

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 Parker uploaded a document from the province in the Teams channel.
- g. Lab 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.