

# ACADIA UNIVERSITY JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE

## Minutes

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Meeting October 24th, 2019 - 10:00-11:30 a.m.  
Boardroom – Acadia Divinity College

### **Present (Quorum)**

Greg Deveau, Operations Supervisor  
& OHS Coordinator, Safety & Security  
Richard Johnson, Athletics  
Eveline DeSchiffart, Acadia Divinity  
Ann Myers, SEIU, Library – Co-Chair  
Eveline DeSchiffart, Acadia Divinity  
James Sanford, Co-Chair  
Brian Wilson, AUFA  
Teri Gullon. AUFA  
Suzanne Stewart, SEIU  
Nancy McMullin, Physical Plant (alternate)  
Kim Surette, (Minutes) Physical Plant  
Derrick Hines, Chartwells

### **Regrets**

Marcel Falkenham, Director Facilities  
Derek Parker, Physical Plant  
Pat Mora, Business Office  
Sandra Symonds, AUPAT  
Mike Holmes, AUPAT  
Laura Miller, Chartwells  
Patrick Difford, Director, Safety & Security

1. **Call to order** – 10:05 a.m. by James Sanford
2. **Approval of Minutes** - September 19<sup>th</sup>, 2019 approved as corrected (Brian & Derrick H) – Suzanne Stewart’s name corrected
3. **Approval of Agenda** – Teri Gullon
4. **Business Arising from Previous Minutes:**
  - a. **Update on Workplace Violence Assessment Action** – Patrick/Greg advised on October 16<sup>th</sup>, a Workplace Violence Awareness workshop was held with 8 participants from Senior Administrator’s, Deans & Department Heads in attendance. Plans are in the works for a Library workshop, date to be determined and they are looking at future sessions with Senior Leadership individuals.
  - b. **List of First Aid Qualified Staff/Faculty and Proposal for First Aid Kits** – Greg presented his list and asked the group for recommendations on rollout of this listing, where the lists are to be kept and displayed. Will post on website based on Building Managers listing on which side of campus.

Another one day, Emergency 1<sup>st</sup> Aid course has been scheduled for October 30<sup>th</sup>. All training can be found on the HR Training Calendar

- c. **Huestis AED's Alarm Update** – Greg advised has been completed.
- d. **Policy & Website Action** – Greg gave a presentation of website policy updates  
1) Statement of Commitment to Health & Safety has been updated, 2) Policy and Terms of Reference – OHS is in draft format. The committee also looked at the Short-Term and Long-Term policy updates, as per Greg's presentation.

Greg will setup documents for sharing and feed back for the next meeting. He would like committee members to put changes and comments prior to next meeting.

- e. **Campus OHS Awareness Action** – Greg presented a slide presentation of updates to date: Website updated with email redirects, Student Group engagement, Open House at Safety & Security on Oct 25, 2019, fire drills (muster stations listing), and various workshops. Muster station email to be sent out.
- f. **Building Managers Action Plant** – Greg to reach out to building managers for next meeting

## 5. New Business

- **Review of Violence in Workplace Assessment for Campus (5 years)** – Greg asked the committee on their thoughts on how often workplace assessments should be. Committee feels more awareness of workplace assessment and how tool works needed.
- **Fit to Learn** – Teri presented to the committee a draft version of a policy on recommendations for handling situations were person is not fit to be in situation due to mental, physical state. Review substance abuse policy and combine with present policy, as per James
- **Domestic Violence in Workplace** – Suzanne gave an update on the week-long course that she will be attending (two sessions over the next 24 months), as per the requirements she will have to do an awareness presentation within 6 months of taking the course to the public. She wanted to advise the committee of her commitment and advised she will be giving a brief review to the committee, including Labour Standards involving this, as well.

## 6. Incident reports (18 reports from July to present date)

- a. Two ergonomic assessments
- b. Tree down
- c. Man-hole cover
- d. Near miss, slip/fall
- e. Bed bugs

- f. Elevator
- g. Bathroom door
- h. Threat – workplace violence

7. **Summary of Actions and Results Timetable arising from Meeting:**

- Policy and Terms of Reference – OHS (doc) updates
  - AED Map update
  - Workplace Violence Awareness workshop for Library and future sessions
  - Fit to Learn/Fit to Work draft policy review/recommendations – support from all levels preliminary work (Deans. Etc.)
  - Various workshops
  - Short-term & Long-Term website policy updates
8. Adjournment – Approx. 11:30 a.m.
9. Next meeting – November 21<sup>st</sup>, 2019 at 10:00-11:30 am – Acadia Divinity Board Room