

MINUTES

University Joint Occupational Health and Safety Committee Meeting

KCIC Meeting Room

Wednesday September 16th, 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
Marcel Falkenham, Director of Facilities
Teri Gullon, Instructor, Chemistry, AUFA Rep
Matthew Guy, Manager, Residence Life
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
Eden Jordan, Safety and Security
Rosie Hare, Executive Assistant, Office of VP Administration and Finance
- Regrets:** Ann Myers, Cataloguing, Vaughan Memorial Library, SEIU Rep
Patrick Difford, Operations Manager, Safety and Security

1. Call to Order:

The meeting was called to order by Garry McIver at 10.05 a.m. Garry noted that there was quorum at that time.

2. Approval of Minutes of August 19th, 2015. Moved by Greg, seconded by Teri. Approved.

3. Approval of the Agenda.

4. Business arising from previous minutes

Garry noted that the outstanding actions had all been dealt with by Marcel. Marcel stated that the eye wash compliance order had been closed, as had the other compliance orders.

With respect to the Occupational Health and Safety Budget Marcel was able to access funds for First Aid training. Sue noted that over 30 people had signed up for Red Cross Emergency First Aid training. This would be a one day course. Greg pointed out that a re-certification of Emergency First Aid would probably only be a half day.

Derek had already forwarded the Sodexo Safety Inspection to JOHSC members for information.

Teri asked to add a discussion of a Pregnancy Policy to New Business.

Marcel noted that Teri had done a survey of all of the step ladders in Elliot because it was important that the university get to a state where Grade 1 or Grade 2 step ladders were being used. A number of replacement step ladders are required and information needs to be forwarded across the campus so that all departments are compliant. The step ladder needs to be able to support 300 pounds in weight.

Greg asked for Chemical Storage to be added to New Business.

Greg also asked Eden Jordan to provide some information on campus wide testing to be performed with Everbridge.

Lastly, Greg asked for Fire Drill planning and execution to be added to New Business.

Marcel noted that Fire Drills are set up and managed by Safety and Security. Fire Wardens were responsible for getting people out of a building and were appointed by the Building Managers. Acadia was liable for getting people out of a building but employees should know where to leave a building.

Marcel stated that the Fire Warden was expected to contact Safety and Security when he/she wanted to carry out a fire drill.

Sue suggested communicating to the Building Managers that they appoint a Fire Warden.

5. New Business

Pregnancy Policy: Teri discussed difficulties that arise when a student wants to take a Chemistry lab but is pregnant. Students may insist on taking the lab and although Teri would like to refuse, she is obliged to let a student take the lab if they insist. Teri was concerned that she would be liable in the event of any problem for the student. She offered alternative approaches, such as taking the lab at a later date, after the pregnancy, or taking the course through Athabasca on-line. Teri was particularly concerned about the Organic Labs. Teri has a waiver that all students are required to sign. One student had also used a respirator.

Marcel pointed out that dangerous chemicals should not be used outside of a fume hood. As long as a minimum standard is reached for all students but there was a duty to accommodate. Derek stated that Sodexo had a medical release form that would be completed by the person and their doctor and then returned to Sodexo.

Teri responded that the doctor had wanted to know about every chemical that was being used in the labs. She did not feel that a doctor would be prepared to sign off on a medical release form.

Marcel suggested that if a student was determined to attend the labs, she should be asked to sign off on the MSDS forms for each chemical.

Terri will prepare something to post on the JOHS website. Teri noted that much the same approach was being adopted across the country.

ACTION: Derek will forward the Sodexo Medical Release form to Teri.

Chemical Inventory: Teri reported that the chemical inventory had progressed very well during the summer. Tom Payne had been hired through the Coop program and the Dean's Office. Tom had completed the inventory in Elliot. Teri stated that they were now using the Quartzzy inventory software, with different groups for each research lab, common chemicals, and teaching lab chemicals.

Teri and the department heads have access to everything. The Dean also requested access to everything, from a safety standpoint, but what Teri is doing is compiling all of the separate Excel data sheets twice a year for the Dean. Teri asked whether Safety and Security should have this information.

Marcel agreed that they should.

ACTION: Teri will forward the Quartzzy software information to Safety and Security to Patrick Difford's attention, and the Wolfville Fire Department would be kept informed.

Teri discussed the Lab Group that had been set up by Mike Carter before leaving Acadia. This group included members from departments that had labs. The Chemistry department was the first trial this year for the Quartzzy inventory software and other departments are keen to also use the inventory software in the future.

Compliance Reports: Marcel confirmed that the loop had been closed on any outstanding compliance orders.

First Aid Training: Sue confirmed that the Emergency First Aid will be offered on Tuesday October 13th, 2015. There would be a cost of approximately \$80 each and 50 attendees. Gym 491 will be used and the JOHS training funds will be used.

Sue will have a list of everyone on campus that has received training. AED will be covered in the training by Braveheart.

Matthew Guy stated that the RAs would be trained during the last week of April 2016 and suggested that staff might be added to that training session. RAs were expected to cover the cost of their training.

Sue noted that a number of students had signed up for the training and were suggesting that they were employees of Acadia because they were TAs. It was agreed that on this occasion the session would go forward without charge to the attendees.

ACTION: Next time a sign-up sheet would be set up to determine where a person worked on campus.

Matthew noted that many of the RAs already had First Aid training, so that only about 20 needed this in the spring.

Ergonomic Assessments: Garry reported that approval had been given for Julie Orr to be hired again to conduct ergonomic assessments for faculty and staff. This would also remove the conflict of interest that was present when assessments were conducted by the company that was providing the equipment.

Everbridge: Greg asked whether notifications would be being circulated shortly. Eden Jordan agreed to check this with Patrick Difford.

Request for Nominations for Co-Chair of JOHSC: Sue Conlan and Garry McIver agreed to continue for 2015-16 and were elected by acclamation.

The JOHS committee still needed one more Admin person to join the committee.

6. Summary of Incidents

Marcel reported that a student in the Kinesiology Lab fainted recently. The space was warm at the time and the class had moved to a different lab. Marcel stated that there had been a problem with the A/C unit. Air was circulating but the mechanical cooling was not working.

Greg asked what recommendations had been made and whether some fans could have been kept ready for this type of situation. Teri asked whether there was a rule in place about allowable top temperatures for working inside.

Marcel said there is no general rule. This would be related to the type of work/physical exertion that was taking place.

Teri noted that she had had students pass out in the chemistry labs in the past.

Marcel stated that the Instructor had asked the students to let her know if they felt queasy at all. Derek felt that if the temperature was ever too warm for comfort people needed to use their judgement and stop an activity. Marcel continued to work actively with the dean and Director of the School.

Marcel said that there had been a slip and fall on the new concrete surface by the old gymnasium. A number of other near misses had occurred. When a sealant was applied to the concrete to protect it from salt damage, it made the surface extremely slippery when wet. Marcel stated that warning signs had been erected and that a couple of test patches had been done to attempt to achieve some traction aid. Whichever one works best will be applied to the surface during the next week.

Marcel stated that concrete was used on this area because of the CNG tankers with heavy loads travelling over the area.

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

ACTION: Derek will forward the Sodexo Medical Release form to Teri.

ACTION: Teri will forward the Quartzzy software information to Safety and Security to Patrick Difford’s attention, and the Wolfville Fire Department would also be kept informed.

ACTION: Next time a sign-up sheet would be set up to determine where a person worked on campus.

8. Schedule Upcoming Meetings

The October meeting will be held on Wednesday 14th October, 2015 from 10:00 – 11:30 a.m. The meeting will be held in the Alumni Board Room, Fountain Commons.

The November meeting will be held on Wednesday 18th November, 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