

## MINUTES

University Joint Occupational Health and Safety Committee Meeting  
KCIC Seminar Room  
Wednesday November 18th, 2015  
10:00 – 11:30 a.m.

**Present:** Garry McIver, Coordinator, Purchasing Services, Bus Office, Administration Rep  
Ann Myers, Cataloguing, Vaughan Memorial Library, SEIU Rep  
Marcel Falkenham, Director of Facilities  
Patrick Difford, Operations Manager, Safety and Security  
Eveline DeSchiffart, Executive Assistant, Acadia Divinity College  
Teri Gullon, Instructor, Chemistry, AUFA Rep  
Judy Noel Walsh, Manager, Scholarships and Financial Assistance, AUPAT Rep  
James Sanford, Senior Director, Student Affairs, Administration Rep  
Greg Deveau, Manager, Technology Consulting, Tech Services, AUPAT Rep  
Jay Rees, Occupational Health and Safety Officer, Sodexo  
Richard Johnson, Coordinator, Facilities and Operation, Administration Rep  
Christine Moreau, ASU Equity Officer  
Rosie Hare, Executive Assistant, Office of VP Administration and Finance

**Regrets:** Sue Conlan, Instructor, Nutrition, AUFA Rep  
Derek Parker, General Manager, Physical Plant  
Matthew Guy, Manager, Residence Life  
Eden Jordan, Safety and Security

### 1. Call to Order:

The meeting was called to order by Garry McIver at 10.01 a.m. Garry noted that there was quorum at that time.

### 2. Approval of Minutes of October 14th, 2015. Moved by Marcel, seconded by Judy.

Garry welcomed Richard Johnson to the meeting and stated that he would be the third JOHSC member for the Administration.

**Past minutes approved.**

### 3. Approval of the Agenda.

Teri asked for one item to be added: Air Quality in Elliot Hall  
Ann noted that there was a Library report to be added.

### 4. Business arising from previous minutes:

- Update on additional Admin rep to attend JOHSC: Richard Johnson had been added.
- Updating of the JOHSC minutes to the JOHSC website. Garry agreed to ask Jennifer Veinot if she would be prepared to do this.

## 5. New Business

Garry stated that Sue had let him know that at a recent AUFA meeting there had been questions regarding the signage for asbestos around the campus.

### a) Clarification of signage for Asbestos:

Marcel responded that during the summer students were hired to go through the existing asbestos survey reports. They generated labels based on what was identified in each report which had a QR code and also showed colour coding. Yellow meant non friable and red meant that it was friable and presented a potential risk if disturbed. He noted that the QR code could be scanned with a smartphone and would take the user to the Acadia Asbestos Management Plan website and the entire document.

Marcel described typical locations for asbestos e.g.: ceilings, flooring tiles, walls, on ducting and elbows of heat ducting. 9" x9" tiles tend to be made of asbestos and it is also contained in fire doors. He referred to different categories of asbestos and noted that some could be enclosed in walls (concealed) and some was found on the surface of walls or piping (visible).

**ACTION: Marcel will update the Asbestos Management Plan document and re-issue this. He will also update the Appendix and post it onto the JOHS website, through the HR department.**

Once this is complete Marcel will communicate by email to the campus. Reports were originally done in 2008-09 and since that time quite a bit of asbestos has been removed.

James Sanford joined the meeting.

Marcel noted that when the Physical Plant employees or external contractors see the asbestos signs, they know how to respond.

**ACTION: Marcel will update Gary Meister.**

Greg confirmed that it would be possible to have the QR code take a user to the appendix, rather than to the entire document.

**ACTION: Marcel will work with Greg to get the QR codes linking to Appendix T.**

### b) Impact on integrity of Asbestos arising from water leaks:

Marcel stated that in this sort of situation outside contractors would be contacted to cut an area out and replace it. He was not aware of any risk from roof leaks but agreed to check on these concerns with Sue.

Eveline asked whether labelling was a requirement and Marcel agreed that it was required. He stated that the labels are usually attached on the door frames.

### c) AUFA concern regarding the OHS Officer vacant position status:

Garry noted the concern by the AUFA group because the OHS position had remained vacant. Darrell Youden had been asked to fill the position.

d) Air Quality in Elliot Hall:

Teri stated that a recent incident in the chemistry lab resulted in a burst of odor which had a fishy smell. This was in a random location but has happened on a number of occasions. Teri stated that it had not been possible to locate the source. She noted that the building had a very good ventilation system that was upgraded in 2008. All fume hoods were working fine but Teri felt that fumes being extracted into the fume hoods were somehow appearing in other random locations. Despite working with Marcel and Pierre they had not been able to identify the source of the odor.

Marcel stated that all of the fume hoods had been re-inspected and are functioning correctly. Ducts were all stainless steel and the exhaust fans are functioning correctly. They investigated the possibility of exhausted fumes re-entering the building and could not see how that would happen. Marcel stated that there were some benchtop ventilation units with issues of belt burn off but they have been repaired.

Marcel asked Teri to call him as soon as an odor was identified so that they could try to investigate it. He also mentioned that a solvent cabinet in the lab needed to be vented differently and that a new cabinet will be provided.

**ACTION: Teri will undertake to inspect all of the storage cabinets in the Chemistry labs herself.**

Teri noted that when the smell is evident it is very pungent but that because of the efficiency of the fume hoods any odors are quickly sucked up and away. She stated that she evacuated her students whenever these smells surfaced.

Marcel stated that once all the mechanical equipment has been thoroughly checked, he will need to bring in an industrial hygienist to carry out a review if necessary.

Garry reported that Greg and Technology Services had an issue recently with air quality and ventilation in the BAC. He noted that he was impressed with the way in which the employees came to Greg with the issue, photos were taken and Greg reported it to parties on campus that could assist, and felt that this was very professionally handled from a Joint Occupational Health and Safety aspect.

Marcel commented that whenever there was an air quality concern, they conduct an on-site review with in-house staff before carrying out air testing. Signs of recurring mold growth or other indicators of a serious situation are needed before air testing is conducted. He noted that in the basement of U-Hall some areas have flooded in the past and areas of surface mold were found. Air testing was carried out but it was not found to present a problem.

Marcel noted that the situation in BAC was different and that the issue was concentrated around duct vents and ducts that were supplying ventilation to the area. Black material was coating these and was found to be dust. This was cleaned off by the custodial staff.

Greg stated that he continued to be concerned and felt that the air quality in the room was poor, because it was originally one room that had been divided into two workspaces. He

noted that three of his staff were working in the area and were routinely sick. Greg was looking for more information and reassurance from experts.

**ACTION: Marcel will inspect the BAC rooms with Greg Deveau.**

Teri asked whether air quality testing was something that could be done in Chemistry. Marcel responded that this was more for bacterial molds and mold spores.

**ACTION: Marcel agreed that he could ask the consultants and take some air samples of the stairwell in Chemistry which had no ventilation.**

e) Library Report:

Ann reported that the Library committee met on October 28<sup>th</sup>, 2015. Britanie Wentzell had joined the committee. Aran discussed the asbestos material and the new coding. Ann stated that non-Library staff would be treated as Library staff in the case of an evacuation.

Ann noted that the committee reviewed the power failure that occurred on October 23<sup>rd</sup>. Results of the quarterly inspection will be looked at and the committee decided to continue with four inspections a year in addition to the inspections that would be conducted by Sodexo. The committee planned to update the signage for emergencies.

Marcel pointed out that Kevin had created a legal sized poster with all of the emergency information updated and that it would be better for the Library to use this one which was available on the JOHS web site.

## **6. Incident Reports**

Marcel reported that a loose railing had been removed at the Gymnasium and will be re-installed during the spring.

Marcel noted that someone in Huggins Science Hall used a faucet while the toilet was flushing and the water became too hot.

Marcel stated that on October 27<sup>th</sup> and again recently there were concerns from Chemistry about unexplained vapours and odors from students in the labs.

Teri commended Marcel for the work that had been done at the gymnasium car park to make the concrete less slippery.

Patrick reported that there had been a slip and fall on the balcony above the pool deck which required stitches.

**ACTION: Richard Johnson will flag this as a Safety and Security issue and request tape on the edge of the stairs.**

Patrick reported that he had been contacted by a law enforcement officer for the Town of Wolfville with respect to the off-leash areas on campus for dogs.

Marcel did not think that there were any off leash areas on campus and thought that Acadia had agreed to follow the Town By-Laws. Patrick said that the Town of Wolfville was advertising that the major trails were 'off leash'.

James reported that students had been watching contractors smoking around their job site at the SUB. Marcel agreed to mention this to Andre.

Jay stated that contractors are informed about where they can and cannot smoke on campus and stated that a condition of employment is that their employees only smoke in designated locations.

Greg asked how the Everbridge program was working out on the student side of things.

Patrick stated that things were going well and that each week he sends out the link to the program. 1050 staff and students are currently signed up. Once a student has registered they stop receiving the email reminders.

Christine agreed to talk to the ASU Council later that day to encourage membership.

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

**ACTION: Marcel will update the Asbestos Management Plan document and re-issue this. He will also update the Appendix and post it onto the JOHS website, through the HR department.**

**ACTION: Marcel will update Gary Meister.**

**ACTION: Marcel will work with Greg to get the QR codes linking to Appendix T.**

**ACTION: Teri will undertake to inspect all of the storage cabinets in the Chemistry labs herself.**

**ACTION: Marcel will inspect the BAC rooms with Greg Deveau.**

**ACTION: Marcel agreed that he could ask the consultants and will look into taking some air samples of the stairwell in Chemistry which had no ventilation.**

**ACTION: Richard Johnson will flag this as a Safety and Security issue and request tape on the edge of the stairs.**

#### **8. Schedule Upcoming Meetings**

The January meeting will be held on Wednesday 20<sup>th</sup> January, 2016 from 10:00 – 11:30 a.m. The meeting will be held in the KCIC Seminar Room.

The February meeting will be held on Wednesday 17<sup>th</sup> February, 2016 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 11:05 a.m.

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Garry McIver, Co-Chair

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Date

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Sue Conlan, Co-Chair

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Date