JOHSC Minutes

September 20 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

Teri Gullon, Instructor, Chemistry, AUFA Rep

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

Chad Schrader, Supervisor, Safety & Security/OHS Coordinator

Laura Miller, Manager Food Services, Chartwells

Richard Johnson, Athletics

Regrets: Marcel Falkenham, Director of Facilities

Suzanne Stewart, KCIC, SEIU Rep

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

Patrick Difford, Director, safety & Security

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

Called to order at 09:35.

Minutes from July and August approved.

Agenda approved.

**Old Items**:

Propane Tanks: Patrick and Marcel to discuss the option of fencing and a camera for the Wheelock area which would incorporate the propane tanks as well coverage of the general area. Nothing confirmed to date. Hoping to get something finalized after the Elliott project is complete.

JOHSC Members: Sue has stepped down as Co-Chair due to her upcoming sabbatical. Ann Myers has agreed to fill this position. Teri also announced her sabbatical in 2018. It was suggested that Brian Wilson might be a possible AUFA Rep. replacement. James will address this with him. No current meeting has been set up with James and Ian Morrison regarding a member from ASU.

Program Review: The sections of the policy that Sue submitted were reviewed by the members. Many sections are currently being followed up by the relevant departments such as Physical Plant and Safety & Security via documented Incident Reports; in particular sections 28.2 A-I. The Other section assignments will be discussed in further detail at next scheduled meeting in October.

First Aid Kits: The First Aid supplies are being stored in Physical Plant facility; with the exception of the Athletic and Field kits which are stored at the Arena.

Budget: Nadine supplied the OH& S budget to the Committee. Overall budget is $17, 250 annually. Gary to follow up with detailed report of previous budget expenditures to determine areas that may need to be increased.

**New Items:**

Bee Hives: Jodi Noiles met with Chad to address safety concerns in the active hive area. Jodi felt that erecting a fence might draw attention to the area and that proper signage would meet requirements. Currently there is a ribbon boundary which is typical of bee hive farms. There have been no incidents to date. An emergency plan has been drafted.

Ergonomic Assessments: Chad will check with Kim in Recreation and Kinesiology to assign a qualified student to fulfill the role as the Ergonomic Assessor on Campus as our current EA has graduated.

Incident Reports: Contractor tripped over a raised manhole cover. Minor injury to leg and arm. Location not reported. A slip and fall at the Athletic Complex of an elderly man who hit his head. Resulted in stitches. EHS was called on site. Report of a raised walkway. Dexters corrected this. Sink hole reported near Crowell drive. Physical Plant put steel grates down.

Meeting adjourned at 10:44.

Next meeting scheduled for October 18, 2017 9:30 at Divinity.