

MINUTES

University Joint Occupational Health and Safety Committee Meeting
KCIC Seminar Room
Wednesday 29th October, 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
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
Rosie Hare, Executive Assistant, Office of VP Administration and Finance

Regrets:

Kevin Cleary, Director, Safety & Security
Derek Parker, General Manager, Physical Plant
Marcel Falkenham, Director of Facilities
Matthew Guy, Manager, Residence Life

1. Call to Order:

The meeting was called to order by Sue Conlan at 10:04 a.m.

2. Approval of Minutes of August 29th, 2014. Moved by Garry McIver, seconded by Ann Myers. Approved.

Approval of Minutes of September 24th, 2014. Moved by Greg Deveau, seconded by Patrick Difford. Approved.

3. Approval of the Agenda.

Mike requested two additions to the agenda under 'Business Arising from the Previous Minutes': Disposal of unwanted Chemicals, and an update on Ergonomics. The agenda was approved as amended.

Mike welcomed Alanna Maynard to her first JOHSC meeting and general introductions were carried out.

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 done some random testing at a number of drinking fountains, some of which had failed in terms of acceptable lead levels. One proved to be just over the allowable 10 mg of lead but another showed readings of over 20 mg.

Mike reported that the ASU had asked to take two water fountains out of service for the time being. The other area of concern was a fountain on the third floor of Huggins Science Hall, and the filter had now been changed.

Mike stated that regular changing of the filters was very important and suggested that Derek Parker and the Physical Plant staff would go back and study the filters and keep a reliable check on their expected lifetime. Mike noted that he will be carrying out further testing and that there was a need to remain vigilant when it came to quality water verification. Mike will also continue to work with Marcel and with the Town of Wolfville on this issue.

Sue asked whether the fourth floor of Huggins labs and the lunch room faucets still needed to be flushed for 10 minutes and it was suggested that Acadia should do something to fix the water problem so that there was no need to flush water away for 10 minutes.

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.

Mike was asked whether students could handle the water testing. This could be difficult because the samples were taken at 6:30 a.m. in the morning, and also it was essential that the sampling was carried out correctly before the samples were sent to a lab in Burnside.

ii) **Vaughan Memorial Library**

Ann Myers stated that the committee met the previous week and reviewed a fire drill that had been held the week before Thanksgiving. It was felt that as there were only four monitors carrying out a sweep of the building it would be good to have back up monitors assisting in the sweep.

Ann stated that the Library staff would be doing one long version work inspection a year and three short version work inspections. The committee also worked on updates to the Disaster Plan.

Greg asked what other buildings across the campus would hold a fire drill and Patrick noted the Wheelock did.

Garry asked for details on the work inspections and Ann stated that this was a building inspection based on the general list with a few additional items relevant to the Library.

Greg noted that at the moment Acadia departments tend to rely on the Physical Plant for the inspections that they are carrying out. Mike agreed that both the Physical Plant

and Safety and Security carry out checks but that Mike does not receive reports of what is being inspected.

Greg noted that recently the power went out in Tech Services and the safety lights to guide the way out of the department did not work. This has now been rectified.

iii) Bio-safety Committee

Mike reported that the position to hire a Bio-safety Associate, a student Co-op position, had been funded, and that the position had now been filled. Todd and Mike will co-supervise the student who will start in January 2015 for a four month term. This should complete the Bio-safety work.

iv) Chemical Disposal Update

Mike had let departments know that in the future close attention would be paid to cleaning out inventory and pointed out to them that the amnesty period was now and would end soon. He had received responses from about half of the departments contacted. Mike acknowledged the tremendous amount of work carried out by Teri and Kelly Stevens in the Chemistry department.

In future closer inventory will be kept and this should reduce the likelihood of purchasing materials that are not used and then leaving it, sometimes for years.

Teri agreed that there were communal chemicals that have been left by previous researchers and faculty and tended just to be left unused. Some products had been marked with an X but were still sitting on the shelves.

Teri noted that faculty had now been asked to deal with their own chemicals.

There is a liquid room outside the Chemistry building and some of the chemicals in that room were so old that they had become explosive peroxide. Some chemicals also remain unlabeled.

Greg asked what sort of protocols were in place to keep everyone safe.

Teri felt that only faculty and researchers would be in these areas, but that emergency procedures were needed in situations where something broke. Teri also found liquids stored indoors that should have been outdoors during the exercise.

Mike stated that Acadia was waiting for a quote for the removal of these products and expected it to be quite expensive. Marcel Falkenham and Peter Williams had offered about \$13,000 towards the eventual cost.

Teri pointed out that once the chemicals are removed it will allow for more space and it will be easier to keep chemicals in an organized fashion.

Mike stated that he had a shortlist of three or four inventory systems and will be asking Teri and the JOHSC to select one and get it into place by March 2015.

v) Ergonomics

Mike reported that he had been approached by an Education student whose undergrad degree was Kinesiology from MUN. While there she did a Co-op placement carrying out ergonomic assessments. Mike will interview her and look to hiring her on a casual basis.

Review of Actions of Past Minutes

Mike stated that he had been sourcing a disposal provider for 'sharpes' waste and that the Acadia Health Centre would now look after this and go through a Bio Medical Waste Disposal firm. Alanna had a small explosion in her autoclave when dealing with sharpes from the Student Health Centre.

Mike will talk to both Rene and Gary Doucette about the ergonomics issue.

Mike mentioned that a representative from the Divinity College had been invited but had not been free to attend on this occasion.

Mike was revising the AED policy procedure and program and will then meet with Darrell Youden.

Mike has still to talk to Kevin Dickie and the coaches about first aid training. Only five staff signed up for the most recent first aid course.

ACTION: Mike needs to tally the lists of who has first aid training and map this against the campus departments to see where the need still exists.

5. New Business

Review of General Building Inspection Process and Checklist:

Mike had received some feedback from building managers; some wanting assistance and others feeling unqualified to carry out the duties and not wanting to risk making mistakes.

Greg felt that if managers were too busy to conduct the building inspection on a regular basis, delegation was important in order to ensure that the inspections were done regularly.

Mike noted that an SEIU member was concerned and felt that this should not be part of their job description and that it was an unreasonable expectation.

James Sanford left the meeting.

Mike asked the committee to consider the checklist and it was agreed that more explanation was needed in areas such as point #27 which referred to fire extinguishers being fully charged. Greater explanation would put building manager's minds at rest.

Greg noted that it was dangerous to employees not to perform building inspections, however he understood the time commitment that could be involved. Some buildings could require several hours to complete. Greg felt that if a person was to take on building manager responsibilities, something else needed to be dropped from their job responsibilities. Building managers were typically selected because they were the senior person in a particular building.

Mike stated that he and Marcel were currently working through a detailed inspection of U-Hall because of an employee concern about air quality. This was taking many hours to complete.

Ann explained that the Library has a committee that receives information and feedback from the various managers and that is relayed on to the Building manager.

Teri stated that in Chemistry they had a similar approach, using a committee. With respect to the fire extinguisher, Chemistry had clear instructions that indicated what to look for.

Greg felt that a list of Building managers needed to be maintained and that Building managers should get together once a year to be briefed, prior to carrying out inspections.

Mike was confident that chemistry was the only building carrying out such detailed building inspections on the campus.

Judy noted that many Building managers do not know that they are the Building manager. Some may also be afraid to say that something is e.g. sharp, or obstructed in case they may find themselves liable in some way.

Garry stated that the Acadia Insurance carrier – Curie – will cover everyone who is doing their job diligently under “errors or omissions”, and that they cannot be found to be liable.

Greg felt that there was a need to build a foundation of Building managers and to empower them to do the work. Resources needed to be built into the process.

The committee looked at the building inspection process and the list of items to be addressed. The process currently says that once all corrective actions have been followed up by the Physical Plant, they must be locally archived for future reference. Mike felt this to be overly onerous but also noted that the level of commitment would vary from Building Manager to Building Manager.

Garry asked how seriously the Senior Administration took this procedure. There was a feeling that it was being done, whereas in fact it wasn't being carried out. To be properly resourced it would be necessary to have a full-time employee involved. If the Senior Administration deemed this issue to be serious the current approach was flawed.

Greg asked who would be held liable if someone was hurt and it was confirmed that this would be the Board of Governors, not the individual Building Inspectors.

ACTION: It was agreed that a small group should be formed to discuss and bring back ideas to JOHSC. This will consist of Mike, Garry, Greg, Judy, and Teri with Sue as an alternate. Mike will get the sub-committee together.

Judy noted the two bullets in the document – one being to survey the facility and the second being to observe work methods, practices and behaviours. This was felt to be more than a Building Manager should be expected to take on.

Mike added the comment that safety practitioners were taught that harm or loss could result from unsafe conditions and unsafe practices. Unsafe practices would be the major contributor to harm or loss.

Mike was planning to meet the Building Managers that were vocally opposed and would let them know that JOHSC had struck a sub-committee to examine the process.

6. Occurrences and Hazards:

Derek was not present but had informed Mike that he had not noticed any existing hazards at present. Garry pointed out that there were no insurance claims against Acadia last year.

Patrick stated that during Homecoming Weekend a car turning into the AAC carpark slipped down the embankment on the East side of the road. The car was left with two wheels off the ground and had to be towed. The possibility of guard rails was discussed but Garry noted that there was no claim against the University in that instance.

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 needs to tally the lists of who has first aid training and map this against the campus departments to see where the need still exists.

ACTION: It was agreed that a small group should be formed to discuss and bring back ideas to JOHSC. This will consist of Mike, Garry, Greg, Judy, and Teri with Sue as an alternate. Mike will get the sub-committee together.

Schedule Upcoming Meetings

The next meeting will be scheduled for Wednesday 26th November, 2014 from 10:00 – 11:30 a.m. The meeting will be held in the Seminar Room, KCIC Building.

A meeting request invitation will be sent with the minutes.

There being no further business, the meeting was adjourned at 11:30 a.m.

Garry Mclver, Co-Chair

Date

Sue Conlan, Co-Chair

Date