

MINUTES

University Joint Occupational Health and Safety Committee Meeting

KCIC Seminar Room

Wednesday June 24, 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
Greg Deveau, Manager, Technology Consulting, Tech Services, AUPAT Rep
Judy Noel Walsh, Manager, Scholarships and Financial Assistance, AUPAT Rep
Kevin Cleary, Director, Safety & Security
Marcel Falkenham, Director of Facilities
James Sanford, Senior Director, Student Affairs, Administration Rep
Ann Myers, Cataloguing, Vaughan Memorial Library, SEIU Rep
Rosie Hare, Executive Assistant, Office of VP Administration and Finance

Regrets: Matthew Guy, Manager, Residence Life
Teri Gullon, Instructor, Chemistry, AUFA 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. Gary noted that there was quorum.

2. Approval of Minutes of April 29th, 2015. Moved by Judy, seconded by Sue.

Approved.

Approval of Minutes of May 27th, 2015. Moved by Greg, seconded by Marcel.

Approved.

3. Approval of the Agenda.

Kevin asked that the topic 'Hazmat Construction Order handling of Hazardous Materials' be added to the agenda. Ann had comments on Everbridge to be discussed.

Ann stated that at the recent Library meeting several people raised privacy issues with relation to the form to be completed. Greg responded that everyone had been signed up but that the degree of additional information on any individual was entirely up to the individual. That information would be stored on a server in Ontario. The Everbridge privacy policy was also available. Faculty members had similar questions about where the information was being stored.

James asked when a reminder would be sent out to remind employees to sign up. Greg stated that a reminder had been sent out on Monday and that there would be communication to the students in mid-August. James asked whether a link could be installed to the subscription area for those that wished to provide additional information. This is still to be determined.

Kevin pointed out that it took a lot of effort to get this affordable system in place. Kevin is part of a larger group around the Province and receives messages from all around the Province on all of his phone outlets. Kevin noted that individuals can decide how much information they wish to provide in terms of phone numbers. Kevin asked JOHS members to sell this system to employee groups and to point out that this was a purely safety related application.

Greg discussed 'Alertus' which was the extra piece that Faculty needed to sign up for. This would be particularly important in the case of a lock down while in class. Greg will be sending a reminder to Faculty soon to sign up to Alertus. Only 500 licenses were purchased for Alertus.

Kevin noted that many students put their phones on silent during a class, which was another reason that Alertus was necessary.

Eveline asked whether P/T faculty in the Divinity College would be included in this.

ACTION: Greg will check to see how many Divinity College professors or P/T instructors are already on the Everbridge listing.

Hazmat Construction Order Handling of hazardous materials: Kevin reported on an incident of chemicals being dumped behind Elliot Hall. The material was foamy and dumped out of a chemical bucket. Although the material proved to be of no concern, Kevin noted that the optics of this were not good, and stressed that all chemicals had to be disposed of in a proper manner, with the Physical Plant involved. This occurred on 29th May and on the 1st June, 2015.

Kevin also noted that a fridge had de-frosted in Elliot that was full of chemicals. This was handled through an incident report.

4. Business Arising from previous minutes:

Acadia Survey System: Greg stated that Terry Aulenbach was the only administrator for the Acadia survey system that dealt with the incident reports so that he had been unable yet to modify the system and give himself access and ensure that reports were emailed to him. Marcel noted that he normally receives the incident reports anyway.

Greg stated that JOHS needed to consider whether employees should move to the supported survey software system.

ACTION: Move from the Acadia Survey System to the Supported Lime Survey System which Technology Services will maintain.

Judy asked how people report an incident. Greg stated that they would go to the JOHS website and complete the Lime survey.

Kevin liked the fact that Tech Services worked hard to get away from single failure and offered layering levels of service.

Approval of the Building Inspection process:

Gary noted that this had been discussed at the May meeting. Ann asked whether there would now be no further need for the Library to conduct inspections. Greg agreed and Derek stated that the Physical Plant would carry out inspections twice a year. The Physical Plant will also inspect the Divinity College in the future.

Sue felt that employees should be encouraged to report things as they noticed them.

Eveline asked whether a communication would be going out to all of the Building Managers.

Greg asked whether areas such as the Festival Theatre or Denton would need additional inspections. Derek responded that this was already the case and that the Physical Plant carried out daily inspections.

Gary noted that in U-Hall there had been situations where the number of appliances in use in a lounge had been questioned.

Motion to approve Sodexo Corporation undertaking on a twice yearly basis the Building Inspection process, on behalf of the University, in conjunction with the Building Managers. Moved by Kevin, seconded by Greg.

Motion Approved.

Bio Safety Report from Todd Smith: Garry noted that this report had been included with the agenda. Sue had already responded to Todd and thanked him for the progress that had been made.

5. New Business:

First Aid Training: Greg stated that AUPAT employees were requesting First Aid training and also looking for first aid supplies. It was pointed out that these can be obtained from the Physical Plant. It was agreed that there was no individual in place to organize First Aid training at this time.

James Sanford noted that Matthew will be offering First Aid courses for RAs and that perhaps additional spaces could be opened up for staff.

Greg stated that various groups on campus needed different levels of first aid but also that many employees were now overdue.

Ergonomic Assessments: Garry stated that he had brought in an individual from a supplier to carry out ergonomic assessments as needed. There was no charge for this and the chairs were eventually ordered from the supplier.

Asbestos Labelling: Marcel reported that with the help of a part-time student the labelling of asbestos in buildings was proceeding very well. Four buildings had already been completed and Greg had provided a QR code to allow for scanning and linking back to the Management Plan. The labels were colour coded to reflect the degree of hazard. Marcel expected that all buildings would be completed by the end of the summer.

Water Sampling: Marcel stated that water sampling was continuing and first aid kits had been re-supplied. Jay Rees was assisting with these initiatives.

Kevin stated that when he retired from the University Patrick Difford and the same supervisors would remain in place. Kevin noted that summer events were continuing on campus. Students from Horton and from North East King's were on campus over the last two days for graduations.

Marcel thanked Kevin for all of his support on the campus, as did all of the JOHC members.

Kevin thanked the JOHS members for their commitment and sincerity.

Sue thanked Kevin for his contribution to the committee. Gary pointed out that so much of what Kevin handled occurred outside of regular working hours.

James noted that Kevin had raised the bar of what was expected from Safety and Security.

Kevin noted that this had been a tremendous team effort.

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

ACTION: Greg will check to see how many Divinity College professors or P/T instructors are already on the Everbridge listing.

ACTION: Move from the Acadia Survey System to the Supported Lime Survey System which Technology Services will maintain.

Motion to approve Sodexo Corporation undertaking on a twice yearly basis the Building Inspection process, on behalf of the University, in conjunction with the Building Managers.

7. Schedule Upcoming Meetings

The August meeting will be held on Wednesday 19th August, 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 11:05 a.m.

Garry Mclver, Co-Chair

Date

Sue Conlan, Co-Chair

Date