

ACADIA UNIVERSITY OCCUPATIONAL HEALTH & SAFETY SYSTEM  
*Minutes*

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**UNIVERSITY JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE**

**DATE: November 22, 2018**

**TIME: 9:00 – 10:30 AM**

**LOCATION: KC Irving Centre, Seminar Room**

Present:

Patrick Difford, Director, Safety & Security  
Chad Schrader, OH&S Coordinator, Safety & Security  
Laura Miller, Chartwells  
Derek Parker, Physical Plant  
Teri Gullon, AUFA  
Brian Wilson, AUFA  
Richard Johnson, Athletics  
Ann Myers, SEIU, Library  
Sandra Symonds, AUPAT  
Suzanne Stewart, SEIU  
Pat Mora, Business Office

Regrets:

Marcel Falkenham, Facilities  
James Sanford, Co-Chair  
Eveline DeSchiffart, Divinity College  
Nadine Wilson, Safety & Security  
Michael Holmes, AUPAT

1. Call to order: 9:05 by Ann Myers Co-Chair. She asked for volunteers to be secretary for the meeting today. Laura Miller volunteered. Discussion on need for secretary.  
**ACTION:** Patrick Difford to request Chris Callbeck to assign a secretary for meetings.
2. Approval of past minutes (May 30, 2018, September 26, 2018, October 18, 2018) — missing minutes from past meetings. September minutes missing. Minutes need to be posted to the website.
3. Correction to October minutes, Patrick - responses 'not abundant', amended the minutes. Moved by Patrick and Richard.

4. Chad discussed that JOHSC is not following policy, need to assign chairs and review policy by all members.
5. Business arising from previous minutes
  - i. Workplace Violence – Patrick- ppt updating of policy, review V3 of policy, definition of violence and more description of details. Added JOHSC responsibility to review annually. Links added to the training line to indicate where information can be found. Richard Johnson: Recommendation that policies be added to the HR Orientation training – new hire training.

Teri mentioned at McMaster that there was a list of mandatory training and what was not mandatory. Agreement of JOHSC that it should be under HR however Administration should determine who is in charge of compliance and then send out how it will be administered.

Teri on Sabbatical next term and will be developing a Chemistry focused safety course for her department as well as web based training of WHMIS which will be available across campus through Moodle. Perhaps other trainings could be delivered through the same platform (already used on campus)?

Patrick – training for workplace violence is available and more will be developed and communicated. Training available through CCOHS, six training sessions, free per year for NS residents.

**ACTION:** Patrick to add to list of what training will be recommended.

**ACTION:** Patrick to make revisions of policy and circulate before final approval in December meeting.

Patrick reached out to ENNIS safety, gave access to campus assessments for campus specific training documents. Committee members to review before December meeting and at that time approve through JOHSC. Will be available on website once approved, link to policy and link to assessment document.

Work Place Training Mangers: Developing in house a training session for managers only. Patrick to circulate to JOHSC this training for managers, overview of policy, regulations NS, reporting structure, investigating, documenting. Violence in the workplace assessment, action plans, employer responsibilities, manager responsibilities, member responsibilities. Chad reiterated the legislation of who is responsible through training documents and how we address legal requirements as it pertains to the Act. Compliance to the policy is driven from the top down. All administrators need to be on board with training, responsibilities and address lack of awareness of Violence in the Workplace.

Patrick confirmed that sessions for managers need to be mandated, will be held 4 times per year by Ennis. Training is prepared to begin.

Patrick made revisions of the policy and forward two presentations. Under section 5 make sure numbers are written out, keep consistency in name of Safety and Security. Section 5 (d) add confidentiality statement.

- a) 8 c. adjust participate to review.
- b) 8. e. to be added to the general policy statement.
- c) *Member acknowledgement* to be added as a separate document for staff/faculty/members for HR files.

- ii. OneDrive – Chad: Request to Tech services to connect different versions. Once set up all members will review via One Drive.
- iii. First Aid – Chad: Hilton is the St John’s Ambulance trainer. Patrick needs to determine when Hilton can schedule this training as it impacts schedule at Security. Another one day emergency course training to be scheduled January. Training goal of 20 people per quarter. Reading weeks – schedule session for Faculty to attend.
- iii. Fire Drills – Chad: not completely finished – targeted most residences and requests for fire drills. Physical Plant, Wheelock Hall, Library, Bancroft House all done. Tried to do Denton – could not arrange as this was to be determined by each professor. Weather will now delay further fire drills. Discussion on drills for Huggins/Pavilion/Elliot. There is no fire separation between Pavilion, Huggins and Elliot and the alarms do operate independently. This is following proper fire codes and has been thoroughly inspected.
- ivi. Building managers – Chad: Marcel appoints these positions. Upon appointment manager to be provided with Roles and Responsibilities. Direction on where to go for questions.  
  
**ACTION:** Chad will work with Marcel on education documents for building managers.
- vi. Sharps container (Draft Sharps policy) – Chad: policy was distributed a few meetings back. Physical Plant, Derek and Nancy worked with Chad for plan, documents, Patrick has approved, Marcel has approved, next step to agree as a committee – after that go to Chris Callbeck. Policy approval at next meeting. Chad will send most up to date version. Soft launch at Chartwells and Athletic Complex. Make sure process is working before launch to rest of campus.

Supplier has confirmed that Chemical sharps and Biohazard sharps are handled differently and separately.

vii. Teri asked about Marcel attending meetings and he will when requested. Derek from Physical Plant will address concerns related to facilities. Chad is in contact with Marcel several times per week.

6. New Business: Teri – Cannabis use by students (clarification) before labs: not sure how to address this, are students inhibited, is there a safety problem? How to address with students? Teri sent an e-mail to her group – saw some improvement will add a disclaimer to her lab book that they need to be fit for lab. Group suggestions - Student can be asked to leave if they are perceived to not be safe to themselves or to others, their 'state of mind' is not able to perform the task safely. Instructor can dismiss a student if they feel it is unsafe for any reason. Could an e-mail go to science faculty about actionable procedure for students who are not fit for class/or lab? Looking for some type of communication from administration. Teri has support from Head of Department to communicate to students. Perhaps add in syllabus for the course. Teri has a course contract – this detail can be added that the student needs to be fit and a proper state of mind to be able to conduct the lab.

7. Incidents reports- not reviewed Chad will distribute.

8. Summary of Actions:

ACTION: Patrick Difford to request Chris Callbeck to assign a secretary for meetings

ACTION: Patrick to add to list of what training will be recommended.

ACTION: Patrick to make revisions of policy and circulate before final approval in December meeting.

ACTION: Chad will work with Marcel on education documents for building managers.

9. Adjournment – meeting ended 10:33

10. next meeting for December 13<sup>th</sup>. Recommend 10:30 to 11:30