



Saint Mary's University, 923 Robie Street

## **Minutes for Joint Occupational Health and Safety meeting held on September 17, 2024**

Adam Sarty opened the meeting at 1:00 p.m. The following were in attendance:

Arla Day	Psychology	Member (Employee)
Adam J Sarty	FGSR	Member (Employee)
Mark Moffett	People and Culture	Member (Employer)
Shellie Petrossie	Facilities Management	Alternate (Employee)
Howard Donohoe	Geology	Member (Employee)
Dennis Gillis	Facilities Management	Member (Employee)
Valerie Wadman	Human Resources	HR Officer (OHS & Wellness)

### **Guests:**

### **Regrets:**

**Roll Call:** Valerie Wadman advised that Liliane Bassil has resigned from the committee.

### **1.0 Approval of Minutes of Last Meeting**

Arla Day moved to accept the minutes of the June 18, 2024, meeting, and Mark Moffet seconded the motion.

### **2.0 Outstanding Items from Previous Meeting**

#### **JOHSC training**

**Valerie Wadman**

**From previous minutes:** Valerie Wadman advised members to take part in the free CCOHS training, paid for by the Department of Labour and Advanced Education. Committee members who have not taken the training are encouraged to take the safety committee training. Further information can be found at: [https://www.ccohs.ca/catalog/courses\\_list\\_nova.php](https://www.ccohs.ca/catalog/courses_list_nova.php).

Valerie Wadman advised that EIT has added a new professional development platform and the Intro to OHS has been migrated to this platform. Due to the number of seats available on this platform, student employees will complete the course on Brightspace.

**Action:** Valerie Wadman to update the JOHSC at the October meeting.

#### **Emergency Management Annual update**

**Dennis Gillis**

Valerie Wadman advised she now has contact positions and names for four of the job titles included in the list of employees who are part of the Working Group that were no longer in existence.

**Action:** Valerie Wadman to set up a meeting for the working group.



### **Risk Management regarding international travel and international field schools**

**Adam Sarty**

Adam Sarty advised that work is continuing, however, he's not sure if they can proceed with Helix. It may be more efficient to create a database in-house.

**Action: Adam J Sarty to update the committee at the October meeting.**

### **JOHSC Terms of Reference**

**Valerie Wadman**

Valerie Wadman advised she did not receive any recommendations for change to the JOHSC Terms of Reference.

**Action: No further action required.**

### **Water content concerns**

**Dennis Gillis**

Dennis Gillis advised that new signage has been created and he is getting a quote for the cost. Information for the OHS website needs to be created.

**Action: Dennis Gillis to update the committee at the October meeting.**

## **3.0 Other Minutes and Reports**

### **Science Safety Sub-committee**

**Adam Sarty**

The May and June minutes were distributed for review

### **Administration Units Sub-committee**

**Adam Sarty**

The April minutes were posted for review.

### **Aramark**

**Adam Sarty**

Minutes were not available for review.

### **SMUSA**

**Adam Sarty**

From June minutes: Adam Sarty and Arla Day will connect with SMUSA re the whistleblower reference and other concerns. No additional minutes available for review.

### **Childcare Facility**

**Adam Sarty**

The May minutes were posted for review.



## **Contractor Documentation**

**Valerie Wadman**

A number of safety plans were distributed for review.

**Item carried over from October meeting:** “Discussion followed on concerns related to contractors on Campus not following SMU’s Contractor Safety Program, as detailed in the University OHS Program. After discussion, it was agreed that changes are needed to the procurement process to ensure that all contractor’s on Campus will follow the minimum requirements of the University OHS Program. Adam Sarty volunteered to have a look at this.”

**Action: Adam Sarty to update at the October , 2024 meeting.**

## **Pandemic Updates**

**Mark Moffett**

No new updates.

## **Psychologically Healthy Workplace**

**Arla Day**

Arla Day advised that she is creating a workshop series and will keep the committee updated on speakers.

## **Indoor Air Quality Updates**

**Dennis Gillis**

Dennis Gillis advised that the chiller that controlled air conditioning in Science, the Atrium and the Library failed over the summer months. They had difficulty finding a replacement piece for the broken part, but the part has now been sourced.

From June minutes: Valerie Wadman advised that Leanne Lucas, Safety Advisor, Science Activities, is still investigating the cause of the green discolouration on taps in S211.

**Action: Valerie Wadman will update the committee at the October, 2024 meeting.**

## **4.0 Injury and Incident Reports**

**Valerie Wadman**

The June 1, 2024 to August 31, 2024 incident reports, graph and Resident statistics were distributed for review.

## **5.0 Workplace Inspection/Hazard Identification**

**Valerie Wadman**

Valerie Wadman advised that a request to complete office inspections will be sent out in October, 2024.



## **6.0 New Business**

### **Painting lines – McNally parking lot**

**Arla Day**

Arla Day discussed concerns relating to the McNally parking lot and the absence of directional arrows. Dennis Gillis advised that painting is done annually and should be happening soon.

**Action: Dennis Gillis to update the committee at the October meeting.**

## **7.0 Date and Time of Next Meeting –**

Meetings for the academic year will be on Wednesday at 1:00 p.m. Appointments have been sent to the committee. The next meeting will be October 16, 2024

### **Adjournment**

Meeting adjourned at 2:30 p.m.

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Adam Sarty, Management Co-Chair

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Arla Day, Employee Co-Chair

**Calendar**

<b>Action Item</b>	<b>Person(s) Responsible</b>	<b>Target Date</b>	<b>Actions</b>
NAOSH Week	Committee	February/March	Plan inhouse speaker
Memo to Distribution Group re heat stress guidelines	Committee/ Valerie Wadman	May	Review at May JOHSC meeting. Place announcement in SMUport in June referring employees to OH&S website.
Review of Terms of Reference/ Membership Terms Select JOHSC co-chairs	Committee	May/June	Review Terms of Reference Documents and Committee membership.
Occupational Health and Safety booklet	Valerie Wadman	August	Send to CAID for new Faculty orientation day in August. Send to Cont. Ed for instructors. Email to Deans and assistants in August an electronic copy. Email to TLC.
Fire Drills/Fire Warden	Dennis Gillis	October	Fire Drills and Warden updates. Review compliance regarding fire alarms.
WHMIS training Review	Committee	October	Review WHMIS Training annually. (Report to JOHSC when completed or if issues arise)
Workplace Inspections	Valerie Wadman on behalf of the JOHSC	October	Forward in October of each year
Annual Review of the OH&S Policy	Committee	October	Review the policy at October JOHSC meeting.
CURIE Inspections	Risk Manager	October	Risk manager to share CURIE inspection reports
Emergency Management	Dennis Gillis	November	Review procedures.