JOHSC Minutes

April 25, 2018 09:32-11:30

KCIC Seminar Room

Present:

Nadine Wilson, Safety & Security

Chad Schrader, OH&S Coordinator, Safety & Security

Patrick Difford, Director, Safety & Security

Mike Holmes, AUPAT

Derek Parker, Physical Plant

Teri Gullon, AUFA

Brian Wilson, AUFA

Eveline DeSchiffart, Divinity College

Garry McIver, Business Office

Ann Myers, Co-Chair, Library

Sandra Symonds, AUPAT

Suzanne Stewart, SEIU

Regrets:

Marcel Falkenham, Facilities

James Sanford, Co Chair

Richard Johnson, Athletics

Laura Miller, Chartwells

Called to Order 9:32

1. Past minutes were approved.
2. Approval of agenda – Motion by Gary McIver to accept, seconded by Teri Gullon.

Ongoing Business

Sharps. Patrick and Chad reached out to Marcel regarding financing. Physical Plant is on board to help as well. Sharps kits are not free for Commercial use. Several companies out there that will collect sharps disposal and quotes were collected from these companies ranging from $1800 for basic service to $2600 which includes the pick-up fee. This is based on 50 units. Marcel approved this cost. The Medical Center uses a company called Steri-Cycle, as does Annapolis Valley Health. Thompson Group is another company for consideration. Chad to get in touch after a policy is drafted. Cost for brackets to mount the sharps containers is $16-$18 per unit and $6-$10 for containers. A sharps policy will need to be created by and approved before implementation. Chad has checked other University websites for existing policies but could not find any to reference. Chad will ask Mike Carter to send AVH Policy. Committee agrees that once we have a decision on a company and a confirmed cost, and a policy drafted we will need to get approval from senior Administration and hope to implement by September. Chad will work with Chemistry and Biology departments regarding biohazard waste.

Sharepoint. Chad proposes we eliminate the sharepoint document because there has been no movement on this for 8 months. Greg is no longer on the Committee. Recommended that we use the One Drive for document sharing. Chad will set it up under Patrick and share with Chad as administrator. Building Inspections, pre-plans, building masters lists, fire evacuation plans, etc. can all be added to the One Drive.

First Aid. Older kits were located within the BAC that indicated with stickers that the kits were services by Safety & Security. This is not the case and hasn’t been in over 15 years. There is a legal obligation to provide kits but not public accessible kits. Departments are requesting the ones they have be updated. OHS budget is not vast enough to purchase and maintain kits for every department. Physical Plant is also not equipped to support this. For areas with 20 staff of less a Type 2 kit is required. Over 20 staff require a Type 3. It was proposed that the Building managers be responsible to maintain the kits within. It will have to be confirmed what the requirements for maintaining the kits are. Some departments currently maintain their own but go to Physical Plant to re-stock supplies. Chad, Physical Plant (Derek) will work on these requirements and provide some clarity such as where to find the kits such as their location on Campus, who is responsible, what they are responsible for, etc. It was suggested that maybe a student could be hired, similar to that of the Ergonomics assessor. A company called Cintas does exactly this. Chad will get quotes.

Hilton Seymour has been recommended as a possible First Aid Trainor through St John Ambulance. Hilton also works for Access Control at Safety & Security. Chad will need to speak with someone at SJA to get them on board with Acadia paying for the trainer directly to save costs. Patrick will advise Chris Callbeck.

Air Quality. A concern that was brought forth regarding the air quality at University Hall has been addressed. Pitchin Leblanc was contacted and brought in as a result of air quality affecting the health of one possibly more staff working out of the building. Confidential interviews were conducted but not many people came forward to report any health concerns. Pierre Richard (HVAC) was asked to provide HVAC plans. There will be future air quality checks conducted by Pitchin-LeBlanc in the near future. The results of which will be sent to a lab for study. There are some offices that have no air exchange and some windows within the building are unable to open so no fresh air is coming in. Garry, who is the Building Manager will send an email out to staff within the building to advise that work is being done on a pro-active level to areas within the Building.

New Business.

AED Inspections. The two new AED’s for Festival Theatre and U-Hall have been purchased. A work order will be going to Physical plant to have them installed. BAC, Festival Theatre, and UHall will need to be alarmed. All AED, are monitored by Security. Valley Alarms came in at $600/ year for all units. All AED locations will be added to the Campus map.

Workplace Violence Policy. Back in 2007 WPV was allocated to Human Resources through the Occupational Health & Safety Office. It is now under Safety & Security and needs to be updated. Patrick will review this and make updates. Training has been done by HR in the past; however, this will need to be reviewed to determine whether HR will continue. Derek indicated he will send Patrick his training module. Andreas (Physical Plant) currently does WPV Training. Members of the Committee believe training should be held once a year.

Workplace Violence Risk Assessments. These are mandatory. Every 5 years minimum. In 2014 Mike Carter did one. Teri sent Patrick Mikes email from 2014. Patrick to check with Greg about getting the results of this. The Risk Assessment done by Mike went out to Committee Members and then to all Faculty & Staff. 10 % response rate. Patrick sent out a new survey to Department Heads and will implement those results with that of 2014 (to be considered) when updating the existing policy. Patrick to create a survey that will go out to staff and faculty to make the collection of data easier.

Goals. Committee will come up with 4 goals that we wish to accomplish over the summer and present at the next meeting. We will share these goals with campus. Twice a year we will provide information to the Campus Community about what we do as a Committee and advise on results of our accomplishments.

Summary of Actions

1. Patrick, Chad, Marcel and Derek will work together to develop a sharps policy.
2. Chad and Patrick to work on getting the One Drive set up to share documents related to OHS.
3. Chad, Patrick with assistance from Derek to develop a First Aid Kit Policy.
4. Committee to come up with 4 goals.
5. Patrick to talk to Chris Callbeck regarding hiring of a first Aid trainer.
6. Garry to send email out to staff re air quality assessments in UNH.
7. Chad to submit Work Order in for Physical Plant re installation of AED units KCIC and Festival Theatre
8. WPV Policy updated by Patrick and survey implemented and sent out to staff and faculty.

Incident Reports

* There was a trip on raised concrete behind Huggins inside the construction zone.
* An ASU employee cut themselves on a sharp object in the kitchen.
* A student tripped and fell down the stairs at the Chapel.
* A large tree beside UHall fell during business hours.
* A first aid kit was replaced in the BAC.

Adjourned 11:30 a.m.

Next meeting May 23, 2018 @ 09:30 KCIC Seminar Room