

## MINUTES

University Joint Occupational Health and Safety Committee Meeting  
KCIC Seminar Room  
Wednesday August 19th, 2015  
10:00 – 11:30 a.m.

**Present:** Sue Conlan, Instructor, Nutrition, AUFA Rep  
Garry McIver, Coordinator, Purchasing Services, Bus Office, Administration 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  
Ann Myers, Cataloguing, Vaughan Memorial Library, SEIU Rep  
Matthew Guy, Manager, Residence Life  
Judy Noel Walsh, Manager, Scholarships and Financial Assistance, AUPAT Rep  
Patrick Difford, Operations Manager, Safety and Security  
James Sanford, Senior Director, Student Affairs, Administration Rep

Rosie Hare, Executive Assistant, Office of VP Administration and Finance

**Regrets:** Greg Deveau, Manager, Technology Consulting, Tech Services, AUPAT Rep  
Alanna Maynard, Technician, Microbiology, SEIU Rep

### 1. Call to Order:

The meeting was called to order by Sue Conlan at 10.03 a.m. Sue noted that there was quorum at that time.

### 2. Approval of Minutes of June 24th, 2015. Moved by Garry McIver and seconded by Ann Myers.

### 3. Approval of the Agenda.

### 4. Business arising from previous minutes

### 5. New Business

**Department of Labour Inspection:** Garry reported that in July a Department of Labour inspection was carried out on campus. Garry complimented Marcel on his follow up both with the handling and the writing of the report. Marcel stated that during the inspection departmental Heads and other key individuals were available to answer questions from the inspectors.

The inspectors were particularly interested in reviewing radiation safety and laser safety in the Science buildings. Don Stewart and Michael Robertson spoke to them. The University was cited on one piece of equipment on which the wires were frayed and the Physical Plant immediately repaired it. Ian Spooner escorted the inspectors around Geology and

they spent some time in the rock cutting area. It was noted that inadequate footwear was being worn in some cases and that steel toed boots were required. One very old ladder has been removed from service in the labs.

The University was asked to install a suitable eye wash emergency shower because of the nature of some of the chemicals in use. Although there is a plumbed in eye wash across the hall it would not be easy to reach. The inspectors requested an eye wash emergency shower risk assessment for the whole facility. Marcel stated that two units will be plumbed in: one in Room 27 and one outside washroom 14. Five portable units will also be installed by the end of next week.

Marcel also reported that the University has a compliance order for risk assessment of boating safety which is being prepared by Ian Spooner.

**ACTION: Marcel will ask HR to post the compliance notice on the JOHS website.**

Marcel reported that the labelling of asbestos has now been completed in all buildings and that the fume hoods are all up to standard. The inspectors did not get an opportunity to visit the Chemistry department in Elliot Hall, but it was expected that they will return at a later date.

Eveline asked about compliance with regard to boat safety in the Department of Community Development and Marcel agreed to check on that area and follow up with Robert Perrins.

Garry McIver reminded JOHS that the University owns five boats.

James Sanford joined the meeting.

Sue asked whether the University was obligated to have an Occupational Health and Safety Officer and Marcel pointed out that Acadia was not required to have one. Garry pointed out that the inspectors were well aware of the fact that Acadia did not currently have an OH&S Officer.

Teri pointed out that Chemistry still had three cylinders of Uranium scheduled for disposal.

**ACTION: Marcel will follow up on the Risk Assessments and get them returned to the Department of Labour.**

**First Aid Training:** Sue Conlan noted that Greg Deveau used to offer the training but had recently stood down from this role. Sue offered to look at First Aid training by an outside company and suggested scheduling a training session during the Fall Reading Break.

Matthew Guy stated that the First Aid training for RAs had already been conducted in April and that the RAs pay about \$80 each. The University receives a discount. Matthew was also running a Suicide Intervention training session during the Fall Reading Break.

**ACTION: Marcel will determine who in HR is handling the OH&S budget.**

Teri requested funding for a Faculty member to receive Laser Safety training in Halifax.

**ACTION: Sue will contact 'Braveheart' to arrange first Aid training during the October Break. This will be a one-day session and a suitable day will be decided upon.**

**Request for Nominations for Co-Chair:** Sue pointed out that these would be needed for September.

Ann Myers asked for clarification when it came to Building Inspections, and wanted to know what Sodexo would include in their inspection, since the Library Committee already have in-house inspections.

Derek responded that inspections by Sodexo would be two times a year but would not cover offices. The inspection was more designed to cover structural issues.

**ACTION: Derek will forward to the JOHSC members a copy of what is covered in a Sodexo inspection.**

Sue Conlan drew attention to the report from Todd Smith and the Bio Safety Committee. Teri agreed to talk to Todd about some labs in Chemistry.

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

**ACTION: Marcel will ask HR to post the compliance notice on the JOHS website.**

**ACTION: Marcel will follow up on the Risk Assessments and get them returned to the Department of Labour.**

**ACTION: Marcel will determine who in HR is handling the OH&S budget.**

**ACTION: Sue will contact 'Braveheart' to arrange first Aid training during the October Break. This will be a one-day session and a suitable day will be decided upon.**

**ACTION: Derek will forward to the JOHSC members a copy of what is covered in a Sodexo inspection.**

## **7. Schedule Upcoming Meetings**

The September meeting will be held on Wednesday 16<sup>th</sup> September, 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 10:43 a.m.

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Garry Mclver, Co-Chair

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Date

Sue Conlan, Co-Chair

Date