JOHSC Minutes

October 18 2017 09:30-11:00

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

Derek Parker, General Manager, Physical Plant

Eveline DeSchiffart, Executive Assistant, Acadia Divinity College

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

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

Laura Miller, Manager Food Services, Chartwells

Patrick Difford, Director, Safety & Security

Regrets: Marcel Falkenham, Director of Facilities

Suzanne Stewart, KCIC, SEIU Rep

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

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

Teri Gullon, Instructor, Chemistry, AUFA Rep

Chad Schrader, Supervisor, Safety & Security/OHS Coordinator

Richard Johnson, Athletics

Called to order at 09:42

Minutes were not presented for approval. No Quorum.

No Agenda presented.

**Old Items**:

James and Ann will make the request to AUFA for a representative. Brian Wilson was recommended as a replacement. Will follow up with him to gage his interest. Brian would be a potential alternate for Teri will Sue is away as well as while Terri is away on her sabbatical.

Patrick and Marcel met to discuss the fencing option around the Wheelock propane tanks. It was proposed that a camera be installed in the area as well, covering the entire area and Wheelock lot. The thought was to install one or the other. Patrick is waiting to hear back from Marcel to confirm the decision.

Fencing at Bee Hive Area: There is a schedule of activities posted on field and while those activities are taking place the active bee hive area will be fenced and there will be signage posted to advise.

Sharepoint: James to follow-up with Greg about the Sharepoint file he was going to create for the policies.

**New Items:**

Membership: James will check with Judy and Greg about stepping down as AUPAT representatives as they had expressed a desire to do so. Will find staff to replace them on the Committee if they decide to resign their positions.

Sharps Containers: Residence Life Director, Kelton Thomason, expressed a concern that there are no sharps containers in the Residence Buildings. There is also no current inventory of sharps containers on Campus. While each student requiring a needle should have their own sharps container, there should be a protocol in place for proper disposal when in use. Derek Parker advised the local Pharmacies in town will supply them free of charge and will also allow for safe disposal. The Committee agreed that we should have one local Sharps container per Residence and perhaps one in the higher traffic area Academic Buildings such as Vaughan Library, University Hall, Wheelock, ASU, Arena. A Central Gathering point possibly at the Medical Centre in Dennis. James will contact Erica McGill. At next meeting the Committee will check in regarding a draft policy to include who is responsible, how often are they collected, where are they going to be placed, etc. Patrick will talk to Kelton to determine where in the Residences they should be located. Residence Assistants to monitor on rounds when the containers need to be replaced. Ann to check with Library staff and will follow up with Patrick. James to follow up with Ian and Rich Johnson to confirm for Arena.

Policies: James, Ann, Sue and Patrick to meet and discuss the roles and responsibilities of Committee Members (Chair/Co-Chair) as well as the Policies for further review at Novembers meeting.

Slip Trip & Fall: Garry advised there is a Seminar in Halifax of which he will be in attendance. Will brief Committee upon his return.

Ergonomics Assessment: Upon the departure of the Ergonomics Assessment student, Ricardo Martin, our new Ergonomics Assessment Student is Kelsey Brumm. She is a Kinesiologist and Certified Exercise Physiologist working with Cardiac Rehab.

Incident Reports: Report of possible asbestos in a washroom reported by Terry Aulenbach. Was checked out and none appeared to be present. Slip and Fall reported at 24 Highland. Grip tape was placed on the stairs.

Meeting adjourned at 10:17

Next meeting scheduled for November 15, 2017 9:30 at Divinity.