

Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	University JOHSC	Employee Co-Chair:	
		Employer Co-Chair:	Randy Peters
Date:	27 Feb 25	Time:	12:00 Noon (called to order at 12:07 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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"/>
Stephen Vincent	CUPE	Safety & Security	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Francisco Chang	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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employer Representatives	Work Location	Present	Regrets	Absent
Lace Marie Brogden	Dean of Education	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Randy Peters (Co-Chair)	Director, Risk Management	<input checked="" type="checkbox"/>	<input 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"/>
Sylvia Phee (guest)	UNIFOR Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CO-CHAIR: ASK IF THERE IS ANY NEW BUSINESS AND ADD IT TO SECTION 10.

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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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)

<ul style="list-style-type: none"> • Move to adopt minutes. Moved by: <u>Meghan Hayne</u> Seconded by: <u>Colin Rankin</u> • Accepted once Willissa's attendance is changed to Regrets. 	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
17 Feb 25	E	Trackless blade hooked on raised concrete <ul style="list-style-type: none"> • While plowing snow, worker was cutting edge on Trackless Plow when they hooked a raised portion of sidewalk in front of the chapel, jarring the operator. • CA – place cone at site and file down in the spring. • CA – have Green Diamond look at machine. 	Doug	NA	N
12 Feb 25	E	UTV collision <ul style="list-style-type: none"> • Worker was driving Kubota UTV when they struck a pole in P2. The worker’s head went through the windshield causing serious injuries that required medical attention. • CA – wear seatbelt, do not drive distracted. • CA – check on safety of windshield glass with manufacturer. 	Worker	NA	N
17 Jan 25	E	Student Fainted <ul style="list-style-type: none"> • A student fainted while participating in an outdoor education class on Founders Walk. • 911 was called and the student was taken by ambulance. 	NA	NA	N
3 Jan 25	E	Worker hit on head <ul style="list-style-type: none"> • While checking salt level in tractor, wind caught hood and it hit worker in the back of the head. • CA – Daily circle check and report deficiencies to supervisor. 	NA	NA	N
2 Dec 25	E	Hand jammed in doorway	NA	NA	N

4. REVIEW OF INCIDENTS					
		<ul style="list-style-type: none"> While moving chairs through a door way at Crystal Cliffs, worker jammed their hand between the chairs and the door jamb. Chairs were not properly stacked. CA – avoid rushing and stack chairs properly. 			
Dec – Feb		<p>Slips, Trips and Falls</p> <ul style="list-style-type: none"> Several have been reported. Some are due to the surfaces and some are due to improper footwear and/or not holding the handrail on stairways. According to CURIE, these incidents are up this year at all universities. 	All	NA	N

5. REVIEW OF CONCERNS/HAZARDS					
<p>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.</p>					
<p>(* See Legend at end for Priority and Status Codes)</p>					
Date Raised	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
17 Aug 23	C	<p>IAQ in 42 West Street</p> <ul style="list-style-type: none"> Traps filled. Have not done anything in the bathroom. Blair to discuss with Susan. 	Susan Jeff	Mar 2025	IP
27 Jun 24		<ul style="list-style-type: none"> Ventilation decreased with fire doors being closed. 			
26 Sep 24		<ul style="list-style-type: none"> Check on that now to make sure they are filled all the time. 			
27 Feb 25		<ul style="list-style-type: none"> Looked at bathroom. Plan to bring in contractor to see if a fan can be installed through the wall. Likely not until the spring. No one here from 42 West. Defer to the next meeting. 			
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. 	Jeff	Aug 2025	IP
17 Aug 23		<ul style="list-style-type: none"> 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. 			
23 Nov 23					
26 Sep 24					

5. REVIEW OF CONCERNS/HAZARDS					
27 Feb 25		<ul style="list-style-type: none"> 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 			
18 Sep 23 26 Sep 24 24 Oct 24 28 Nov 24 27 Feb 25	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. 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 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. 	Jeff Willissa	Apr 2025	IP
22 Feb 24 24 Oct 24	C	<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. 	Jeff	Jun 2025	IP

5. REVIEW OF CONCERNS/HAZARDS					
27 Feb 25		<ul style="list-style-type: none"> Need to work with Kevin, still setting things up after project completion. 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	B	Railings in Immaculata <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. 	Jeff	Apr 2025	IP
26 Sep 24		<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. 			
28 Nov 24		<ul style="list-style-type: none"> Laurie and Randy to visit area again with Doug. Doug – close to reviewing capital list to review with Moncia. 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. 			
27 Jun 24	B	Uneven Stones in Front of Keating Centre <ul style="list-style-type: none"> Tyson asked for an update on the uneven paving stones at the front of Keating and whether the work will be done before Welcome Day. 	Jeff	Apr 2025	IP
26 Sep 24		<ul style="list-style-type: none"> Blair advised a few uneven areas around campus are being worked on. He expects Keating will be done for Welcome Day, and he will follow up with Doug to see what is next. 			
28 Nov 24		<ul style="list-style-type: none"> Blair to provide update to committee by email. Money ran out. Did a lot on campus. No easy fix. Have to remove the whole front. Look at it in the Spring. 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. 			

5. REVIEW OF CONCERNS/HAZARDS

		<ul style="list-style-type: none"> Security to keep an eye and report. 			
26 Sep 24	C	42 West Street Water <ul style="list-style-type: none"> Discoloured water coming out of taps. Requests have been sent to FM Water was tested last year by ALLTECH (share results with Dan) Foundations in the building Disturbance in water. 	Susan	Mar 2025	IP
28 Nov 24		<ul style="list-style-type: none"> Susan to follow up on signage. 			

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of Employees)

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.

- No actionable items noted
Looking at a mobile app with FM.

Inspection Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
22 Feb 24 27 Feb 25	B	Looking at campus-wide program implementation, using a mobile app. Waiting for Risk Management and ITS to respond about Cloud usage	Laurie	Apr 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 <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. 	Erica	Mar 2025	IP
27 Feb 25					

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			

8. ONGOING BUSINESS – Status of Action Items					
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. 	Jeff	Mar 2024	IP
27 Jun 24		<p>Accessibility Compliance</p> <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. • 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? 	Standing Item	Mar 2025	IP
24 Oct 24					
27 Feb 25					
26 Sep 24	C	<p>Power outage on campus.</p> <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? 	Jeff	Mar 2025	IP
24 Oct 24					
27 Feb 25					

8. ONGOING BUSINESS – Status of Action Items					
28 Nov 24	B	Campus Lighting <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 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. 	All	Sep 2025	IP
27 Feb 25					
28 Nov 24	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	Jun 2025	N
27 Feb 25					
28 Nov 24	D	Convocation Blvd Line of Sight <ul style="list-style-type: none"> Issue from FM JOHSC – Oak trees on Convocation Blvd can obscure vision of vehicles at stop sign heading south towards Governors. FM JOHSC have decided to leave the trees as is and monitor throughout the summer. Closed. 	NA	NA	C
27 Feb 25					
28 Nov 24	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. 	Jeff	Mar 2025	IP
27 Feb 25					

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 	Doug Kevin B	12 Dec 24	20 Jan 25	IP

9. REGULATORY INSPECTIONS

12 Dec 24		<p>be shared with the committee, once received. (report was never shared by Sean).</p> <ul style="list-style-type: none"> • 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. 				
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10. NEW & OTHER BUSINESS

• <i>General discussion items (list actionable items below)</i>					
Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow-up	Status
27 Feb 25	E	<p>Snow Removal</p> <ul style="list-style-type: none"> • The Unifor representatives raised concerns about the snow removal staffing levels this year, including: long hours, too few workers, inadequate training for new employees, start and end times inconsistent with weather patterns. • It was agreed that this concern will be referred forward to the FM labour management team for discussion. 	Erica	NA	RF
27 Feb 25	C	<p>Golden X Liquor Room</p> <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. 	Jeff	March 2025	N

11. NEXT MEETING

Date:	March 27, 2025
Time:	12:00 Noon
Location:	Bloomfield Council Chambers

12. MEETING ADJOURNED

Time:	12:58 p.m. Moved by Patrick Gillis.
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LEGEND

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