

ACADIA UNIVERSITY JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE

Minutes

Meeting May 26, 2022 – 1:30-2:30 p.m.

Teams

Present

Jo-lene Burton-Kehoe, AUPAT
Melanie Coleman, Admin Coordinator, Safety & Security
Greg Deveau, Operations Supervisor & OHS Coordinator, Safety & Security
Amitabh Jha, AUFA
Richard Johnson, Athletics
Kathy Klein, Human Resources
Laura Miller, Chartwells
Ann Myers, SEIU, Library – Co-chair
Derek Parker, Physical Plant
Aran Silmeryn, SEIU
Sandra Symonds, AUPAT
Brian Wilson, AUFA

Regrets

Eveline DeSchiffart, Acadia Divinity
Patrick Difford, Director, Safety & Security
Marcel Falkenham, Director, Facilities Management
Bertrand Gloeckner, Physical Plant
Nancy McMullin, Physical Plant
Pat Mora, Financial Services
James Sanford, Exec. Director, Student Services

1. **Call to order** by Ann Myers at 1:31 PM. Welcomed Jo-Lene as new AUPAT representative.
2. **Approval of minutes** – approved by Aran Silmeryn, seconded by Sandra Symonds.
3. **Approval of agenda** – no changes. approved by Aran Silmeryn, seconded by Brian Wilson.
4. **Business arising from previous minutes:**
 - a. **Phys Plant safety/well being concerns - Excessive Residence Damages Cutten/Dennis**
 - i. A Violence in the Workplace assessment was completed with the following recommendations:
 1. RAs must take a more active role in supporting positive behaviour and reporting poor behaviour. It is recommended that RAs in “problem” residence(s) be instructed to create an on-duty list and post in all entry points of the building. The RAs will do floor checks on the hour from 2100-0400hrs Thursday to Saturday in accordance with their duty schedule;
 2. RAs will provide custodial support by escorting custodians to and from issues as they are reported between the hours of 2100-0400hrs Thursday through Saturday;
 3. A zero-tolerance approach towards students who are involved in violent and/or destructive behaviour will be **removed from residence**.

4. Additional (portable) cameras be deployed on the authority of the Director, DSS in areas where incidents are occurring without full notification to residents and employees (hallways and other areas of concern); and
 5. A Joint Occupation Health and Safety subcommittee will be created and include student leadership of the “problem” residence(s) and will meet biweekly to assess the risk of violence and the effectiveness of the above recommendations, along with any other sanctions which maybe applies to the residence(s) by Residence Life management.
- ii. This assessment was forwarded to director of Safety and Security and is now headed to the VP Administration for approval. From there it will either be approved and actioned for the respective departments involved or modified for further discussions.
 - iii. Question was asked if there was a guide for progressive discipline: Greg took a moment to brief the committee on the university’s Non-academic judicial (NAJ), a collective disciplinary approach between the directors of Residence Life and Security.
 - iv. In the past few years, causing damage almost seems like a badge of honour for students. There are sites/social media pages dedicated to ranking the amount of damage in a building. Potential students see this and unfortunately think it is a normal expectation for partying.
 - v. Most students are outstanding in residence- just a collective few that are aggressive and have caused trouble the past few academic semesters.
 - vi. RCMP are not involved unless it is an outright criminal act—for example, if the student exceeds a set amount for damages. Or if Security asks students to leave/the gathering is out of control, and we are unable to safely de-escalate, then RCMP are engaged.
 - vii. The JOHSC will probably receive mandates from VPs and other considerations- hoping leadership looks through and strongly supports creation of a subcommittee. From there we will work with Residence Life, Student Services and Security to make it happen and take on challenges (hopefully before the fall).
 - viii. This will close the action item from previous minutes.

5. New Business

- a. Working from Heights policy updates
 - i. Many kudos to Pat Mora and Madeleine Radvanyi (Events/Destination Acadia) for the work involved in launching this policy update.
 - ii. Two policies: working from heights in general, and one specific for Festival Theatre (linked together). Official policy to come.
 - iii. All supervisors must ensure employees have a work from heights course (3m and above) valid for 3 years from point of issue
 - iv. FTB: Users working at height still need the certification and must be at least 16 years of age and under supervision of another competent/certified individual. Users over the age of 18 do not require

supervision. Access is for the catwalk only; no external groups are allowed beyond the rail. Groups must contact Destination Acadia to request assistance from Phys Plant or a theatre trained individual authorized to work beyond the rail.

- v. A camera will be positioned at the catwalk entrance to monitor and see if people are violating policy. Access point will also be locked with a controlled key (stored either in Access Control or Security's Operation area)
- vi. The question was asked: who keeps track of staff certification on campus? It is a collective approach. Users should keep their card on hand in case they are challenged while working, and department managers can confirm and keep the operator safe. Destination Acadia can verify credentials for external users.
- vii. A suggestion was made for a more centrally located database (similar to the list of first aid certified individuals on the OHS site)
- viii. Speaking of the online first aid list: what about staff that weren't trained through Greg/Acadia? If they want to be recognized as a first aider on campus, contact Greg with their name and year certified. If Acadia paid for training, you are automatically added to the list.

b. Chemical Waste management

- i. Incident occurred in HSH 232: custodian discovered unmarked and unknown containers labeled with a piece of paper that says "chemical waste." An investigation was launched; came down to the faculty member not knowing the procedure or that waste disposal is the responsibility of the department.
- ii. Result: working with faculty of the department involved to train new faculty on waste management procedure. OHS manager to follow up with Dean of Science to see if other support required (mentioned Vlad's course for chemistry).
- iii. Recommend co-chairs promote online WHMIS course available through Acorn- Greg offered to help draft a letter/promotional email. Co-chair thoroughly supported promotion of the course and more exposure (and getting out the names of those involved).
- iv. There's a course for chemistry students- WHMIS could be part of it as well, just not sure if employees are aware of the free course available to them
- v. Based on incident recommend to the committee to include a specific waste management module. Amitabh offered to put something together, as it is a common issue for other departments within the faculty of Science. There are chemicals stored in the Huggins basement that no one has claimed ownership of and they are trying to get disposed.

c. Drone Policy

- i. New policy to set a foundation for safe operation on campus. (SOP 700) Included in the Professional photography protocol (great work from Kerrie Benedict).

1. A written request via email to Destination Acadia (reservations) is required to book flight time on campus. (Controlling flight times prevents drones from crashing into each other.)
 2. The request will then be sent to the Safety and Security team for review and approval.
 3. The request must include:
 - a. Operator name and email address (for Contractor or Acadia employee)
 - b. Purpose (Where, when and why the drone will be on campus, or the requesting department)
 4. If the operator is external, proof of insurance and weight of the drone must be provided as part of the request. Drones over 25kg require a Special Flight Operations Certificate and must adhere strictly to the federal regulations set by Transport Canada.
 5. Drones are not allowed to fly over bystanders or at varsity events.
 6. Extreme caution must be executed when flying near occupied residence buildings and should be avoided so as to not disturb classes, meetings or occupied building spaces.
- d. First aid training/new protocols
- i. CSA (Canada standards association) for standards within the program. Basic, intermediate and advanced.
 - ii. Also sets guidelines for how many people we need on a campus (or other locations) and types of first aid kits.
 1. Acadia/on campus: minimum of three Basic First aiders and six type-2 first aid kits.
 2. Other (off campus/researchers): minimum of one Intermediate First aider and two type-2 first aid kits.
 - iii. The “30 and 2” rule is now 15 and 2 for child and infant compressions. More likely to have respiratory issues as opposed to a heart attack. Focus on breath over pumping for better results.
 - iv. Overdose is now referred to as ‘poisoning’ to remove the stigma.
 - v. However: continue to follow your previous training if you’re certified! You’ll be taught the new protocols when you renew your certification.
 - vi. Campus training will start in June: requesting support from HR on this process to set up registration/etc.
 - vii. Greg discussed offering a course specifically for researchers (between 5-15 people) at no cost. Brian will follow up: it may not happen this year since field research has already started. If June doesn’t work, July is also an option. Going forward, courses could also be offered in early May to capture more participants.

6. Incident reports

- a. One trip and fall reported.
- b. Report of an aggressive crow between KCIC and the Biology building. Safety and Security will send out communication to advise the campus and monitor the area.

7. Summary of Actions and Results Timetable arising from this meeting

- a. Greg's workplace violence assessment will move forward to the VP for approval.
- b. Committee will follow up with the Dean of Science for waste management education and OHS support.
- c. Greg will draft a promotional email for the next meeting, promoting the online WHMIS training.
- d. Amitabh will create a job aid for waste management.
- e. Brian will check in with researchers to coordinate dates for first aid training.

Next meeting: June 23, 2022 (please forward any action items for the next agenda.)

Unfortunately, we missed Safety Week this year (May 1-7) but the committee will keep it on their radar for next year.

8. Adjournment at 2:26 pm.