

ACADIA UNIVERSITY OCCUPATIONAL HEALTH & SAFETY SYSTEM

Minutes

UNIVERSITY JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE

25 April 2019

9:00-10:30 a.m.

Acadia Room, K.C. Irving Centre

Present (no quorum)

Chad Schrader, OH&S Coordinator, Safety
& Security
Derek Parker, Physical Plant
Suzanne Stewart, SEIU
Pat Mora, Business Office
Brian Wilson, AUFA
Eveline DeSchiffart, Divinity College
Teri Gullon, AUFA

Regrets

Ann Myers, SEIU, Library
James Sanford, Co-Chair
Marcel Falkenham, Facilities
Michael Holmes, AUPAT
Sandra Symonds, AUPAT
Laura Miller, Chartwells
Richard Johnson, Athletics
Patrick Difford, Director, Safety & Security

1. Call to order
9:00 a.m. by Chad Schrader
2. 28 March 2019 minutes circulated
3. Approval of Agenda
Add to 5. New Business – OH&S policy on Human Resources website
4. Business Arising
 - a. Patrick discussed JOHSC Recording Secretary with VP Administration Chris Callback. No one has been assigned to the position; the VP Administration indicated that the JOHSC should fill the role internally. Chad asked for a volunteer; Suzanne offered. Inquire whether or not Kim Surette would be able to act as Secretary, since she is the scribe for the Sodexo/Physical Plant health and safety committee. **ACTION** Derek. As well, the OH&S Coordinator role was approved two years ago, but there has not been a competition to fill the role.
 - b. No update on the Workplace Violence policy. Human Resources is to deliver training to managers, supervisors and deans.
Stericycle must be a vendor for Sodexo Canada in order to service Acadia University; need to confirm campus relationship. **ACTION** Derek Two primary sharps collection locations are Chartwells and Athletic Complex. Residence collection launch in mid-August.

- c. AEDs have been installed in the MMC (Chapel), BIO, and replaced in the AAC as well as the new donated unit for the AAC. Valley Alarm to provide quote for the campus service; the KC Irving unit will be wireless. **ACTION** Chad
- d. Training for committee members
 - i. Committee members' training is available through Canadian Centre for Occupational Health & Safety (CCOHS) and NS Department of Labour and Advanced Education. CCOHS will be offering free online courses to Nova Scotia residents; each person will be able to enroll in three courses per year from a pre-defined list.
Chad attended the Safety Service Nova Scotia 2019 "Workplace Health & Safety Conference", April 15-16, in Halifax. The Joint Occupational Health & Safety Committee (JOHSC) Meetings workshop emphasized industry requirements, such as inspections and investigations. Occupational health and safety training is not required for Nova Scotia committees; the committee members are to be competent but not required to be trained. Acadia's JOHSC should implement the following steps regarding reported incidents: 1. Make recommendation, 2. Follow up on the recommendation to ensure it has been addressed, and 3. Report on the issue and previous two steps at the next meeting.
Mike Carter has been following our minutes online and is interested in providing committee training; he will submit a quote for services.
ACTION Chad
Contact St. John Ambulance to develop list of trained staff on campus.
ACTION Chad
Share building inspection documents with JOHSC members on OneDrive.
- e. Terry Aulenbach to upload WHMIS presentation on ACORN; he will email campus within the next two weeks when it is live. **ACTION** Teri

5. New Business

- a. Planned work for summer 2019
 - i. Roofing repairs; tender for AAC to be issued by April 26.
 - ii. RAY upper floor renovations continue including roof, wheelchair ramp, parking spaces and new entrance.
 - iii. Safety & Security renovations includes backup generator for SUB continued improvements to main service area
 - iv. Pit renovations

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- v. Continuation of underground power upgrade
- vi. HSH walkway upgrade
- vii. Accessible parking spaces at Festival Theatre

- b. Occupational Health & Safety website was updated to correct broken links. Committee members are to review the site and suggest improvements.
- c. AED (5) sets of pads and batteries to be replaced.
- d. Acadia University's Occupational Health & Safety Policy (O-1) on the Human Resources website needs to be updated. Request meeting between Patrick Difford and VP Administration to discuss, and update website, as appropriate. **ACTION** Chad. Work Alone Policy was discussed and will be on the next meeting's agenda.

6. Incident reports

- a. Blocked fire exits
- b. Fall on ice at arena resulted in head on ice
- c. Sliced finger resulted from door (to be tethered) at AAC
- d. Fire alarm mag locks are not auto release and need to be for Animal Care. Doors to be replaced for compliance, including (KCI-BIO) tunnel doors. Need to replace push accessible buttons with motion detector for mag lock doors. Doors not connected to the fire panel; signs installed to push green button to exit.
- e. Ramp located between VML and the BAC is not accessible after hours.
- f. Chapel custodian reported cluttered room
- g. Sink hole located at rear of PAT has been filled
- h. Student tripped on mat at WHE; no follow up
- i. Walkway from WMH to HSH has divots from gravel washout
- j. Three fire alarms
- k. No ambulance calls

7. Summary of Actions and Results

- a. Derek to confer with Kim Surette re committee Secretary
- b. Derek to address Stericycle's status with Sodexo at Acadia University
- c. Chad to follow up on Valley Alarm service for AEDs
- d. Chad will receive quote from Mike Carter for committee training
- e. Chad to contact St. John Ambulance for list of campus First Aid responders
- f. Chad to share building inspection documents with committee via OneDrive
- g. Terry Aulenbach to make Teri's WHMIS presentation live on ACORN
- h. Chad to request meeting with Patrick and VP Administration to discuss occupational health and safety policy online at Human Resources

8. Adjournment – 10:43 a.m.

9. Next meeting – May 30th 2019 at 9:00am