

UNIVERSITY JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE

Thursday, November 27, 2025, 9:30-10:30
Microsoft Teams

Present

Jo-lene Burton-Kehoe, AUPAT
Melanie Clouthier, Safety & Security
Eveline DeSchiffart, Acadia Divinity
Patrick Difford, Safety & Security
Tammy Gregory, Chartwells
Teri Gullon, AUFA – Co-chair
Amitabh Jha, AUFA
Eden Jordan, Safety & Security
Pat Mora, Financial Services
Derek Parker, Physical Plant
James Sanford, Student
Services – Co-chair
Aran Silmeryn, SEIU

Regrets

Bertrand Gloeckner, Physical Plant
Richard Johnson, Athletics
Nancy McMullin, Physical Plant
Jordyn Van Oostrum, SEIU

1. **Call to order** at 9:38 AM.
2. **Approval of past minutes** – Melanie Clouthier asked for clarification on specific lines. The committee assisted with revision. Approved by Teri Gullon, seconded by Pat Mora.
3. **Approval of agenda** – approved by Teri Gullon, seconded by Jo-lene Burton-Kehoe.
4. **Business arising from previous minutes**
 - a. **AUPAT Representative**
 - i. Jo-lene Burton-Kehoe contacted Claire Brien (a member of the AUPAT Liaison Committee), who sent an email to AUPAT membership advertising the vacancy. No one responded to express their interest. Jo-lene Burton-Kehoe also invited colleagues in her office, but no one was available.
 - ii. Item deferred to December's meeting.
 - iii. Jo-lene Burton-Kehoe will ask Claire Brien to send a follow-up email to the membership. If no one expresses interest, committee members will reach out to recruit members.

b. Subcommittee/Member updates

i. Scents on campus

1. Teri Gullon is editing the new Scent Policy. Once it is complete next week, Teri will circulate the draft for feedback.
2. Recently, event invitations from the President's office have included messages about being fragrance free. Messaging coming directly from senior administration is more impactful.
3. The ASU sells laundry products in the SUB. Jo-lene Burton-Kehoe asked Michael Sutherland if they were scent-free. The ones in stock are not; however, he will switch to scent-free products in the future.

ii. Emergency responses for people who require assistance

1. No updates at this time.

c. Campus OHS article

- i. Pedestrian safety: visibility at night and walking with headphones.
- ii. Melanie Clouthier will work on the OHS article for December.

d. Policy follow-up

i. E-bike policy

1. Eden Jordan researched HRM's helmet policies, which refer to the provincial motor vehicle act. Up to service provider and user to deal with helmets.

ii. Drones

1. No update at this time. Work on the policy to take place in the new year as resources become available.

iii. Dogs on campus

1. No updates at this time.

e. Preparedness for emergency/evacuation

- i. Patrick Difford reported ongoing work on a rough draft of the

campus evacuation plan: whether it will be a policy or procedure is yet to be determined. Making excellent headway.

f. JOHSC member training

- i. Teri Gullon, Eden Jordan, and James Sanford will meet to discuss JOHSC training. Teri will also look at pricing for CCOHS training she completed.

ii. Derek Park

- channel.
- o safety review
 - i. Science department heads were informed of the lab safety review. Biology asked if it was possible for CURIE to inspect two areas that were not a lab- waiting for a response.

- ii. Pat Mora will connect with Marcel Falkenham to confirm the scope of the review. Marcel may ask every department to participate, and not just those who are interested.
- h. ELL Chemical Disposal**
 - i. Resolved. Item can be removed from the agenda.
- i. Radon testing**
 - i. Marcel Falkenham indicated there is value in testing, but no guidance on how to go about it.
 - ii. It was suggested to invite Andreas Dutkewych and/or Marcel Falkenham to the December JOHSC meeting to discuss radon testing further. Derek Parker will connect with Andreas.
 - iii. Amitabh Jha commented that radon testing devices are available for purchase online. Unclear if they adhere to provincial standards, but they are inexpensive.

5. New Business

- a. Policy on Policies, the Respectful Workplace Policy and Procedures, and the Code of Conduct**
 - i. Though the above policies have not specifically come to JOHSC, all committee members are encouraged to review and send feedback to the co-chairs before the next JOHSC meeting.
[<https://policies.acadiau.ca/policy-status>]

6. Report of Incidents

- a. 28 Oct (IR 32020) – Off-campus accident**
 - i. Student staff returning from field work struck a deer while driving truck trailering boat. Also carrying student passenger. No personal injury reported.
- b. 28 Oct (IR 32029) – Share the Air**
 - i. Excessive and continual use of incense and cologne by residential student. Referred to Student Code of Conduct.
- c. 5 Nov (IR 32180) – Asbestos concerns**
 - i. Report of concern of asbestos in material Central Heating Plant operator was directed to work on. Material sent for sampling: no asbestos detected.
- d. 6 Nov (IR 32050) – Share the Air**
 - i. Strong citrus scent in Rhodes Hall. Cleaning products audited and the source was not located.
- e. 8 Nov (IR 32253) – Share the Air**
 - i. Smoking outside of AAC entrance. Individual was spoken to by DSS.
- f. 9 Nov (IR 32274) – Skating injury**

- i. Student wearing skates and helmet fell on the ice during public skate, hurting their hand and wrist. Declined first aid.
- g. 10 Nov (IR 32282) – Injury at BAC
 - i. Individual lost their balance and fell to ground outside of the southeast BAC exit. New doors/steps/weather/ground conditions not a contributing factor according to reporter. “Watch your step” stickers are worn after 6 weeks. Ordered new ones to be placed on doors.
- h. 15 Nov (IR 32404) – Trip and fall
 - i. Chartwells staff tripped over sandbag left on AAC football concourse: injury to left arm, Knees and chest; possible broken ribs. Staff intended to go to ER. Sandbag was moved. Met with NS OHS on 19 Nov.
 - ii. Tammy George reported the team had taken Eden Jordan’s advice and will perform site surveys before all future functions.
- i. 17 Nov (IR 32509) – Emergency Lighting
 - i. Deficiencies in emergency lighting in Elliott Hall observed during power outage.
- j. 17 Nov (IR 32429) – Workplace Violence Risk Assessment
 - i. To be completed as the Counselling Centre now operates in a new space.
- k. 18 Nov (IR 32444) – Violent Threats made towards custodial staff.
 - i. Incident documented (not a targeted encounter) and RCMP involved. Student has been banned from campus.
- l. 19 Nov – Trip and fall
 - i. Crowel Drive south of Whitman entrance. There is a hole in the road, but reporter commented other contributing factors as well.
- m. 20 Nov (IR 32502) – Slip and fall
 - i. Individual slipped on mud-not using walkway, corner of Highland and Acadia.
- n. 23 Nov (IR 32557) – Trip and fall
 - i. Safety and Security witnessed an individual fall down interior residence stairs while reviewing video footage for an incident.
- o. 24 Nov (IR 32582) – Share the Air
 - i. Resident continuing to use incense. Referred to Student Code of Conduct.

7. Summary of Actions and Results arising from this meeting

- a. Jo-lene Burton-Kehoe will ask Claire Brien to send a follow-up email canvassing the AUPAT membership for a second JOHSC representative.
- b. Melanie Clouthier will write the OHS article for the December Campus Newsletter.

- c. Derek Parker will invite Andreas Dutkewych or Marcel Falkenham to the December JOHSC meeting to discuss radon testing.
- d. JOHSC members will send feedback to Teri Gullon and James Saford regarding the *Respectful Workplace Policy and Procedures* and the *Code of Conduct* before the next meeting.
- e. Pat Mora will contact Marcel Falkenham to discuss the scope of CURIE's lab safety review.
- f. Teri Gullon, Eden Jordan, and James Sanford will meet to discuss JOHSC training.
- g. Teri Gullon will share the draft Fragrance-Free Policy with the committee before the next meeting.

Next meeting scheduled for Thursday, December 18, at 9:30 AM.

8. Meeting adjourned at 10:11 AM.