ACADIA UNIVERSITY OCCUPATIONAL HEALTH & SAFETY

***Meeting Minutes***

**DATE: July 26, 2017**

**TIME: 9:30 – 11:00 AM**

**LOCATION: KCIC Seminar Room**

**Present:** Sue Conlan, Instructor, Nutrition, AUFA Rep (Co-Chair)

Judy Noel Walsh, Manager, Scholarships and Financial Assistance, AUPAT Rep

Derek Parker, General Manager, Physical Plant (ex-officio)

Chad Schrader, Shift Supervisor & OH&S Coordinator, Safety & Security

Nadine Wilson, Administrative Coordinator & Operations Support, Safety & Security

Suzanne Stewart, KCIC Environmental Center, SEIU Representative

Richard Johnson, Coordinator, Facilities and Operation, Administration Rep

Laura Miller, Manager, Chartwell’s

**Regrets:** Garry McIver, Coordinator, Purchasing Services, Bus Office, Administration Rep

Marcel Falkenham, Director of Facilities (ex-officio)

Teri Gullon, Instructor, Chemistry, AUFA Rep

Ann Myers, Cataloguing, Vaughan Memorial Library, SEIU Rep

Patrick Difford, Director, Safety and Security (ex-officio)

James Sanford, Executive Director, Student Services, Administration Rep (Co-Chair)

Greg Deveau, Manager, Technology Consulting, Tech Services, AUPAT Rep

Eveline DeSchiffart, Executive Assistant, Acadia Divinity College

1. The meeting was called to order at 9:41 a.m.

2. The minutes of the June 21 2017 meeting were deferred to August meeting.

**3. Ongoing Business**

**JOHSC Representation**: Laura Miller has joined the Committee as a representative for Chartwell’s Food Services. ASU has indicated they have their own JOHSC and therefore have not assigned a representative to the Acadia JOHSC

**4.. New Business**

**Building Manager Roles:** Building Managers to take on a more prominent role with regards to Communicating OHS reports to Safety & Security; especially in areas where there is heavy construction such as Huggins and Elliott as well as areas where we have chemical storage.

Action: Chad to communicate to BM and get feedback.

**Active Bee Hives:**  Jodi Noiles, Sustainability Coordinator, has indicated that the Community Farm is setting up a honey bee hive which will house approximately 10,000 honey bees. Safety protocols have been set up in the area such as proper fencing erected around the hives; signage “Active Bee Hive Area”; and trained staff. A local bee keeper is on call to deal with any potential swarms, proper bee suits have been purchased. First Aid kit secured with epi pen, training for staff and policies put in place. Action: Chad and Patrick to review policy with Jodi.

**Propane Tanks:** Request to look into the requirement for fencing around the propane tanks at Biology Building and Wheelock. Is there a need for security in these areas?

Action: Derek Parker to check into the regulations.

**AED Location KCIC:** An AED has been ordered for KCIC. There is concern over the location of the box. Marcel has indicated it should go in the lower level area next to the washrooms while the Committee would like to see it on the main level near the café.

Action: Marcel and Chad to discuss requirements and determine the best location.

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

Chad to meet with Jodi to review policies around the active bee hive area at the Community Farm and meet with Building Managers. Marcel will confirm location of the AED at the KCIC. Derek to check on regulations pertaining to securing the propane tanks.

**8. Adjournment**

Meeting adjourned at