

# ACADIA UNIVERSITY JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE

## Minutes

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Meeting Sept. 19<sup>th</sup>, 2019 - 10:00-11:30 a.m.  
Boardroom – Fountain Commons

### **Present (Quorum)**

Greg Deveau, Operations Supervisor  
& OHS Coordinator, Safety & Security  
Patrick Difford, Director, Safety & Security  
Ann Myers, SEIU, Library  
Eveline DeSchiffart, Acadia Divinity  
Brian Wilson, AUFA  
Teri Gullon, AUFA  
Sandra Symonds, AUPAT  
Mike Holmes, AUPAT  
Laura Miller, Chartwells  
Derek Parker, Physical Plant  
Kim Surette, (Minutes) Physical Plant

### **Regrets**

Marcel Falkenham, Director Facilities  
Richard Johnson, Athletics  
Suzanne Steward, SEIU  
James Sanford, Co-Chair  
Pat Mora, Business Office  
Derrick Hines, Chartwells

1. **Call to order** – 10:05 a.m. by Ann Myers
2. **Approval of Minutes** - July 10<sup>th</sup>, 2019 approved as corrected (Brian & Laura)
3. **Approval of Agenda** – Teri Gullon
4. **Business Arising from Previous Minutes:**
  - a. **Update on Workplace Violence Assessment Review/Action** – Patrick advised that workplace assessments received and reviewed with assessment group. Recommendations approved by group, some have been completed and others to be put in place. Training for Violence in the Workplace will be offered in October to the Campus.
  - b. **List of First Aid Qualified Staff/Faculty** – Greg will be working on the list for next meeting of First Aid Qualified Staff and Faculty on Campus. He will also be discussing legislative changes in NS for First Aid at the next meet. We will be offering another session of First Aid training soon.
  - c. **AED Alarms Update on Stevens Centre, K.C. Irving Centre, Manning Memorial Chapel and Biology** - Patrick advised all AED cabinets are now alarmed, funding secured for the Chapel phone line corrections and the Huestis Innovation Pavilion presently not alarmed, as the others; this will be corrected.

d. **Posted Minutes for May & June** – have been posted.

## 5. New Business

- **Policy and Website Plan of Action** – Greg presented to the committee the new policy and OHS website, showing new functions (i.e. phone friendly layout, new email address for OHS, etc.). Committee was very pleased with the new website and in agreement with the rollout to the Campus. Committee suggested that a HR Representative be asked to join committee, due to the overlap of training, for staff, etc. Greg will reach out to HR.
- **Ergonomic Assessment Plan of Action** – Greg gave a presentation on the steps required to do an ergonomic assessment and advised that we have a student who is trained to do assessments working on campus for the University. He stressed the importance of medical documentation to help with the assessment process and management to be involved with the process and action plan for resolution. A lighting issue was discussed and same process to be followed as the ergonomic assessment.
- **Building Managers Action Plan** – Greg discussed the need for a learning workshop course to help managers with their roles, etc., with OHS. Use ACORN to help with this process and find an avenue to reach out to managers for any questions they may have. More accurate list needed of Building Managers.
- **Campus OHS Awareness Campaign** – Greg advised this will be launched next week. Will be promoting updated website, promoting work shops and an Open House will be held to show the newly renovated locations of Access Control, Safety & Security and OHS on campus.

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

- a. Many incidents were related to Hurricane Dorian for tree issues and flooding on campus
- b. Concern expressed for a hole being drilled into a wall whether asbestos was present in this area. The proper process and concerns were addressed, and work continued safely with no asbestos being present.
- c. General reports of walkway dips, etc., that have been sent to Physical Plant for review and repair.

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

- First Aid Current Certification Listing and proposed future first aid training contents and dates to be done by Greg.
- Recommendations to be completed for present Violence in Workplace assessment by Patrick.

- Huestis Innovation AED to be alarmed the same as others on Campus. Campus Map of AED's to be updated.
- Greg to reach out to HR looking for representative for OHS Committee.
- OHS and Policy Website Launch - Greg
- Post July minutes

8. Adjournment – 11:18 a.m.

9. Next meeting – October 24<sup>th</sup>, 2019 at 10:00 -11:30 am – Acadia Divinity Board Room

Meeting Date of November 21<sup>st</sup>, 2019 at 10:00-11:30 am set for November Meeting with Location to be Determined