ACADIA UNIVERSITY OCCUPATIONAL HEALTH & SAFETY

***Meeting Minutes***

**DATE: June 21, 2017**

**TIME: 9:30 – 11:00 AM**

**LOCATION: Divinity 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)

Eveline DeSchiffart, Executive Assistant, Acadia Divinity College

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

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

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

Suzanne Stewart, KCIC Environmental Center, SEIU Representative

**Regrets:** Marcel Falkenham, Director of Facilities (ex-officio)

Teri Gullon, Instructor, Chemistry, AUFA Rep

Richard Johnson, Coordinator, Facilities and Operation, Administration Rep

1. The meeting was called to order at 9:35 a.m.

2. The minutes of the May 17 2017 meeting were approved.

3. The agenda was approved with additions. (Website, new Co-Chair)

**4. Ongoing Business**

**Policy Review:** Sue had comprised a Summary of relevant sections from the NS OHS Act for the Committees review along with a spreadsheet that could be used to document action and follow-up. This will be further reviewed in August.

**Planning Activity Discussion**

The Committee was given seven questions to consider with regards to the JOHSC last meeting. The questions not addressed were followed up on:

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

1. Keep website current and improve communication to Campus re OHS

The website will be maintained by Safety & Security. A training calendar has been added to the site which will list the upcoming training opportunities for Faculty & Staff.

1. Engage Scott Roberts group (Communications & Marketing)

While there is no need for a representative to sit on the Committee it is important to send any accident and occurrence reports to Scotts group in the event Media is informed of OH&S incidents on Campus.

1. Establish a realistic budget.

The current OH&S budget is $17,000. This will need to be increased to allow for the proper training, ergonomic assessments, routine maintenance, supplies and salaries. The Committee will review the budget lines and list requirements over the fiscal year for proposal to Senior Admin by November 2017. The cost for AED certification is $3000/bi annually. This is for equipment maintenance/first aid supply.

1. Identify campus priorities.

Improved communication and involvement with Sub Committees and Building Managers (BM). Areas of concern being Arena and BAC. Chad had indicated that the roles of the BM should be laid out

So that they can more actively participate in an OH&S capacity. It was suggested that Marcel has a checklist that would be helpful in identifying hazards.

1. Establish a regular training program (i.e. first aid)

Anyone working alone is required to have Emergency First Aid. Currently, Acadia is only offering Standard First Aid Courses. The First Aid Course works out to $50/per person approximately with the rate Acadia is getting through St John Ambulance. This cost is for the Instructor training time at $15/hr and the cost of the training manuals from St John Ambulance, including the certificates. This training is being offered four times a year to Faculty and Staff only. Suzanne had asked about Emergency First Aid for student and part time staff at the Irving Center. Chad had suggested that he could set up on site training but this would have to be paid for from each departments budget; not from OH&S.

1. Expand OH&S role.

Patrick had proposed for next fiscal year the role of OH&S Coordinator as a full-time position; one that is designated Monday-Friday and independent of a Supervisor position currently held by Chad.

*What is missing?*

 a) Documentation, updates and follow through, consistency, accountability, clarity, structure

With the introduction of Chad as the new OH&S Coordinator, and the role of OH& S now within the Safety & Security Department, Patrick and Chad will work closely with the Building Managers, Sub Committees and the JOHSC to establish policies, work on the areas of concern, communicate to the campus community, provide training, update the website and provide an overall support system to Campus. It was suggested that we engage Campus by sending out reminders throughout the year such as slip & fall (proper footwear) in winter, proper hydration and temperatures in summer, closing windows in fall in high winds and rain, etc.

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

- Faculty – lab workers. Chad had indicated Library, Bio and Chemistry work very well within the OH&S guidelines and have safety measures in place and excellent documentation. Teri Gullon is on the Committee and works closely with these groups.

- contractors. This group can be coordinated with Marcel and/or Andreas who deal directly with Contractors on site. Follow-up by Chad to conduct site visits.

-Chartwells. Sue to follow up with Laura Miller to ask about representation on the Committee.

-Residential Life. James will represent Residence Life.

-Off site. Not required.

-ASU. Sue to follow up with Ian Morrison

-Senior admin – quarterly (e.g. new Act for Accessibility) It was determined that since Patrick meets with Chris Callbeck on a regular basis it is not required that he have representation on the Committee.

**5. New Business**

**Safety & Security Update:** Currently a Standard First Aid and CPR Level C with AED is scheduled for July 19 & 20. Twenty staff are registered and two are signed up on a waiting list. This is being facilitated by St John Ambulance. Chad and Nadine were introduced to the Committee as representatives from Safety & Security; Chad in the capacity of OH&S Coordinator and Nadine as Minute taker.

**6**. **Incident Report(s)**

The following incidents occurred:

-2 cuts to fingers of staff members due to a broken lock on a washroom door in the SUB. Band Aids were issued from a first aid kit.

-a broken tree limb down on a pathway. An arborist was called in to remove.

- a sink hole behind Patterson

-a construction fence fell down behind Huggins

-a lack of signage between Huggins and Elliott. Bird Construction was informed and erected proper signage

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

Sue to reach out to those suggested persons to sit on the Committee from Chartwells, ASU and Residence Life.

Nadine to bring a copy of budget lines for meeting in August

Chad to meet with Building Managers as Incidents occur

**8. Adjournment**

Meeting adjourned at 11:07 a.m. Next Meeting Scheduled for July 26 2017