

## MINUTES

University Joint Occupational Health and Safety Committee Meeting  
KCIC Seminar Room  
Wednesday April 29th, 2015  
10:00 – 11:30 a.m.

**Present:** Sue Conlan, Instructor, Nutrition, AUFA Rep  
Garry McIver, Coordinator, Purchasing Services, Bus Office, Administration Rep  
Ann Myers, Cataloguing, Vaughan Memorial Library, SEIU Rep  
Derek Parker, General Manager, Physical Plant  
Eveline DeSchiffart, Executive Assistant, Acadia Divinity College  
Marcel Falkenham, Director of Facilities  
Teri Gullon, Instructor, Chemistry, AUFA Rep  
Greg Deveau, Manager, Technology Consulting, Tech Services, AUPAT Rep\  
Matthew Guy, Manager, Residence Life  
Kevin Cleary, Director, Safety & Security  
Rosie Hare, Executive Assistant, Office of VP Administration and Finance

**Regrets:** Judy Noel Walsh, Manager, Scholarships and Financial Assistance, AUPAT Rep  
James Sanford, Senior Director, Student Affairs, Administration Rep  
Patrick Difford, Operations Manager, Safety and Security  
Alanna Maynard, Technician, Microbiology, SEIU Rep

### 1. Call to Order:

The meeting was called to order by Garry McIver at 10.05 a.m. Garry noted that there was quorum at that time.

**2. Approval of Minutes of March 25th, 2015.** Moved by Teri, seconded by Sue. Minor changes were requested. On page three under Chemical Safety Update for following change was made: MSDF was changed to read MSDS. "Mike noted that the annual subscription was only \$1200 a year" was changed to read "Mike noted that the annual subscription for CCOHS was only \$1200 a year". Minutes approved as amended.

**3. Approval of the Agenda.** Teri asked that one item, WHMIS 2015, be added to the agenda. Marcel also requested an additional item to discuss recent incidents. Revised Agenda approved.

### 4. Business arising from previous minutes

- **Vaughan Memorial Library:** Ann noted that the committee had met on April 15<sup>th</sup>, 2015 and that three ergonomic assessments had been requested. Annual work inspections were planned and Ann noted that the Library was losing staff to Sabbatical Leave's and retirements.

Garry noted that Julie Orr would not be returning to carry out ergonomic assessments until September. It was expected that requests might pick up during the second half of August.

It was hoped that funding remained in place for Julie Orr and Garry agreed to ask Darrell Youden about that.

The next meeting will be June 5<sup>th</sup>, 2015. Garry noted that Aran Silmeryn was now the Access and Facilities Assistant for the Library.

- **WHMIS Training:** Teri reported that Chemistry would be holding WHMIS training on May 4<sup>th</sup>, 2015 in Elliot 320, starting at 3:00 p.m. and were offering to open this up to others on campus to take if they needed it. Teri noted that WHMIS 2015 is now in effect and is being rolled out. This is in Phase 1 and will not have a big effect on Acadia's WHMIS training, but Teri anticipated that the MSDS format would be changing to the GHS format. She felt that there would be a doubling of the mandatory sections to be covered.

The training will remain the same but there may be alterations to labeling as MSDS will now be referred to as SDS. Teri noted that until 2017 organizations can follow the old format or the new one.

- **Recent Incidents:** Marcel described an incident in Denton Hall when an employee tripped going up the stairs and hit a glass pane as they tumbled down. Because the glass was not tempered the person got stuck in the glass shards. As a result of this, tempered glass will be installed in future and Marcel noted that any glass within 18" of the floor is required to be tempered glass. Marcel met with the employee and agreed on this course of action.

The second incident was when a chemical froze in the storage room which was reported by Teri. Teri noted that Elliot 122 is a concrete bunker and was in the process of being cleared out. Some of the chemicals that were indoors and shouldn't have been were moved outside and Teri believed that in the process of doing that some of the bottles could have ruptured. They then froze and most of the bottom of the bottles shattered. There is a bit of acid in what escaped from the bottles and this has been absorbed by the wood shelving. Marcel agreed to install metal shelving in place instead of the wood.

Teri reminded Marcel that Ashley Parson would be working through the summer and be a contact for Marcel.

Marcel pointed out that for during the summer there was an air conditioning unit in the storage room that should be used during the summer. Teri had raised this at the last meeting in Chemistry and asked that they contact Marcel if the A/C unit was not working for any reason.

The third incidence occurred in Residence (Chase Court) where students had been taking the glass shades off the wall sconces, unscrewing the light bulbs, and dropping the screws back into the socket unit before screwing the LED light bulbs back in place. This caused the bulb to heat up and explode. Custodians had been given shocks when changing light bulbs. Marcel stated that this had been happening since Christmas and that sometimes pennies had been inserted into the fixture. Greg pointed out that the intent was to hurt people...

Derek stated that 24 shades had been destroyed.

**ACTION: Nancy will write a report about the light fixtures for Matthew and Kevin.**

## 5. New Business

**Review of OH&S Activities – Sustainability Plan (Life after Mike):** Garry asked the JOHSC to consider and identify the highest risk items.

With respect to Building inspections Kevin was planning to hold a meeting with Building Managers or to have a communication with the Building Managers in May.

Teri stated that a lot of work had been carried out on the inventory system for chemicals and that the Science Heads had met recently with Peter Williams and that he had secured funding for a Coop student to work through the summer, assisting with training.

Teri noted that there had also been a meeting of the Lab Safety group recently with a good turnout. Teri and Peter went over the main inventory issues and got a good reception. Chemistry will act as a guinea pig through the summer and Biology will be the largest department to incorporate into the inventory software. Teri stated that Peter Williams and she would have access to all information in the inventory.

Marcel requested a connection with the local fire office so that they would know what was stored in the buildings.

Kevin felt that Safety and Security should also have access and that they could share information when needed. He pointed out that the Fire Chief needed to know what was on the campus.

Teri pointed out that the Chemistry department was already on the right track and carried out annual inspections once a year. Training was offered three times a year and people also carried out self-inspections. Teri felt that once the inventory system came into play it would flush out any additional unused chemicals that needed to go.

Marcel noted that Mike had put the structure in place but that now each area would notice his absence because of the additional guidance that he would have provided along with an auditing function.

Sue felt that it would be beneficial to put together a master agenda for the JOHSC for September meetings which would develop an action plan for the year. This would ensure that things did not fall between the cracks.

Marcel was working with Jay Rees and a student had been hired for the summer to assist with water sampling. Marcel requested that the JOHCS consider the following changes to the water sampling program:

- The sampling plan from Mike recommended taking over 300 samples a year. Marcel planned to do 2 samples per floor which would equal about 130-140 samples a year.
- In the food service areas Marcel recommended testing at normal business hours instead of at 4:00 a.m., and only during the Fall and Winter period. He also noted that Jay would only be available for one more year before he retired.

Greg remained concerned that staff kitchenettes in BAC still have no sign to say that the water was not for drinking purposes.

Marcel pointed out that he was only requesting a change to the Residences and that drinking fountains would still be checked regularly.

Greg felt that safe water was needed for clients of the University and that standards should not be dropped.

Marcel stated that Acadia was the only university that was re-testing the water and that Acadia was already in a good place with the program.

Matthew pointed out that it was the summer testing that skewed the results in the first place. Marcel agreed and stated that he wanted a minimum of 24 hours in advance of a full flush for the areas to be tested. In full occupancy there would never be a period of more than 24 hours without water being used.

Marcel stated that there would not be a period of more than 24 hours of stagnancy in the water in the residences.

Greg asked about the Work Place Violence Assessment concerns and what to do next because legislation required the committee to continue moving on this matter. Greg noted that there was a need to analyze the results of the survey and create an action plan.

Garry pointed out that this would require analytics and policy creation.

Marcel stated that Mike had done a review of fall protection at the Festival Theatre through his own consulting company, and that this might be an option in other areas. It was agreed that some pressure could be kept on the Senior Administration to replace the Health and Safety Officer.

Teri agreed that having someone on campus who fully understood the current legislation was very important because it was hard for her to understand different requirements in different Provinces for things like waste pickup. Teri asked where the on-line training resources were that Mike had put in place. Jennifer Veinot will be contacted.

Kevin was concerned that the occurrence reports when sent they needed to receive a good and immediate response. Kevin noted that Safety and Security did not always receive the reports. Marcel said that some reports came to Facilities and that he would act on those ones quickly unless he needed additional guidance.

Kevin pointed out problems and dangers that could occur if there was not an immediate response at times. Marcel passed reports on to Derek if it was a Facilities issue.

Kevin stated that he would brief Safety and Security to ensure that all reports came through his office.

Greg noted that the on-line reporting of occurrences and incidents was a technology issue and that he would check up on this.

Marcel stated that the JOHSC Chair ought to be copied on every occurrence that was reported.

**ACTION: Greg will look into where and who the Occurrence and Incident reports are circulated to and report back.**

Teri asked that if reports came through regarding Chemistry, they should go through herself or Ashley.

Marcel stated that he now had resources to start rolling out the asbestos labelling throughout the summer.

Marcel left the meeting.

Garry discussed the Bio Safety survey and noted that analysis would need to take place.

Teri pointed out that the Coop student was working out well. It was suggested that Garry ask for an update for the next meeting, or that committee members be invited to the next JOHSC meeting. Todd will be invited.

- **Building Management Inspection:** Garry noted that it had been problematical to get this one rolled out even when Mike was on campus. A lot still remained to be done in this area. Greg asked what the level of participation actually was and what was the level of involvement?

Garry noted that there was a reluctance amongst employees to be deemed a Building Manager. It was agreed that there was a complete mix of reactions from different staff to the expectation that they would serve as a Building Manager.

Matthew stated that in the Residences the Dons were carrying out two inspections each year. Dons were apprehensive until they went carefully through the requirements.

Greg offered to reach out to the existing Building Managers to ask whether they had carried out a building inspection recently and it was noted that the revised inspection list had not yet been circulated to the Building Managers. There was also no central place where Building Inspections were stored or recorded. Most units just hung onto their own document.

It was agreed that the revised list was on the OH&S website. Kevin noted that without this process being managed actively it was not workable.

Derek informed the committee that Sodexo carried out regular building inspections and infrastructure inspections for Health and Safety. It should be possible to share the data and their inspections were more thorough than the existing questions.

Teri asked whether Acadia was required to do building inspections. It was agreed that this was required. Derek had eight managers conducting building inspections.

**ACTION: Greg offered to phone each person who was a building manager. Sue felt that it would be a good idea to get a commitment from Building Managers to carry out an inspection by a certain date, and then follow up with them at a later date.**

Kevin left the meeting.

Derek noted that he could share the Sodexo reports and that because of the globalization of Health and Safety and extremely strict regulations, they were conducting inspections every month. Sodexo had a 4-5 page check list and were specifically trained to carry out the task. This would result in 100% compliance. A JOSHC member should accompany the Sodexo manager when he or she was carrying out a building inspection. On the infrastructure side of things they do an inspection to see what was likely to break and they involve the Building Manager.

**ACTION: Derek offered to speak to Jay Rees to see what would be involved in Sodexo carrying out the building inspection duties.**

Greg asked whether a Building Manager would still be needed. Derek confirmed that this would still be required but that building inspections could fall off their duties.

Derek noted that Sodexo worked in dangerous environments and had recently broadened their building inspections. He agreed to check whether Sodexo also did the Divinity College.

Greg left the meeting.

## **6. Summary of Actions and Results Timetable arising from this meeting:**

**ACTION: Garry will speak to Darrell Youden about the need to re-employ Julie Orr in the Fall term for ergonomic assessments.**

**ACTION: Nancy will write a report about the light fixtures for Matthew and Kevin.**

**ACTION: Greg will look into where and who the Occurrence and Incident reports are circulated to and report back.**

**ACTION: Derek offered to speak to Jay Rees to see what would be involved in Sodexo carrying out the building inspection duties.**

## **7. Schedule Upcoming Meetings**

The May meeting will be held on Wednesday 27<sup>th</sup> May, 2015 from 10:00 – 11:30 a.m. The meeting will be held in the KCIC Seminar Room.

The June meeting will be held on Wednesday 24<sup>th</sup> June, 2015 from 10:00 – 11:30 a.m. The meeting will be held in the KCIC Seminar Room.

A meeting request invitation will be sent with the minutes.

There being no further business, the meeting was adjourned at 11:50 a.m.

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Garry McIver, Co-Chair

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Date

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Sue Conlan, Co-Chair

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Date