JOHSC Minutes

August 23 2017 09:00-11:00

Divinity College Boardroom

Present: James Sanford, Executive Director, Student Services, Administrative Rep (Co-Chair) Sue Conlan, Instructor, Nutrition, AUFA Rep (Co-Chair)

Ann Myers, Cataloguing, Vaughan Memorial Library, SEIU Rep

Judy Noel-Walsh, Manager, Scholarships and Financial Assistance, AUPAT rep

Patrick Difford, Director, safety & Security

Derek Parker, General Manager, Physical Plant

Eveline DeSchiffart, Executive Assistant, Acadia Divinity College

Garry McIver, Coordinator, Purchasing Services, Business Office, Administration Rep

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

Teri Gullon, Instructor, Chemistry, AUFA Rep

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

Regrets: Marcel Falkenham, Director of Facilities

Suzanne Stewart, KCIC, SEIU Rep

Laura Miller, Manager Food Services, Chartwells

Chad Schrader, Supervisor, Safety & Security/OHS Coordinator

Called to order at 09:05.

Minutes from June approved. Minutes of July were not prepared. Nadine to prepare and send out to James and Sue for review and will be submitted to Committee for approval at Septembers meeting.

**Business Arising from Previous Meetings:**

Propane Tanks: Derek checked with Irving Oil and confirmed there are no regulations which state the tanks at Wheelock require any kind of fencing to secure. However, the Committee feels, due to potential risks involved with the accessibility to the tanks and the damage done to them in the past, something should be put in place. The committee inquired about a security camera in the area to deter people from going near the tanks or the fencing once erected. The existing tanks on campus do not have security cameras close by. Should we need to; the Committee proposes to draft a letter to Senior Administration recommending the tanks be fenced.

Action: Patrick will follow up with Marcel to find out who will be responsible for ordering and paying of a fence in this area.

JOHSC Members: The Committee would like ASU to have a representative on the Acadia JOHS Committee, even though they have their own in house. In the past, a student rep has sat on the JOHSC.

Action: James will follow up with Ian Morrison, Manager ASU.

Policy Review: Sue had prepared a handout and an electronic document that highlighted the OHS policies relevant to Acadia’s JOHSC. In order to ensure that these policies are reviewed for compliance, on a regular schedule, it was agreed that members would be assigned responsibility at the September meeting, to review policies as they pertain to the JOHSC and Acadia. ‘Policy review’ will be made a standard agenda item for each meeting, and one or two policies will be reviewed each month on a rotating basis.

Action: Members to review the acts and recommend sections to allocate for each member.

Action: Greg will create a share point document for the Committee members.

AED: The AED for the KCIC has arrived. Patrick to touch base with Marcel on location.

**New Items:**

First Aid Kits: When an item expires or needs to be replenished in the First Aid Kits, the current protocol is to contact Physical Plant for supplies. However, this is billed back to a GL associated with the requesting unit. It was asked that this cost be sent to the OHS account.

Action: Nadine will check this budget line and bring to next meeting for further discussion.

Action: Patrick to confirm the process and responsibility for checking all kits across campus to ensure they are properly stocked.

Action: Teri has a list of items that are to be in the kits and will share with Patrick.

Incident Reports: Unsafe walkway at 24 Highland. Corrected.

Roofers not properly hooked up. Issue addressed with workers.

Teri noted that workers by Whitman were using a circular saw without proper safety eyewear. This was not reported to safety & Security at the time of occurance..

Meeting adjourned at 10:03.

Next meeting scheduled for September 20, 9:30 at Divinity College Boardroom.