

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

**Thursday, February 20, 2025, 9:30-10:30**  
**Microsoft Teams**

### **Present**

Melanie Clouthier, Safety & Security  
Eveline DeSchiffart, Acadia Divinity  
Greg Deveau, Operations Supervisor &  
OHS Coordinator, Safety & Security  
Patrick Difford, Director, Safety & Security  
Brett Ells, Chartwells  
Teri Gullon, AUFA – Co-chair  
Richard Johnson, Athletics Derek Parker,  
Physical Plant  
James Sanford, Exec. Director, Student  
Services – Co-chair  
Aran Silmeryn, SEIU  
Meghan Swanburg  
Keilani Tupper, AUPAT

### **Regrets**

Jo-lene Burton-Kehoe, AUPAT  
Marcel Falkenham, Director, Facilities  
Management  
Bertrand Gloeckner, Physical Plant  
Amitabh Jha, AUFA  
Nancy McMullin, Physical Plant  
Pat Mora, Financial Services  
Jordyn Van Oostrum, SEIU

1. **Call to order** at 9:33 AM by James Sanford.
2. **Approval of minutes** – December 19 and January 23 minutes approved by Rich Johnson, seconded by Teri Gullon.
3. **Approval of agenda**– approved by Rich Johnson, seconded by Aran Silmeryn.
4. **Business arising from previous minutes**
  - a. Sub Committee/Member updates
    - i. i. Scents on campus- Updates
      1. Several incidents/scent complaints were brought to Teri Gullon's attention after specific classes. Instructors do not notice the issue, the complaints come from the class/students that uses the space after. Teri sent the department head and affected instructors the "Spotlight on Safety" article focusing on scents and shared updated Share the Air posters. The situation improved.
      2. Teri's office has personally attended the classroom to check in since it is close to her office. She planned on talking to the classes directly; however, since the situation has improved, she has held off for now.
      3. In other cases, talking to individuals directly has helped to achieve a positive resolution.
      4. Teri Gullon will continue to follow up with the Marketing team for updates on the Share the Air campaign to maintain forward momentum on the positive response.

5. Incense: one of Teri's colleagues reported an incident with a strongly scented individual in their lab. Other students in the class were complaining. The professor spoke to the person privately: the student explained his roommate burns incense as part of his religious practice. As a result, the student's clothes are always scented. This is a new issue JOHSC hadn't considered and could prove difficult to mitigate.
6. JOHSC can give recommendations (direct the roommate to prayer spaces like U55; designate a specific space in the house to burn; use unscented incense) but it is a tough situation. We don't want to intrude on a person's faith or dictate an off-campus student's actions. We will continue to work towards a positive solution.
7. Odor eliminating spray could be used in the classroom.
8. Keilani Tupper asked about the Share the Air window stickers: it would be a helpful tangible reminder to give to a new employee that clearly states we are scent-free campus. The committee suggested pins (using the button maker in Equity/Polly Leonard's office). Melanie Clouthier will draft a pin design in the next week and share with the committee.
- ii. Evacuating persons with mobility concerns
  1. Ongoing item. James Sanford and Meghan Swanburg will review to ensure the document aligns with other policies. Hoping to have it presented to the Accessibility Advisory Committee in the near future.
- b. Presentation of new OHS form to replace existing form
  - i. One additional recommendation for the new OHS incident reporting form: include a branching process so hazards and incidents have specific/relevant questions based on the reporter's selection. (Including "what is the underlying cause" for incidents. Not relevant to hazards. Very important to assess.)
  - ii. Greg Deveau will make the changes to the form to include branching decisions.
  - iii. Greg will replace the online submission link on or before March 1<sup>st</sup> and the old form will be retired. If there are any further recommendations or changes, the form is a living document that can be continually updated.
- c. Engineering department chemical inventory discussion
  - i. Greg Deveau emailed the department head and administrative assistant requesting a list of their inventory; still waiting for a response. Teri Gullon has offered support with Quartzzy (the university's online chemical inventory/database).
  - ii. Item will remain on the agenda for next meeting.
- d. Campus emergency procedures – Update
  - i. The language for dialing 8/88 on campus phones has been cleaned up and a note included to encouraging people to dial 911 from a campus phone. Evacuating mobility impaired people still needs to be added.

- ii. Committee members are asked to provide any further feedback to Greg in the next two weeks so he can update the poster.
- e. Campus OHS article
  - i. The committee was asked for suggestions in the upcoming “Spotlight on Safety” article for the Campus Info newsletter. The new Emergency Procedures poster won’t be ready in time for the next article, so instead it was recommended to focus on the new hazard/incident reporting form and add a footnote about calling 911 from a campus phone.
  - ii. Teri Gullon will draft the next Safety Spotlight and share with the committee next week.

## **5. New Business**

- a. Incense
  - i. Previously addressed under Share the Air discussion.

## **6. Report of Incidents**

- a. IR #27879: OHS Response – DSS Staff: Slip & Fall (EMM)
  - i. A member of the Security team fell down a flight of ice-covered stairs outside Emmerson. No serious injury, only soreness. The steps were re-salted.
- b. IR #27378: Flood at DEN
  - i. Pipes were leaking behind a wall in Dennis. Please remind your colleagues to close their office windows to mitigate issues with freezing pipes.
- c. IR #27883: OHS Response
  - i. Individual fell on the surface of the ice rink with a possible dislocation of their shoulder. No further follow up.

## **7. Summary of Actions and Results arising from this meeting**

- a. Teri Gullon will continue to follow up with the Marketing team for ongoing Share the Air awareness updates.
- b. Melanie Clouthier will draft a Share the Air pin and share design ideas with the committee in the next week.
- c. Greg Deveau will make the changes to the online incident reporting form to include branching decisions/selections.
- d. JOHSC members: please review the emergency poster and send feedback to Greg Deveau in the next two weeks so he can update the file.
- i. Teri Gullon will draft the next safety spotlight and circulate it next week

Committee members are also invited to suggest future projects or other agenda items for discussion. Please email any ideas to Teri Gullon or Melanie Clouthier.

Next meeting scheduled for Thursday, March 20, at 9:30 AM.

## **8. Meeting adjourned at 10:10 AM.**