

**ACADIA UNIVERSITY
JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE**

Minutes

**Meeting Jan 23rd 2020 10:00-11:24
Boardroom-Acadia Divinity College**

Present (Quorum)

Greg Deveau, Operations Supervisor
& OHS Coordinator, Safety & Security
Eveline DeSchiffart, Acadia Divinity
Ann Myers, SEIU, Library, Co-Chair
James Sanford, Co-Chair
Brian Wilson, AUFA
Kathy Klein, Human Resources
Sandra Symonds, AUPAT
Mike Holmes, AUPAT
Laura Miller, Chartwells
Pat Mora, Business Office
Derek Parker, Physical Plant
Aran Silmeryn, Library
Nadine Wilson, (Minutes) Safety & Security

Regrets

Marcel Falkenham, Director Facilities
Patrick Difford, Director, Safety & Security
Teri Gullon, AUFA
Richard Johnson, Athletics
Suzanne Stewart, SEIU
Derrick Hines, Chartwells

1. **Call to order-** James to update as Nadine not present until 10:30
2. **Approval of Minutes-** James to update
3. **Approval of Agenda-** James to update
4. **Business arising from previous minutes:**
 - a) **Fit to Learn/Fit to Work** – James to update
 - b) **Domestic Violence in Workplace** – The Committee discussed that the current Violence in the Workplace policy would apply to Domestic Violence in the Workplace so did not feel a separate policy was needed at this time. The EFAP could assist employees with issues that arise and Department Managers should be encouraged to bring this program to the attention of staff. Greg mentioned that Safety & Security could send out monthly tips to the broader campus community advertising EFAP as well.
 - c) **Civic Addresses and Muster Stations-** These are not posted online
 - d) **Working on Heights-** Greg will consult with other Universities to determine what they have in place for working at heights. He will work with other parties mentioned to draft a policy to cover the risks, liabilities, inspections, safety precautions, etc. that are relevant to Acadia and will correspond with Bob Caissie to have at next meeting for discussion/review. Pat will reach out to Atlantic Canada Risk Management as well.
 - e) **Nova Scotia Health & Safety Charter-** Stricken from Agenda

5. **New Business**

- **Emergency Training** The University has the responsibility to train staff on the proper use of AED. St John Ambulance provides training on the use of Epi Pens. Naloxone Kits come with instructions and can be obtained at any Pharmacy free of charge. Greg will work with other Departments to draft a maintenance program which will properly track and inventory all AED, Epi Pens, Naloxone Kits, First Aid Kits so we can update when needed and know locations.
- **Coronavirus Update** An Update from the Department of Health & Wellness reports 3 confirmed cases in Canada as of todays date. All University travel to China has been delayed. Dr Strang reports anyone who travelled through or to the Province, came in close contact with a person or persons who travelled through the province with a confirmed case or was in close contact with a person who travelled through the province and has symptoms of fever and respiratory trouble should see a doctor immediately.
- **Drinking water** Tabled to next meeting.

6. **Incident Reports** – Greg to update

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

- Fit to Learn/Fit to Work
- Drinking Water
- Working at Heights
- Policy and Website Action Review
- Building Manager Action Plan Review

8. **Adjournment** – 11:24 a.m.

9. **Next Meeting** – February 28 1:30 pm. Acadia Divinity Boardroom