



Saint Mary's University, 923 Robie Street

Minutes for Joint Occupational Health and Safety meeting held on April 16, 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)
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: Dennis Gillis

1.0 Approval of Minutes of Last Meeting

The March minutes could not be approved, due to a lack of quorum at that point in the meeting. Approval of the March minutes will be deferred to the May meeting.

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 Payroll has created a list of all employees with their A numbers. The list has been sent to EIT, to add the S numbers. Tricia MacPhee advised she is waiting for a response from EIT.

Action: Adam Sarty will contact Tricia MacPhee.

Emergency Management Annual update

Dennis Gillis

Valerie Wadman advised that she and Dennis Gillis met to discuss the reactivation of the Emergency Management Working Group

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



NAOSH Week event

Valerie Wadman

Arla Day will provide the in-house NAOSH session, at 10:00 a.m., on May 7, 2024. 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 May 21, 2024 meeting

Risk Management regarding international travel and international field schools

Adam Sarty

Adam Sarty advised that work on Helix is proceeding and that a process for international field school risk management has been implemented.

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 and will be forwarded by the two co-chairs.

Action: The co-chairs to update at the May 21, 2024 meeting.

3.0 Other Minutes and Reports

Science Safety Sub-committee

Adam Sarty

The Dean is reformatting the composition of the sub-committee, as per the new Terms of Reference and will set up a meeting once this is finalized.

Administration Units Sub-committee

Adam Sarty

No minutes to review.

Aramark

Adam Sarty

The committee is meeting on April 18, 2024.

SMUSA

Adam Sarty

The JOHSC has not met due to employees being out of the office. They anticipate being able to meet soon.

Childcare Facility

Adam Sarty

The JOHSC is due to meet in April.



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.”

Action: Adam Sarty to update at the May 21, 2024 meeting.

Pandemic Updates

Mark Moffett

No new updates. COVID test kits are still being distributed throughout the University. Instructions for completing COVID tests have changed. Updated instructions are being provided with the kits.

Psychologically Healthy Workplace

Arla Day

Arla Day advised that the CN Centre for OHS is considering an event, in the summer, related to gradual onset stress. The committee agreed there is value in re-starting the Healthy Campus Strategy, that was initiated by the VPFA office. The roles that would support the strategy need to be considered.

Indoor Air Quality Updates

Dennis Gillis

Leanne Lucas, Safety Advisor, Science Activities, forwarded detailed information related to the green material found on the taps in S211. The incident is being actively investigated to determine the source of the green discoloration.

Action: Valerie Wadman will update the committee at the May 21, 2024 meeting.

4.0 Injury and Incident Reports

Valerie Wadman

The February to March, 2024 incident report, graph and Resident statistics were distributed for review. There were two new incident reports in February, #s 6802 and 6803.

5.0 Workplace Inspection/Hazard Identification

Valerie Wadman

Valerie Wadman advised that home and office inspection reports are still trickling in. Reminders will be sent out. The Arena JHA is still outstanding.

6.0 New Business

7.0 Date and Time of Next Meeting –

Next meeting will be held on May 21, 2024.



Adjournment

Meeting adjourned at 2:53 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.