

Acadia JOHSC Minutes
August 10th, 2016

Present: Garry McIver, Coordinator, Purchasing Services, Bus Office, Administration Rep
Ann Myers, Cataloguing, Vaughan Memorial Library, SEIU Rep
Judy Noel Walsh, Manager, Scholarships and Financial Assistance, AUPAT Rep
James Sanford, Senior Director, Student Affairs, Administration Rep
Derek Parker, General Manager, Physical Plant
Richard Johnson, Coordinator, Facilities and Operation, Administration Rep
Greg Deveau, Manager, Technology Consulting, Tech Services, AUPAT Rep
Eveline DeSchiffart, Executive Assistant, Acadia Divinity College
Patrick Difford, Operations Manager, Safety and Security
Teri Gullon, Instructor, Chemistry, AUFA Rep
Rosie Hare, Executive Assistant, Office of VP Administration and Finance

Regrets: Sue Conlan, Instructor, Nutrition, AUFA Rep
Suzanne Stewart, KCIC Environmental Center, SEIU Representative
Marcel Falkenham, Director of Facilities
Jay Rees, Occupational Health and Safety Officer, Sodexo
Christine Moreau, ASU Equity Officer
Matthew Guy, Manager, Residence Life

1. The meeting was called to order by Garry McIver at 9:35 a.m.
2. Approval of past minutes of June 22nd, 2016 meeting moved by Patrick and seconded by Judy. Minutes approved.
3. Approval of the Agenda:

Teri asked that one item to be added to the agenda. An update on inventory will be added to New Business.

There were no other additions and the agenda was approved as amended.
4. **Business arising from previous minutes**

Incident Reporting to JOHSC Co-Chairs: Greg had followed up on incident reports by email and Garry and Teri were now receiving them. This item was now considered closed.

Election of JOHSC Co-Chair Positions: Garry will step down as co-Chair and James Sanford agreed to take this on. Sue will be asked whether she wishes to continue and this item added to the next meeting agenda.

ACTION: Appointment of the remaining co-Chair position will be added to the next meeting agenda.

Asbestos Labelling: Marcel had let Garry know that the asbestos labelling was now complete across the campus.

Water Sampling: Water sampling had been carried out and only two locations in the Residences were found to be above the recommended guidelines.

Building Inspections: Derek explained that thorough building inspections had been carried out and that there had been great co-operation from managers. Building inspections would resume in September. He noted that from a health and safety point of view any missing ceiling tiles must be replaced and Derek asked that the Physical Plant be informed if tiles are cracked or stained.

Garry noted that the University currently achieves 80% compliance with Currie; the major insurer.

Derek commented that the custodians often notice deficiencies and report them. Garry noted that an example was in the Biology Department when a product was being stored on an unstable surface and should have been at floor level in order to be more safe and secure.

Greg asked about the water test results from the Tower Residences. Derek responded that this residence was mostly off-line during the summer and that the water has now been re-tested.

Workplace Violence Prevention Plan: This item had been identified at the June meeting. Patrick and James agreed to bring information back to the September meeting of JOHSC. The results of the questionnaire were collated before Mike Carter left.

ACTION: Patrick and James will bring information on the Work Place Violence Prevention program back to the September meeting of JOHSC.

5. New Business

Inventory System: Teri explained that the inventory control had been tried out by the Chemistry Department first and that it had proved successful. The Dean of the Faculty of Pure and Applied Science was very supportive and the intention was now to roll it out across the campus. Jeff Hooper will meet with the Lab Safety Group soon and set up regular meetings. This will help to highlight other issues that need to be brought to JOHSC.

Teri discussed attending a Heads and Directors meeting in Science to discuss this initiative. She suggested that if anyone thought of something that should go to the Lab Safety Group, they could let her know. Once a year Teri is exporting the inventory document and sending it to Safety and Security.

Garry asked whether delivery of the lab supplies had begun and Teri responded that the order had been input for 2016-17. The annual order started arriving in June and will continue until September.

6. Incident Reports:

Garry noted that there was a tree limb hanging outside Elliot. Roofing was taking place at the Athletic Center and on parts of Wheelock. Highland Avenue was expected to be paved by the end of the month in readiness for Arrivals and Welcome Week.

New entrance areas had been constructed in BAC.

7. Presentation by Wanda Balsor, Ennis Safety Services

Wanda discussed the company and the credentials of the employees. She detailed the safety courses that Ennis Safety Services offer and highlighted some of the companies and organizations that their company provides support services to. They provide safety services for many different facilities; both large and small.

Amongst others (brochure included), they offer WHMIS, First Aid/CPR, Mental Health First Aid, FIT testing, TDG, IRS and Hazard Recognition.

The company also offers over 200 e-learning courses.

Wanda was asked about a FIT test and responded that this is to do with the wearing of respirators.

Greg asked whether JOHSC was currently meeting its legislative requirements and what Ennis could offer to ensure that Acadia was compliant. Wanda noted that there was a need to personalize their service to different organizations and that any standard that became law needed to be observed and closely followed.

Ennis Safety Services would assess what goes on across the campus evaluate and recommend, and provide education where necessary. They would not work in areas that they did not already have expertise in.

Greg noted that members of JOHSC were already fully employed in positions and that there was a lack of time and resources to follow up on regulations.

Teri asked what Ennis would do at Dalhousie University.

Wanda explained that they worked with the Dalhousie Architecture Team students and consultants to go through orientation for Occupational Health and Safety training. The students were building structures in parks that had a unique design so the full scope of safety was needed.

Wanda stated that WHMIS training could be conducted on campus and include such things as the safe handling of hazardous materials, bio-chemicals and TDG.

Teri asked about waste protocol and Wanda agreed that this could be added into any training. She advised a package and go approach.

Wanda pointed out that she knew Mike Carter well and that Ennis could fulfill whatever role was required. They could conduct regular inspections if needed, address the Administration piece on safety and provide a report of the work carried out and an activity log. They could also make recommendations to Acadia where necessary.

Garry thanked Wanda for the presentation.

The committee discussed the presentation. Teri appreciated the fact that this company would be able to provide some backup for some of her initiatives. Gregg felt that this would provide the necessary drivers to keep JOHSC moving on various OH&S issues.

Derek pointed out that although the University was not legislated to have a Health and Safety Officer Sodexo could provide several areas of support without charging.

Greg suggested taking up Derek's offer and getting buy-in from Chris Callbeck, VP Finance. It was felt that the Sodexo Occupational Health and Safety Officer could become a part of the JOHSC. Greg requested that this be placed on the agenda for the next JOHSC meeting in September.

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

ACTION: Appointment of the remaining co-Chair position will be added to the next meeting agenda.

ACTION: Patrick and James will bring information on the Work Place Violence Prevention program back to the September meeting of JOHSC.

ACTION: Sodexo Occupational Health and Safety Officer to be added to the next JOHSC agenda.

The next meeting will be held on Wednesday, September 21st, 2016 at 9:30 in the KCIC Seminar Room.

The following meeting will be held on Wednesday, October 19th, 2016 at 9:30 in the KCIC Seminar Room.

There being no further business, the meeting was adjourned at 10:55 a.m.

Garry McIver, Co-Chair

Date

Sue Conlan, Co-Chair

Date