during the recent power failure. • The recent power outage was longer, due to inspection of fault indicators, to try to identify where we have a problem with a high voltage line. • Communication goes a long way - best case scenario and worst case scenario. • Coordinate with VP and Provost. • Blair to look at communication for power outages, including letting people how long it will be off (if known). • Move it off until January – if policy is in place before that, it will be pretty self explanatory. • Communication of outage is the issue. How do we let people know the status? • Bob, Jeff, John, Randy and Laurie met to discuss what happens when power goes out. Developing lists of what happens where when the power goes out. • Generators – what happens in the different buildings. • Being worked on in an organized way. • During the last power outage, StFX Alert went out, but public were entering Keating. Make sure it gets out beyond the StFX community. • Suggested to coordinate communication with the Registrar’s office. Need a step where the Registrar’s Office provides spaces to move classes to, or help decide about cancellations. • Overall what happens and drill down to specifics in certain buildings. Give thought to buildings with hazards. • How does it affect me/you? 	Randy	June 2025	IP
28 Nov 24		<p>Campus Lighting</p> <ul style="list-style-type: none"> • Lamp posts in front of Keating were not working the other night • Side of Governors was also noted as dark 	All	Sept 2025	IP

8. ONGOING BUSINESS – Status of Action Items					
27 Feb 25	B	<ul style="list-style-type: none"> Doug advised that all lights should be on, so if they are not, report to FM, preferably with a picture. Lighting south of Keating is a project. Lighting audit – in September or October. Look at old report at that time and priorities. If there's a streetlight out, report it to FM. 			
28 Nov 24 27 Feb 25	C	E-Scooters <ul style="list-style-type: none"> Looking at what other universities are doing and will be developing our own 'policy' about their use and storage on campus. Issue is storing them. Some people have concerns about batteries. Bikes should not be stored indoors. Report if seen. 	Laurie	June 2025	N
28 Nov 24 27 Feb 25 27 Mar 25	C	Air Quality in Health & Counselling <ul style="list-style-type: none"> Issues with circulation since the renovations earlier this year. Monitoring suggested using CO2 monitors or velocity measurements A project has been put forward and are waiting for approval. Project is moving forward – assigned to the new project manager, Paul Thompson. 	Jeff	May 2025	IP
27 Feb 25 27 Mar 25 24 Apr 25	C	Golden X Liquor Room <ul style="list-style-type: none"> There are tiles next to our ice machine for which a worker was sent to FM a couple times, but there has been no response. Katie to forward email to Jeff to follow-up. Sean was supposed to forward it – Katie to remind Sean. Jeff sent a couple emails and has no info back. 	Jeff	May 2025	IP
27 Mar 25 24 Apr 25	E	Day of Mourning Speaker <ul style="list-style-type: none"> April 28 – Barrick Auditorium Communicated through JOHSCs, FM newsletter, and supervisors encouraging attendance. There is a virtual Zoom option. 	Laurie	May 2025	E

9. REGULATORY INSPECTIONS						
Date	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
15 Apr 24	E	Keating Inspection <ul style="list-style-type: none"> Sean Donovan, Fire Inspector, was in to do an inspection in Keating (as requested by Kevin Benjamin). Report will be shared with the committee, once received. (report was never shared by Sean). Deputy Fire Marshal did an inspection on December 12. The report was shared with the committee. Items should be addressed all buildings, and the findings will be used in the overall campus inspection program. Skate sharpening hot work is still outstanding. Most other items have been addressed. Requirements satisfied with DFM 	Doug Kevin B	12 Dec 24	20 Jan 25	C
12 Dec 24						
24 Apr 25						

10. NEW & OTHER BUSINESS					
<ul style="list-style-type: none"> General discussion items (list actionable items below) 					
Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow-up	Status
24 Apr 25	B	Library Exits <ul style="list-style-type: none"> One of the exits in the Library was reported to Safety & Security by a student as a concern because it was locked. This door unlocks when the fire alarm sounds, and there is a pull station beside the door. The concern was subsequently reported to the Deputy Fire Marshal, and the lock system was changed. CBCL are in the library this afternoon to access all exits for safety and fire code compliance. Currently, you can get out, but you can't get in. There are security issues that will be addressed as part of the fire and safety assessment. Should have a long term solution and costs by next meeting. 	Jeff	May 2025	N
		Sharps Container Locations on Campus			

10. NEW & OTHER BUSINESS					
24 Apr 25		<ul style="list-style-type: none"> • One recent incident where a needle was found in a blue bag in the waste stream. • Sharps are also picked up on the grounds on campus and regularly delivered to Safety & Security. • Committee being asked for their input on the location of 'public' containers on campus. • Other universities also asked what they do. Vandalism is a concern. • There are currently four public containers on campus, one each in Keating, Governors, Coady and Xavier. • What should we do in residences? Is it an education piece rather than a supply issue? Let them know where to get them (new users). • Once we have them in place, we will provide a list of the locations (webpage). • This does not include Sharps containers in laboratories or Nursing (non-public). 	Laurie	May 2025	N
24 Apr 25	E	<p>Smoking and Vaping Some changes were made to the policy, and a copy will be provided to the committee.</p>			

11. NEXT MEETING	
Date:	May 22, 2025
Time:	12:00 Noon
Location:	Bloomfield Council Chambers

12. MEETING ADJOURNED	
Time:	12:58 p.m. Moved by Jacqueline De Leebeeck

LEGEND

PRIORITY:		STATUS:	
A	Critical/Life threatening/high probability	N	New

PRIORITY:		STATUS:	
B	Urgent/moderate probability of re-occurrence	R	Repeat
C	Important/low probability of re-occurrence	C	Complete
D	Reminders	IP	In Progress
E	Information	RF	Referred forward