



Saint Mary's University, 923 Robie Street

## **Minutes for Joint Occupational Health and Safety meeting held on March 19, 2024**

Arla Day opened the meeting at 1:30 p.m. The following were in attendance:

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

### **Guests:**

### **Regrets:**

### **Roll Call:**

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

Mark Moffett moved to accept the minutes of the February 20, 2024, meeting, and Dennis Gillis 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 Payroll has created a list of all employees with their A numbers. The list has been sent to EIT, to add the S numbers. The list will then be sent to SAS.

**Action: Valerie Wadman will update the committee at the April 16, 2024 meeting.**

**Emergency Management Annual update****Michael Chiwawa**

It was agreed that the “Emergency Management Annual Update” be assigned to Dennis Gillis until the Risk Manager position has been replaced.

**Action: Dennis Gillis will update the committee at the April 16, 2024 meeting.**

**NAOSH Week event****Valerie Wadman**

Arla Day has confirmed she will provide the in-house NAOSH session. SMU will have a team walking in the Steps for Life walk on May 4, 2024. Mark Fleming will present at the OHS Professional Day on May 8, 2024.

**Action: Valerie Wadman will update the committee at the April 16, 2024 meeting**

**Risk Management regarding international travel and international field schools****Adam Sarty/Michael Chiwawa**

**Michael Chiwawa provided the following update:**

**Healix Global – International Travel Risk Management Resources**

Primary issues with travel that we wanted to address:

- Improve safety of students travelling internationally
- Have better insights of where students are traveling at any given time
- Improve communication and procedures for SMU travellers in crisis situations

Benefits of Healix to SMU:

- Healix’s “Travel oracle app” that will improve the safety of our travellers through:
  - Notifying travellers of breaking news or important information based on their geolocations
  - Pre-departure eLearning
  - Centralized communication between travelers & SMU (emergency alerts, “Mayday” button for emergency assistance & two-way crisis communication)
- Healix’s Sentinel Intelligence Web Portal:
  - Allows SMU to have an overarching view of who is travelling at any given time and where people are and will be based on their itinerary or if they choose to share their location
  - Portal provides weekly forecasts, threat reports, risk rating changes, etc.

Funding:

- The funds for this purchase will be coming from “Additional Innovation Funds” that are available to her through Global Skills Opportunity (GSO) Projects external budget.
- The fund use was approved by GSO’s project officer at Universities Canada.



Current implementation status:

- Healix contract is being reviewed by solicitor
- EIT is reviewing Healix's Data Privacy documents and carrying out a Privacy Impact Assessment (PIA)
- Waiting on instructions from P2P regarding completing the purchase
- Healix will require us to complete an extensive excel file to finalize how we want things set up on the platform and app

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

### **3.0 Other Minutes and Reports**

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

**Arla Day**

The sub-committee met in February, and will be available after approval at the next meeting.

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

**Arla Day**

The October 2023 minutes were distributed for review. Adam Sarty noted that the revised Job Hazard Assessment for the Arena has been outstanding for some time, and asked that it be followed up with the Administrative Units Safety sub-committee. Arla Day reported on safety concerns related to the Arena. The concerns were forwarded to Facilities Management and the Homburg Centre. Dennis Gillis advised that his staff have reviewed the concerns and advised that they are difficult to address due to the design. He will discuss with Athletics. Adam Sarty suggested a carpet could be rolled out.

#### **Aramark**

**Arla Day**

The February 15, 2024 minutes were distributed for review.

#### **SMUSA**

**Arla Day**

Minutes not available for review.

#### **Childcare Facility**

**Arla Day**

The February 2, 2024 minutes were distributed for review.

#### **Contractor Documentation**

**Valerie Wadman**

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."



One safety plan was distributed for review.

**Action: Adam Sarty to update at the April 16, 2024 meeting.**

**Pandemic Updates**

**Mark Moffett**

No new updates

**Psychologically Healthy Workplace**

**Arla Day**

No new updates

**Indoor Air Quality Updates**

**Dennis Gillis**

Valerie Wadman had contacted Leanne Lucas re the air quality concern. A response was provided. Valerie Wadman to contact Leanne Lucas with additional questions.

**Action: Valerie Wadman will update the committee at the April 16, 2024 meeting.**

**4.0 Injury and Incident Reports**

**Valerie Wadman**

The February, 2024 incident report, graph and Resident statistics were distributed for review.

**5.0 Workplace Inspection/Hazard Identification**

**Valerie Wadman**

Valerie Wadman advised that home and office inspection reports are still trickling in and reminders will be sent out.

**6.0 New Business**

**Water content concerns**

**Mark Moffett**

Mark Moffett provided an overview of the lead in drinking water concerns. Dennis Gillis provided a further overview on the various concerns. Dennis will update the committee regarding the frequency of changing filters. Arla Day updated the committee on concerns she has received. Howard Donohoe recommended that an explanation of testing be provided and posted on the OHS Bulletin Board. Arla will create a QR code, for the bulletin board to link to the OHS website. Arla will also check with the solicitor as to whether a document that has been signed through DocuShare can be shared.

**Action: Valerie Wadman to create a list of recommendations from the meeting for the co-chairs signature.**

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

Next meeting will be held on April 16, 2024.



## **Adjournment**

Meeting adjourned at 2:53 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.