

ACADIA UNIVERSITY OCCUPATIONAL HEALTH & SAFETY SYSTEM

**Meeting Minutes**

**DATE: May 17, 2017**

**TIME: 9:30 – 11:00 AM**

**LOCATION: Fountain Commons Boardroom**

**Present:** Sue Conlan, Instructor, Nutrition, AUFA Rep (Co-Chair)  
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  
Patrick Difford, Director, Safety and Security (ex-officio)  
Derek Parker, General Manager, Physical Plant (ex-officio)  
James Sanford, Executive Director, Student Services, Administration Rep (Co-Chair)  
Richard Johnson, Coordinator, Facilities and Operation, Administration Rep  
Eveline DeSchiffart, Executive Assistant, Acadia Divinity College  
Eden Jordan, Shift Supervisor, Safety & Security

**Regrets:** Greg Deveau, Manager, Technology Consulting, Tech Services, AUPAT Rep  
Marcel Falkenham, Director of Facilities (ex-officio)  
Teri Gullon, Instructor, Chemistry, AUFA Rep  
Suzanne Stewart, KCIC Environmental Center, SEIU Representative

1. The meeting was called to order at 9:32 a.m.
2. The minutes of the April 2017 meeting were approved.
3. The agenda was approved with additions.

**Ongoing Business**

**Sharps update:** James reported that he would be getting an inventory of where sharp disposal sites are located and then work with Derek to identify any gaps before September.

**First Aid:** Patrick met with a provincial representative for St. John Ambulance about imbedding a training with the university to save costs. The embedded trainer is currently a casual Safety and Security staff member which allows for greater flexibility in scheduling training sessions. Patrick is planning to schedule a course this summer and at least 3 more each academic year – 4 / year; he is working now to put a training calendar in place.

**Administrative Support:** Patrick reported that Nadine Wilson, Administrative Coordinator in the Safety and Security Department, has agreed to take minutes of the JOHSC meeting on an ongoing basis. Unfortunately she couldn't attend the May meeting so Eden Jordan attended in her place.

**Ergonomic Assessments:** Patrick met with Ricardo Martins - a recent Kinesiology graduate, who has agreed to do assessments over the summer. The Kinesiology Department certifies students in ergonomic assessments as part of the curriculum, and has agreed to provide a consistent pool of students to fill this role in an ongoing manner.

**Newly created position – OH&S Coordinator;** Patrick has appointed Chad Schrader to act as the OH & S Coordinator, in addition to his other supervisory duties. The job description is still being developed and

the hope is that it will evolve into a full-time position. Such duties will include coordinating fire drills; building inspections; attending JOHSC meetings; coordinating first aid courses etc.

**AED/Defibrillators** – Ann requested a follow up to a discussion from last fall with regards to additional AEDs being obtained. Patrick said that departments needs to request this type of equipment through Safety & Security, but it will come out of their budget. S&S will assume the cost and oversight of the service contract.

**4. New Business:** The Committee was given seven questions to consider with regards to the JOHSC. The following is a summary of the responses.

i) *What do you understand the role of JOHSC to be on campus?*

- to review policies and recommend changes to Administration
- to promote a 'safety culture' at Acadia
- to ensure that safety training is occurring on campus in keeping with provincial requirements e.g. WHMIS, First Aid, and to document same
- to be aware of possible risks to Acadia re liability

ii) *What do you think your personal role is on the JOHSC?*

- to advise and assist with regards to Health and Safety at Acadia
- to provide recommendations to administration
- to support Health & Safety initiatives as required by the H & S Act
- foster a safe environment e.g. facilitate ergonomic assessments and prevention of slips and falls
- risk management

iii) *What is working well?*

- incident investigation
- hazard identification
- interdepartmental cooperation
- building inspections
- commitment by JOHSC members to respond to OHS needs on campus
- healthy trust and cooperation amongst members
- support from Sodexo / Physical Plan with expertise and commitment
- requesting and receiving additional training as necessary e.g asbestos

iv) *Where can we improve?*

- increased consistency in 'everything'
- communication to campus
- increased understanding of N.S. Occupational Health & Safety Act and interpretation
- increase campus' awareness and understanding of incident reporting
- advocate for more resources (funds) for campus training and equipment e.g. first aid

v) *What would you like to see prioritized over the next year?*

- keep website current and improve communication to campus re OHS
  - engage Scott Roberts' group (communication & marketing)
- establish a realistic budget
- identify campus priorities
- establishing a regular training program (eg First Aid)
- expand OHS Coordinator role

vi) *What is missing?*

- documentation, updates and follow through
- consistency
- accountability, clarity, structure
- communication plan
- dedicated and knowledgeable OHS resource person

vii) *Are there any voices not heard or people missing from JOHSC?*

- faculty – lab workers
- contactors
- Chartwells
- Residential Life
- Off site
- ASU
- senior admin – quarterly (e.g. new Act for Accessibility)

Planning will continue during June's meeting.

## **5. Incident Report(s)**

None

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

Sue committed to drawing up a policy review schedule to ensure that OHS policies were reviewed on a regular and ongoing basis.

Derek offered to send copies of the N.S. Health and Safety Act to all JOHSC members and it was agreed that we would review it during the August meeting. It was also agreed that we would ensure all new members received a copy.

## **7. Adjournment**

Meeting adjourned at 10:58 a.m.