



Saint Mary's University, 923 Robie Street

Minutes for Joint Occupational Health and Safety meeting held on June 18, 2024

Adam Sarty opened the meeting at 1:30 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)
Jason Butler	Facilities Management	Alternate (Employee)
Liliane Bassil	EIT	Member (Employer)
Dennis Gillis	Facilities Management	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 March 19, 2024, meeting, and Liliane Bassil seconded the motion. Dennis Gillis moved to accept the minutes of the April 16, 2024, meeting, and Jason Butler 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.

Valerie Wadman advised that EIT have added S numbers to A number list created by Tricia MacPhee. Valerie Wadman met with Rob MacArthur to discuss the next steps required to allow employees access to the Brightspace Intro to OHS course. Rob will forward directions. Valerie to arrange meetings over the summer months to address other outstanding issues.

Action: Valerie Wadman to update the JOHSC at the September meeting.

Emergency Management Annual update**Dennis Gillis**

Valerie Wadman advised four of the job titles included in the list of employees who are part of the Working Group are no longer in existence. She contacted the senior management representative, for each of those four positions, and requested a new position be appointed for the group. To date, she has received three new positions

Action: Valerie Wadman to set up a meeting for the working group, when all members have been identified.

NAOSH Week event**Valerie Wadman**

Arla Day and Valerie Wadman provided updates on the NAOSH Week activities. All events were well attended and successful.

Action: No further action required.

Risk Management regarding international travel and international field schools**Adam Sarty**

Adam Sarty advised that with the departure of our Risk Manager, a new process to help do risk assessments for international field schools is now in place that involves FGSR for admin support, and the Deans and Global Learning office for review and approval. Also, we are close to launching a pilot use of an international travel registry app called Healix, using external funds that the Global Learning Office had secured from the government; this app will be used to help support any SMU member travelling internationally – student, staff, or faculty.

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

Water content concerns**Mark Moffett**

A recommendation to the VP, Finance and Administration has been prepared by the JOHSC co-chairs, and was forwarded by Adam Sarty on May 29, 2024. Dennis Gillis advised the recommendations were sent to him, with questions relating to signage and communications related to drinking water. He has external consultants looking at both questions. He will forward both to the JOHSC when a response is received from the consultants.

Action: The co-chairs to update at the September, 2024 meeting.

3.0 Other Minutes and Reports**Science Safety Sub-committee****Adam Sarty**

The February 9, 2024 minutes and a list of new committee members was distributed for review. The Science safety sub-committee met on June 17, 2024. This will be their last meeting until September, unless required.



Administration Units Sub-committee

Adam Sarty

The April 24, 2024 minutes were distributed for review.

Aramark

Adam Sarty

The April 18, 2024 JOHSC minutes were distributed for review. Due to layoffs, this will be the last meeting until the fall.

SMUSA

Adam Sarty

The May 9, 2024 minutes were read and discussed. Dennis Gillis advised that the items related to food and mice have been investigated. Adam Sarty and Arla Day will connect with SMUSA re the whistleblower reference and other concerns. Valerie Wadman advised that the University's Violence Prevention Policy and Violence Prevention Plan and Response, and a copy of the Violence in the Workplace regulations were forwarded to SMUSA for their review.

Childcare Facility

Adam Sarty

The JOHSC met in May, 2024. The minutes will be distributed with the September meeting documentation.

Contractor Documentation

Valerie Wadman

One safety plan was 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 September , 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 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 September, 2024 meeting.

4.0 Injury and Incident Reports**Valerie Wadman**

The April to May, 2024 incident reports, graph and Resident statistics were distributed for review.

5.0 Workplace Inspection/Hazard Identification**Valerie Wadman**

Valerie Wadman advised that reminders for home and office inspection reports were sent out and more inspection reports are being sent to Facilities. The Arena JHA is still outstanding. It was confirmed that Maintenance & Operations staff who have to walk on the ice surface must wear ice cleats and a hard hat.

6.0 New Business**Heat Stress****Valerie Wadman**

Valerie Wadman advised that an email has been sent to SMG, on behalf of Mark Moffett. External Affairs will post on social media.

Action: No further action required.

JOHSC Terms of Reference**Valerie Wadman**

Valerie Wadman will forward the JOHSC TOR to members for review. Members are asked to forward any recommendations for change to Valerie, who will share the results with the JOHSC at the September meeting.

Action: Valerie Wadman to update the JOHSC at the September meeting.

7.0 Date and Time of Next Meeting –

Next meeting will be held in September, 2024. Valerie Wadman to send meeting appointments for the academic year when a day has been decided on.

Adjournment

Meeting adjourned at 2:50 p.m.



Adam Sarty, Management Co-Chair

Arla Day, Employee Co-Chair

Calendar

Action Item	Person(s) Responsible	Target Date	Actions
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.