

MINUTES

University Joint Occupational Health and Safety Committee Meeting
KCIC Seminar Room
Wednesday November 26th, 2014
10:00 – 11:30 a.m.

Present:

Garry McIver, Coordinator, Purchasing Services, Bus Office, Administration Rep
Mike Carter, Occupational Health and Safety Officer
Ann Myers, Cataloguing, Vaughan Memorial Library, SEIU Rep
Sue Conlan, Instructor, Nutrition, AUFA Rep
Teri Gullon, Instructor, Chemistry, AUFA Rep
Greg Deveau, Manager, Technology Consulting, Tech Services, AUPAT Rep
Kevin Cleary, Director, Safety & Security
Derek Parker, General Manager, Physical Plant
Marcel Falkenham, Director of Facilities
Matthew Guy, Manager, Residence Life
Eveline DeSchiffart, Executive Assistant, Acadia Divinity College
Rosie Hare, Executive Assistant, Office of VP Administration and Finance

Regrets:

Patrick Difford, Operations Manager, Safety and Security
Alanna Maynard, Technician, Microbiology, SEIU Rep
James Sanford, Senior Director, Student Affairs, Administration Rep
Judy Noel Walsh, Manager, Scholarships and Financial Assistance, AUPAT Rep

1. Call to Order:

The meeting was called to order by Garry McIver at 10:04 a.m.

2. Approval of Minutes of October 29th, 2014. Moved by Teri Gullon, seconded by Sue Conlan. Approved.

3. Approval of the Agenda.

Approved.

4. Business arising from previous minutes

Reports from the Sub-committees:

i) Water Quality Sub-committee

Mike noted that there had been no recent meetings but that Mike had carried out random verification testing of fountains and that they had all passed. Fountains that had failed in the past had now passed.

ACTION: Mike will carry out more testing on the 4th floor of Huggins (Nutrition) and also concentrate on staff lounges and kitchenettes in addition to drinking fountains.

ii) **Vaughan Memorial Library**

Ann Myers stated that the committee met the previous day and will meet again on January 14th, 2015. A recent fire drill was reviewed and Aran Silmerym reported on a quarterly report inspection. It was noted that a telephone inside the renovated elevator was ringing through to Security sporadically. This would be fixed shortly.

Kevin Cleary asked about any fire drill questions that had been raised. Ann noted that the exit on the left side of the building had been discussed because the step was not level. This was being addressed. Kevin noted that Acadia employees were still not clear about where the muster points would be outside in the instance of a fire alarm and that he planned to move ahead with a process to get this and other things on the check list clearer than they were at present.

Mike noted that a small working group would be meeting next week to review the inspection process. The checklist will be improved and more clarity provided. Once that was done Mike would go back to the Building Managers and felt that this would be a good time to provide information about the muster points. Kevin will join the working group. Mike also hoped that the Building Managers would assign Fire Wardens to their buildings. It would be necessary to let them know of the expectations.

iii) **Bio-safety Committee**

Mike reported that the position of Bio-safety Associate, a student Co-op position, had now been filled, and that the student would start in January 2015. Mike asked that the minutes reflect appreciation for Peter William's assistance in moving this issue forward.

Review of Actions of Past Minutes

Mike reported that he had not yet tested the 4th floor of Huggins to check for Nutrition, or any checks of staff lounges and kitchenettes. Mike hoped to cover these in December.

Mapping of the Department needs for trained First Aid staff had still to be done.

Mike had interviewed the Nutrition student for assistance with ergonomic assessments on campus. He still had a reference to check but expected that the student could be hired on a casual basis.

Violence Risk Assessment Process

Mike met with Darrell Youden recently and noted that he intends to work on the Workplace Violence surveys in the near future.

Chemical Safety Update, next steps

Teri noted that the exercise had been a lot of work and had also proved costly. Funding was provided from a number of sources. Teri stated that everything was disposed of in one day with the exception of explosives that were removed earlier today, and some radio-active material that still remains on campus, but is not

considered dangerous. A number of small cylinders remain and would be prohibitively expensive to dispose of – about \$2500 for each of the four.

Teri also stated that there were a number of large gas cylinders remaining and she managed to trace the company that had taken over the original company that they were purchased from. They agreed to collect the cylinders free of charge which represented a saving of approximately \$9000.00.

Teri noted that regular pick up is needed in future along with regular inventory practices. An expensive inventory procedure would not be needed as the program was small. RPR was used on this occasion.

Kevin asked whether the radio-active materials were stored in a safe manner so that no one from the Physical Plant could accidentally handle them. Teri confirmed that they were very well shielded, but that she would let Security and the Physical Plant know which room the materials were housed in.

Building Inspection Process

Mike reported that he had assisted two Building Managers with their building inspections, and that it had become obvious that clarification was needed on the check list for the Building Managers. Good points were picked up during the inspections.

Teri asked what the goal of the small working group would be. Mike stated that it would be important to ensure that information on the form was what was actually wanted. An audit would be needed to see that the process was actually being performed. Mike noted that the form was available on the JOHSC website.

5. New Business

Review of Asbestos Management Plan: Guides from NS Labour & Advanced Education:

Mike had circulated extensive information on this topic, the main document being a 153 page piece.

The committee reviewed the shorter Labour and Advanced Education Guide to Managing Asbestos in Buildings. Mike noted that JOHSC was required by legislation to understand this document and review the plan. Advice and recommendations could be offered by JOHSC.

Greg Deveau asked about the expectations.

Mike explained that JOHSC needed to determine whether the Plan fully described how Acadia would meet its obligations under the guide, because Acadia was both the owner and the employer.

Kevin asked whether there were others more qualified than the JOHSC members to study and assess this.

Derek Parker stated that all employees at the Physical Plant were trained in this area and that he would be happy to offer the training to JOHSC, during a regular meeting. It was felt that Andreas could come in and provide the training.

Mike noted that during a recent building inspection areas were identified that could contain asbestos and had been disturbed, but that no action had been taken.

ACTION: Mike will let Derek know a firm date and time and Derek will arrange to have a training session take place for JOHSC.

The committee looked at Page 3, topic #4 of the Guide to Assessment & Management of Asbestos in the Workplace. Mike noted that the owner responsibilities included ensuring that a written asbestos management plan was developed and maintained. It was also expected that areas of priority would be listed and that measures would be taken to prevent asbestos exposure in the workplace. There was a requirement to consult the most recent version of the OHS Division document, and a requirement to inform any contractors or sub-contractors of the presence of asbestos. Contractors and self-employed people needed to be trained in safe work procedures in the presence of asbestos and it was also necessary to conduct regular inspections of asbestos containing materials.

Derek stated that Marcel dealt with asbestos removal companies whenever asbestos became exposed by a flood or as a result of something else.

Mike was concerned that student RA's might not be well acquainted with asbestos or the risks involved.

Matthew felt that risks only occurred once the asbestos was being removed from the walls that had been flooded.

Eveline pointed out that if the flood occurred and brought down a ceiling tile, asbestos would be disturbed.

Derek responded that a recent flood in Eaton House was no problem because the building had been renovated and there was no asbestos present.

Derek also stated that there was a need to identify all sites that contained asbestos with signage. This was now law in Nova Scotia.

Mike noted that the final requirement in the Owner Responsibilities was that written records were required to be kept for a period of two years or for as long as they were relevant.

Marcel joined the meeting.

Mike now looked at the Employer Responsibilities.

Wherever asbestos containing material was present in a workplace the employer was required to consult the committee (JOHSC) of the development of the asbestos

management plan. It was also necessary to inform employees (and students in this instance) and contractors of the following:

- locations where the potential for asbestos exposure existed in the workplace
- potential health risks posed by asbestos exposure
- restrictions that needed to be followed to minimize the risk associated with the risk associated with the presence of asbestos
- reporting procedures to be followed in the event that a material that was believed to contain asbestos was damaged

Mike noted that there was no mention of students or visitors here so that there was not a duty to inform everyone. Usually a vinyl label would be displayed on doorframes complete with a QR code to be referenced back.

Mike stated that if this was a Federal requirement Acadia would be required to have signs that were very explicit in the description of asbestos presence and of the risk to lungs and cancer.

Teri asked whether stickers are applied and Mike confirmed that these would be on thermal insulation on piping insulation or on ceiling panels.

Marcel felt that one common spot would be best for stickers to be displayed.

Mike discussed finding a balance between informing people but not scaring them. There was however a duty to inform. An educational component was needed for employees so that they would know what action to take if they saw a disturbance.

Marcel noted that the front line staff in the Physical Plant had already received this education.

Mike stated that the Tech Services staff had also been trained and Matthew felt that Residence Don's should also be trained. Mike suggested that Building Managers should also be trained.

Eveline asked whether there was a need to inform attendees if a building had been rented out and something had happened. Derek stated that the First Responders would make that call.

Kevin wished to get Safety and Security personnel trained and Derek offered to put on a number of sessions in January.

ACTION: JOHSC will receive training on asbestos in January.

Mike went through the remaining employer responsibilities to ensure that employees were trained in safe work procedures, and to maintain written records of communication and training for a period of two years or for as long as they were relevant.

Garry asked whether there had been any issues recently.

Derek agreed that there had been issues in some of the older houses and leakage in stream tunnels. On occasion, asbestos abatement had been needed to get behind the walls.

Mike noted that it was the uncontrolled exposure of asbestos that needed to be guarded against. This could be flooding, vandalism etc.

Marcel noted that most of the residences were renovated in the last decade and were therefore clear of asbestos.

6. Occurrences and Hazards:

Mike noted that there had been a fall on campus the previous evening but that there were no other occurrences. This was a student and Mike mentioned the frequent use of hand held devices while walking which may have contributed to this fall.

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

ACTION: Mike will carry out more testing on the 4th floor of Huggins (Nutrition) and also concentrate on staff lounges and kitchenettes in addition to drinking fountains.

ACTION: Mike will let Derek know a firm date and time and Derek will arrange to have a training session take place for JOHSC.

ACTION: JOHSC will receive training on asbestos in January.

Schedule Upcoming Meetings

The next meeting will be scheduled for Wednesday 21st January, 2015 from 10:00 – 11:30 a.m. The meeting will be held in the KCIC Seminar Room.

The February meeting will be held on Wednesday 25th February, 2015 from 10:00 – 11:30 a.m. The meeting will be held in the KCIC Seminar Room.

The March meeting will be held on Wednesday 25th March, 2015 from 10:00 – 11:30 a.m. The meeting will be held in the KCIC Seminar Room.

A meeting request invitation will be sent with the minutes.

There being no further business, the meeting was adjourned at 11:06 a.m.

Garry McIver, Co-Chair

Date

Sue Conlan, Co-Chair

Date