

ACADIA UNIVERSITY JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE

Minutes

Meeting May 30th, 2019 - 9:00-10:30 a.m.
Boardroom – Fountain Commons

Present (quorum)

Chad Schrader, OH&S Coordinator, Safety
& Security
Patrick Difford, Director, Safety & Security
Ann Myers, SEIU, Library
James Sanford, Co-Chair
Eveline DeSchiffart, Divinity College
Michael Holmes, AUPAT
Pat Mora, Business Office
Brian Wilson, AUFA
Derek Parker, Physical Plant
Laura Miller, Chartwells
Kim Surette, (Minutes) Physical Plant

Regrets

Marcel Falkenham, Facilities
Sandra Symonds, AUPAT
Richard Johnson, Athletics
Suzanne Stewart, SEIU
Teri Gullon, AUFA

1. **Call to order** - 9:05 a.m. by Ann Myers
2. **Approval of Minutes** - March 28, 2019 (Brian W & Mike H)
- April 25, 2019 – (Brian W & Pat M)
3. **Approval of Agenda**
4. **Business Arising from Previous Minutes:**
 - a. **Update on the Workplace Violence/Sharps Policy** – No update on violence in workplace policy. Patrick to talk with Equity Office on policy update and posting on website. Patrick to check with HR to see what is available for support from the Employee Assistance Program. James to discuss with Administration for specific broader policy recommendations and responsibilities be given back to HR for administration.

Stericycle confirmed as vendor for Sodexo Canada for sharps collection. Chad advised deployment of two primary sharps locations Wheelock and Athletic Complex to take place, with a review in mid-August to see how the program is working. Residence & Library collection launch will be after the mid-August review. Chad, Derek, & Nancy to meet to discuss deployment at the two primary sharps collection locations Wheelock and Athletic Complex.

- b. Training for Committee Members (a further discussion)** – Chad reviewed quotes from Mike Carter for providing training to the committee. Chad feels that there are two modules, Fundamentals and Hazard Identification that would be helpful to the Committee at this time. Due to upcoming summer vacations, etc. Chad felt that we should revisit this at the end of September. Will be pushed to Fall - Chad to provide information. Patrick to check with HR for Acadia Divinity College to see if they can participate in recent HR training for Managers, etc.
- c. OH&S policy on Human Resources website** – needs to be updated. Committee members would like to see training information, (i.e. recent training done for management by HR, employee orientation, etc.) on website.
- d. Alarms for AEDs** - Chad has reviewed quotes and the project is moving forward. Chad to start process.
- e. List of Trained First Aid Persons** - Chad received a list of approximately 100 names from St. John Ambulance data bank for first aid staff. This information was very hard for them to pull, so Chad is looking into approaching two other providers for additional information. Chad to contact Brave Heart, and Brian to contact Red Cross for list of trained staff on campus certified by them; to add to the listing.
- f. Teri's online WHMIS Training** - Chad advised the online training was going very well; lots of staff participation. He would like to see more items added to this. Chad & Patrick would like to have Workplace Violence Awareness presentation added on website.

5. New Business

- **Presentation by employee group on concerns** of Harassment on Campus in its' various forms and the impact on the campus community whether it be Students, Employees or other campus guests. They expressed the need for clear guidelines, processes, education, and communication, so all members of the campus community are aware and educated. Patrick will identify the process to assess and determine risk as a component of this effort. The Equity Office will be included in this planning work. James & Patrick to meet with Chris to review options on presentation items.

6. Incident reports

- a. Tripping incident Festival Theatre corrected.
- b. War Memorial House 4th floor & attic dry sprinkler issue; building presently not occupied, when occupied fire watch will be in place. Fire alarm functions and wet sprinkler system works.
- c. Blocked vestibule at Wheelock due to renovations at Bookstore, items were removed.
- d. Trip/fall front entrance of Festival Theatre – no injury.
- e. Four fire alarms.
- f. Two ambulance calls.

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

- Patrick to talk with Equity Office on Workplace Violence policy update and posting to website.
- Chad to setup meeting with Derek & Nancy to discuss deployment of sharps collection two primary locations Wheelock & Athletic Complex, with a review on these locations mid-August to see how project is going. Residence and Library collection launch to be done after mid-August review.
- Chad to revisit Committee Training at the end of September and to provide information.
- Chad to start AED alarms process.
- Chad to contact Brave Heart, and Brian to contact Red Cross for list of trained staff on campus certified by them; to add to the listing.
- Patrick to check with HR for to see if Acadia Divinity College can participate in HR training that was recently give to Managers.
- Patrick to check with HR to see what is available for support from the Employee Assistance Program.
- James to discuss with Administration for specific broader policy recommendations and responsibilities to be given back to HR for administration.
- Chad & Patrick to have Workplace Violence Awareness presentation added on ACORN website.
- Patrick to look at options for specific access to location areas of concern for harassment issues.
- Patrick to investigate electronic access options and contact RCMP for information on Cyber Bullying.
- James & Patrick to meet with Chris to review options on presentation items.

8. Adjournment – 10:36 a.m.

9. Next meeting – June 13th, 2019 at 10:00am