

MINUTES

University Joint Occupational Health and Safety Committee Meeting
KCIC Seminar Room
Wednesday May 27th, 2015
10:00 – 11:30 a.m.

Present: Sue Conlan, Instructor, Nutrition, AUFA Rep
Garry McIver, Coordinator, Purchasing Services, Bus Office, Administration Rep
Derek Parker, General Manager, Physical Plant
Eveline DeSchiffart, Executive Assistant, Acadia Divinity College
Greg Deveau, Manager, Technology Consulting, Tech Services, AUPAT Rep
Judy Noel Walsh, Manager, Scholarships and Financial Assistance, AUPAT Rep
Rosie Hare, Executive Assistant, Office of VP Administration and Finance

Regrets: Matthew Guy, Manager, Residence Life
Kevin Cleary, Director, Safety & Security
Marcel Falkenham, Director of Facilities
Teri Gullon, Instructor, Chemistry, AUFA Rep
Ann Myers, Cataloguing, Vaughan Memorial Library, SEIU Rep
James Sanford, Senior Director, Student Affairs, Administration Rep
Patrick Difford, Operations Manager, Safety and Security
Alanna Maynard, Technician, Microbiology, SEIU Rep

1. Call to Order:

The meeting was called to order by Sue Conlan at 10.05 a.m. Sue noted that there was no quorum at that time.

2. Approval of Minutes of April 29th, 2015. Held over to the next meeting.

3. Approval of the Agenda.

4. Business arising from previous minutes

- **Building Inspection Process:** Sue explained that she had met with Jay Rees to discuss the inspection process that Sodexo were undertaking and that they had compared the lists to ensure that there was not duplication. Sodexo currently inspects twice a year and the Building Managers carry out an additional building inspection quarterly. It was agreed that the inspections could be removed from the Building Manager's duties and that the policy could be changed to reflect the fact that inspections would be done twice a year by Sodexo.

Sue asked whether there was a legislative requirement to do building inspections. Derek confirmed that there was no legal requirement and that it was more a matter of practicing what they preach.

This item will be brought to the next meeting so that the change can be approved and minuted when quorum existed.

Derek noted that in addition to the inspections, regional inspections were also carried out in between to inspect things like HVAC.

Eveline asked whether the Divinity College was included and Derek agreed to speak to Jay Rees, but felt that this would not be a problem.

ACTION: A change to the Building Inspection process will be brought up for discussion and approval at the next meeting of JOHSC.

- **Bio-Safety Committee:** Sue had received word back from Todd Smith that he would be preparing a lengthy report that would outline the substantial progress that the committee had made in the last several months.

5. New Business

Everbridge: Greg stated that Everbridge is the new emergency notification system that will now be used on campus to notify students and employees through all possible systems if there is an alarm or other problem that needs to be relayed. In addition to the Acadia email and office phone, notifications would go out to cell phones, CMS websites, Twitter users and Facebook users. Employees would be able to customize their personal information so that notifications passed straight to their cell phones or home phones.

The message could be received from anywhere in the world and this one central tool would be used which would prove much faster.

“Alertis” had also been purchased which was an add-on to Everbridge. This would only be for Faculty members and would take over their laptop if they were teaching in class. A message would show on the laptop screen and students in the class would also see this. In the event of a lockdown this could ensure that students would not leave the room. Greg noted that students would receive the same message on their cell phones.

Greg noted that an email would go out to faculty today and that staff would be receiving an email shortly with an invitation to set up their own profile.

The software is used by EMO Nova Scotia and by some of the other universities in Nova Scotia.

Eveline asked how Tech Services will confirm that the Faculty list is up to date and accurate.

Greg responded that everyone with an office phone will be added to the list and that there may need to be a number of people added one by one.

6. Actions items from the Previous Meeting:

- Garry did not yet have an answer on funding to re-appoint Julie Orr in the fall for ergonomic assessments.

- Judy asked whether Mike Carter would be replaced and Garry noted that he is currently in a Coordination role for Capital Health and very busy, but that perhaps in the future the Capital Health Authority might be able to release him to Acadia. A letter from the JOHSC Chairs had been given to Darrell Youden, expressing concern over the loss of the Occupational Health and Safety Officer, but no decisions have yet been made with regards to a timeline for replacing him.

Greg stated that Acadia was not required by law to have an OH&S Officer but that it was required to have a JOHS Committee. However, it was recognized that the committee needed to have a dedicated OH&S Officer, ideally in a full-time role.

Greg pointed out that it was difficult to mitigate accidents and prevent new hazards from occurring. Derek stated that auditors would look very carefully at this sort of thing.

Sue raised the issue of the occurrences and incidents form and asked where they were currently going since they didn't appear to be coming to her.

Greg stated that if someone completed the form on-line one copy went to the OH&S Officer and one copy went to Safety and Security.

Derek felt that it was important to close the loop on this item. He noted that if an incident occurs and there is an accident there is an obligation to make the area safe within 24 hours. With the insurance piece the investigation and how it was conducted was critical. He pointed out that while Mike was at Acadia he had a committee that all helped out on the investigation of an accident.

ACTION: Greg agreed to take on initial monitoring of incidents and send them on to Patrick, Kevin, Derek, Marcel, Sue and Garry.

Derek pointed out that Sodexo or Safety and Security would carry out any necessary investigation and that the JOHSC did not need to concern themselves with that aspect of things. Occurrences are discussed at JOHSC after the fact. It was important that Derek be kept in the loop in case an occurrence was structural in nature.

It was agreed that voting would take place for a Chair and Vice Chair at the JOHSC meeting in August or September.

Garry noted that the University had just closed a tender to re-roof Denton Hall that would address the water leakage issue. Work would be starting soon on this project which was a flat roof.

Derek noted that the Festival Theatre roof also needed attention as did Willett and Raymond House. Repairs were currently being carried out on the new Arena roof which was the result of damage from the winter.

Patterson Hall is currently being renovated and Garry noted that he was ordering furniture for that project. The refurbishment of Alumni Hall was proceeding well and Derek noted that a lot of work was being done to the floors in Residences.

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

ACTION: A change to the Building Inspection process will be brought up for discussion and approval at the next meeting of JOHSC.

ACTION: Greg agreed to take on initial monitoring of incidents and send them on to Patrick, Kevin, Derek, Marcel, Sue and Garry.

8. Schedule Upcoming Meetings

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 10:50 a.m.

Garry McIver, Co-Chair

Date

Sue Conlan, Co-Chair

Date