

MINUTES

University Joint Occupational Health and Safety Committee Meeting
KCIC Seminar Room
Wednesday March 25th, 2015
10:00 – 11:30 a.m.

Present: Sue Conlan, Instructor, Nutrition, AUFA Rep
Garry McIver, Coordinator, Purchasing Services, Bus Office, Administration Rep
Mike Carter, Occupational Health and Safety Officer
Ann Myers, Cataloguing, Vaughan Memorial Library, SEIU Rep
Judy Noel Walsh, Manager, Scholarships and Financial Assistance, AUPAT Rep
Derek Parker, General Manager, Physical Plant
Eveline DeSchiffart, Executive Assistant, Acadia Divinity College
Marcel Falkenham, Director of Facilities
Teri Gullon, Instructor, Chemistry, AUFA Rep
Greg Deveau, Manager, Technology Consulting, Tech Services, AUPAT Rep
James Sanford, Senior Director, Student Affairs, Administration Rep
Rosie Hare, Executive Assistant, Office of VP Administration and Finance

Regrets: Matthew Guy, Manager, Residence Life
Patrick Difford, Operations Manager, Safety and Security
Kevin Cleary, Director, Safety & Security
Alanna Maynard, Technician, Microbiology, SEIU Rep

1. Call to Order:

The meeting was called to order by Sue Conlan at 10.04 a.m. Sue noted that there was quorum at that time.

2. **Approval of Minutes of February 25th, 2015.** Moved by Greg, seconded by Garry. Minutes approved.

3. **Approval of the Agenda.** Moved by Greg, seconded by Judy. Agenda approved.

4. Business arising from previous minutes

- **Water Quality:**

Mike indicated that all of his folders relating to water quality would be left on the Shared Drive. Main folders were 'Water Quality', 'Drinking Water' and 'Sampling Plan'.

Mike had developed details on how to do profile sampling noting that there would be an expectation of maintaining a sampling schedule. Verifications of the water in the drinking fountains was also included. Another important aspect was that of communications of the results of sampling to the Building Managers and clear record keeping.

Mike noted that approval and review of the sampling plan would be required and that JOHSC would need to review in September.

Jay Rees will be taking over the water sampling in the future. Jay would be delivering samples to the lab on a regular basis.

Mike noted that the sub-committee had not met for several months and that there may not be a future need to meet. This could now be overseen by JOHSC.

Building Managers will need to be communicated with to let them know about the changes in the Health and Safety Office and that in future they should contact Jay Rees with a copy to Marcel.

Mike agreed to speak to Darrell Youden and suggest that a communication be sent out.

Marcel asked how frequently samples needed to be taken and Mike felt that functional drinking fountains needed to be twice annually and taken during the busy times of the year. Mike pointed out that Acadia had to be able to defend the actions that had been taken to ensure that safe water was maintained.

Marcel noted that many fixtures had been changed in the recent past.

Mike felt that there were probably recommendations on the web somewhere that would specify how often sampling needed to be taken in buildings. There was a cost of \$17 for every sample taken.

Derek stated that Jay Rees would now be the full-time Health and Safety Officer for Sodexo.

Mike noted that Residence washrooms and food preparation areas needed to be done more comprehensively because this was where the students lived and ate.

Mike passed on compliments to the Sodexo custodians for their tremendous commitment to the flushing program and their professional approach.

Mike was asked about the Athletic Complex and stated that the fountains had been tested there. He was uncertain about a food preparation area and Marcel agreed to check on that location.

ACTION: Marcel will check to see whether the food preparation area in the AAC has been tested for water quality.

A number of Eco-homes still remain to be tested and do not have the benefits of custodians assisting with the flushing program.

- **VM Library Report**

Ann Myers reported that the last meeting was on January 14th, 2015 and that the updated Disaster Plan had been distributed. The elevator was now working. In February there was a quarterly inspection of the Library building.

- **Biosafety Committee**

Mike reported that the Coop position was working very well and that on Monday they were meeting with Safety and Security to discuss bio-security. A meeting was also planned with Annapolis Valley Health because there was a medical surveillance component to the program. Todd and Megan will be working with Annapolis Valley Health on this.

- **Review of actions from past minutes**

None.

- **Violence Risk Assessment Process – presentation of data, next steps**

Mike demonstrated the web folder and noted that the survey was administered a year ago with an expectation that a new survey would be carried out every five years. Mike reported that about 50 responses were received even though the survey was sent to all employees. Sue stated that 10% was about a normal response rate.

Mike noted that there were very few responses from certain areas. Legislation required that a risk assessment be carried out and the survey had asked people to consider three types of risk: verbal, risk of robbery and risk of violence.

Mike demonstrated the Excel file and showed all the comments that had been provided. 47% of those people that did respond had observed inappropriate behaviour. He took the committee through the responses and asked the committee to be aware that large numbers of respondents listed 'working alone' as a concern.

Sue pointed out that those that completed the survey may have done so because they have a real concern. Mike agreed that there were concerns from staff working front line with students on occasion.

ACTION: Carry out a Violence Risk Assessment and write a Prevention Plan at some point in the near future.

- **Chemical Safety Update:**

Teri, Mike and Greg had reviewed possible products and Teri had discovered a zero cost solution for chemical inventory. Greg agreed that the free product looked to be very good. Teri noted that the product was designed for labs in Universities. She noted that the challenge would be for each department to make use of it for their inventories.

One lab is already using this but Teri questioned how it could be rolled out across the campus. It cannot be coupled with the MSDF.

Mike noted that the annual subscription was only \$1200 a year and coming due in March. It was agreed that the subscription should be paid for March.

Teri noted that although inventory of old chemicals may not be so easy, new purchases would be filled in by the software automatically. One concern was that Teri is not on campus during the summer but it was hoped that the Dean would push for a 12 month appointment.

5. New Business

JOHSC priorities for future action.

Mike circulated a two page document which identified all areas of his work at Acadia and a discussion followed to determine who might pick up these areas. Mike agreed to circulate the document to the JOHSC.

Water Sampling: this would pass to Jay Rees and Marcel Falkenham.

AED Coordinator: Mike stressed that if the AED was hanging on the wall anywhere it was essential that Acadia was able to maintain the program properly. The AED that Richard Johnson obtained for the AAC had still not been mounted on the wall, despite Mike offering to assist with this. A Service Agreement will also be needed to be taken out for this AED. Expiry dates for electrodes are also important and inspections are daily.

Mike noted that Greg and he had intended to line up some drills but that these had not taken place yet.

Mike suggested that perhaps Kevin Dickie and the AAC look after the three in the AAC and also work with Kevin Cleary on this.

Bio-safety Program: Mike noted that this is going well but that implementation of the Bio-safety program would need some leadership support. It was felt that Peter Williams could need help from JOHSC at some point. A training component would need to be delivered.

TDG Courses: Mike stated that there were e-learning courses available on this topic. Although Mike will brief Jennifer Veinot on this and other matters it would be wrong to think that she had the capacity to oversee these training opportunities.

Greg felt that HR was the right place for this to reside because the staff know how to set up the training calendar.

Administration of First Aid and WHMIS Courses: Teri pointed out that Chemistry offers these courses and that others from across the campus could attend if necessary. Jay will also be able to offer WHMIS courses. Mike noted that a course will be needed in May for people doing research through the summer and that normally a Faculty member would be appointed to get researchers enrolled in WHMIS.

Mike stated that there is a sit/stand device in storage that can be used by any employee returning to work for short spells. Marcel noted that sit/stand desks had been requested for the new Welcome Centre. Kerry Deveau will oversee the purchase and storing of this item.

Ergonomic Assessments: Mike noted that there had been a recent request for a treadmill work station. An ergonomic assessment by Julie Orr resulted in a more reasonable solution being suggested. It was expected that Julie will continue with assessments in September when she is re-hired.

First aid Supplies: Mike stated that supplies are kept at Human Resources and that any replacements are provided by Mike normally. Requests come through to Safety and Security or to HR. It was felt that custodians could re-fill first aid boxes.

Chemical Inventory: Mike noted that MSDS had been discussed earlier and stated that he would renew the annual subscription. Greg and Teri would take responsibility here.

Asbestos Management Program: Mike discussed the Asbestos management program. Marcel will be taking over responsibility for this and JOHSC was required to view the large binder and endorse the Plan. JOHSC minutes should reflect this at some point. Marcel stated that he should have some additional resources during the summer to carry out some awareness training and putting up labeling across the campus.

Building Inspection Process: Mike thanked everyone for their assistance and stated that the checklist and reference documents had been finalized. Judy and Mike had made updates to the process and that still needs to be finalized and approved by JOHSC. This should all go up on the website and then a communication plan be developed and implemented for Building Managers. Building Managers would need support to move this forward.

Teri stated that Building Managers needed to have a record and keep the checklists until all deficiencies had been addressed.

Greg agreed to work on the web presence for the Building Inspection process and Marcel's name could also be attached to this area.

Workplace Violence Risk Assessment and Prevention Plan: Mike had notes relating to this and noted that an analysis of the results would be required first, followed by the development of a Prevention Plan. This would involve training sessions on campus and communication.

Sue asked who works on the sexual assault issues on campus.

James stated that some students report to Safety and Security, but that some do not report at all or report to other departments such as the Counselling Centre. James suggested that he and Kevin Cleary work on an initial assessment. He noted that the CBC study was a compilation of the number of reports on different campuses but that few assaults are reported in the first place. Students are given various options when it comes to reporting.

OH & S Management System Gap analysis/Operational Plan Document: Mike will email this document to the JOHSC and also discuss with Darrell Youden.

Teri presented Mike with a leaving gift and thanked him on behalf of JOHSC.

Letter from JOHSC to the Administration: Garry and Sue presented the letter that had been drafted and would be given to Darrell Youden. Garry pointed out that without skillful focus and expertise the University was extending its own liability and risk. Teri had concerns that without the back up of a Health and Safety Officer it would become more difficult for her to carry out some of her initiatives. James pointed out that even though

Mike was leaving the Labour laws remained the same and the expectations on Acadia would be the same as they now were.

6. Summary of Actions and Results Timetable arising from this meeting:

ACTION: Carry out a Violence Risk Assessment and write a Prevention Plan at some point in the near future.

ACTION: Marcel will check to see whether the food preparation area in the AAC has been tested for water quality.

ACTION: Mike will pass the OH&S Activities Sustainability Plan to Darrell Youden's attention.

7. Schedule Upcoming Meetings

The April meeting will be held on Wednesday 29th April, 2015 from 10:00 – 11:30 a.m. The meeting will be held in the KCIC Seminar Room.

The May meeting will be held on Wednesday 27th May, 2015 from 10:00 – 11:30 a.m. The meeting will be held in the KCIC Seminar Room.

The June meeting will be held on Wednesday 24th June, 2015 from 10:00 – 11:30 a.m. The meeting will be held in the KCIC Seminar Room.

A meeting request invitation will be sent with the minutes.

There being no further business, the meeting was adjourned at 11:30 a.m.

Garry McIver, Co-Chair

Date

Sue Conlan, Co-Chair

Date