

## MINUTES

University Joint Occupational Health and Safety Committee Meeting  
KCIC Seminar Room  
Wednesday April 20<sup>th</sup>, 2016  
9:30 – 11:00 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  
Marcel Falkenham, Director of Facilities  
Eveline DeSchiffart, Executive Assistant, Acadia Divinity College  
Teri Gullon, Instructor, Chemistry, AUFA Rep  
Judy Noel Walsh, Manager, Scholarships and Financial Assistance, AUPAT Rep  
Derek Parker, General Manager, Physical Plant  
Richard Johnson, Coordinator, Facilities and Operation, Administration Rep  
Patrick Difford, Operations Manager, Safety and Security  
Rosie Hare, Executive Assistant, Office of VP Administration and Finance

**Regrets:** James Sanford, Senior Director, Student Affairs, Administration Rep  
Greg Deveau, Manager, Technology Consulting, Tech Services, AUPAT Rep  
Matthew Guy, Manager, Residence Life  
Jay Rees, Occupational Health and Safety Officer, Sodexo  
Christine Moreau, ASU Equity Officer

### 1. Call to Order:

The meeting was called to order by Garry McIver at 9.30 a.m. Gary noted that there was quorum at that time.

### 2. Approval of Minutes of March 23<sup>rd</sup>, 2016. Moved by Sue, seconded by Teri.

Garry thanked Teri for preparing the minutes of the March meeting of JOHSC.

**Past minutes approved.**

### 3. Approval of the Agenda.

**Agenda approved.**

### 4. Business arising from previous minutes:

- First Aid Sub-Committee Meeting: Richard agreed to call a meeting of the First Aid sub-committee.

**ACTION: Richard will call a meeting of the First Aid sub-committee meeting.**

- Ergonomic Assessment Position 2016-2017: Garry noted that Sue had contacted HR to request that someone be on staff to carry out ergonomic assessments. Julie Orr is leaving and has been training Will Wojic, a Kinesiology student, to carry out assessments. She carried out a number of assessments with Wil present to provide some training for him. Garry noted that an assessment had been carried out on his workstation and Sue confirmed that several assessments had been carried out in the School of Nutrition.

It was agreed that Wil should be given some parameters when assessing the ergonomic needs. Rosie explained the current process and Garry interpreted Article 17:11 to be intended for new faculty members to ensure that their work space and office were fitted out correctly. He noted that difficulties can arise when existing faculty are requesting replacement furniture. Requests currently come to Rosie and are forwarded to Garry for purchase. Garry pointed out that Staples Advantage were currently providing a good product that was reasonably priced.

Richard suggested that requests for ergonomic equipment could come to JOHSC to be prioritized in some way. JOHSC could then contact the Department Heads with recommendations.

Garry suggested that he and Rosie continue to liaise together on purchases and bring the requests to JOHSC.

Eveline stated that in her department they had requested a physio assessment and Richard agreed that this would be a good approach.

Derek stated that Sodexo required staff to have a physiotherapist's assessment first. This was mostly covered through the staff insurance plan.

Sue asked whether Julie or Will could make recommendations for improvements to the current set up for faculty but that if new equipment was required the faculty member would be required to meet with an occupational therapist.

Sue felt that AUFA would not want to use up the budget on small things and not have anything left for a major problem that a faculty member might develop.

Ann noted that employees also need to be trained to sit in a different way after an accident.

It was felt that bringing requests to JOHSC would hold up the process.

Eveline asked whether purchases were tracked and what happened when someone left the University. Rosie does keep track of purchases but once a faculty member leaves the department tends to divvy up the furniture.

- AED Service Agreement Status: Garry had spoken to Jennifer in HR and confirmed that service agreements were in place until March 31<sup>st</sup>, 2018. This covered four AED units. Patrick noted that this area was now under his purview and that there were actually six AEDs on campus and that he would have the other two added to the service agreement. One was near the penalty box in the Arena and one was in the

SUB. Patrick stated that Jeff Hennessy had requested quotes for two more AEDs; one for Denton Hall and one for the BAC.

Richard noted that grants were available and that he could apply for another AED.

Marcel felt that the distance between the SUB and Denton Hall was small and that one AED should be sufficient to cover the two buildings.

Eveline asked whether there was one in Wheelock. There was not.

It was agreed that communication of the locations of AEDs was very important.

- JOHSC Minutes: Garry noted that he and Sue needed to sign off on the minutes of JOHSC meetings.

**ACTION: Garry and Sue will sign all of the JOHSC minutes to date.**

Marcel pointed out that the updated Building Manager list needed to be uploaded and set up on the intranet in a similar fashion to the way in which pay advices were accessed by staff.

Marcel confirmed that labelling would be updated around the campus during the summer.

- Elliot Hall Issues: Marcel noted that adjustments had been made to the existing air handling system and expected that more would be made during the summer. Marcel also requested approval of the Water Sampling Plan. He explained that Mike left a framework to be followed. Annual verification sampling needed to be carried out. All drinking fountains are being sampled manually. In Residence bathrooms and food preparation areas Marcel was suggesting random sampling of four per building until such time as there were indications of a problem. Food services areas such as in the SUB and Wheelock would be sampled annually. This would result in around 120 samplings a year as opposed to 800-1000

Richard pointed out that the SUB was about to undergo a large renovation and that it would be better to wait until that was completed before carrying out fresh sampling.

Marcel stated that the collection methodology would remain the same with a five second flushing carried out. He provided details on the testing procedures.

Eveline asked whether people were still being encouraged not to drink water from the washroom taps.

Marcel confirmed that this remained the case. He was hoping to get more fountains installed this year in the BAC and on the east side of the campus.

Garry felt that the Acadia approach had been a mix of proactive and reactive but Marcel felt the process had been mainly proactive and that Acadia could feel confident about the measures that had been taken. He stated that the Town of Wolfville met all the required specs with their water but that a broad range of Ph levels existed. This

allowed for the water to start to attack fixtures when the Ph level moved away from 7 on the scale.

Marcel noted that this problem was more prevalent in small towns that don't have a corrosion control program on the drinking water supply which would keep the Ph level consistent. The lead is coming from the brass fixtures and fittings because until a couple of years ago up to 8% lead could be included in the brass that was designated as 'lead free'. This explained the readings in Patterson Hall in spite of the fact that there was plastic piping installed.

Marcel stated that SMU and Dalhousie had lead issues in spite of having an anti-corrosion program. At Acadia up to 500 faucets had been replaced prior to testing but there were still issues. Since 2014 lead free fixtures are expected to contain 0% of lead but Marcel pointed out that several older products would still remain on store shelves.

**ACTION: The Water Sampling Program will be endorsed by JOHSC.**

## 5. New Business

Discussion with JOHSC on recurring matters and scheduling of reviews during the year to identify milestone dates for JOHSC Agenda: Garry felt that when preparing an agenda for a JOHSC meeting it would be helpful to have guidelines as to what items should come up throughout the year. It would also be good to know what should be discussed at what time of year. One example would be discussion about WHMIS.

Marcel noted that he had recently met with Marian Reid and that they both needed to get up to speed on the current legislation for WHMIS and then work together on drafting a revised policy to go to Senior Admin. There could be certain departments that needed to have WHMIS instruction.

**ACTION: Marcel and Marian will meet to get updated on the changes to the WHMIS requirements. Derek offered to provide information.**

Marcel also stated that having a Criminal Check was now a condition of new employment at Acadia. A policy will also be developed for this requirement for new hires.

Marcel felt that WHMIS and First Aid tended to be offered during the spring because of employee availability at that time of year.

Marcel felt that water sampling could be looked at earlier in February or March.

Teri noted that she had contacted Todd Smith in Biology about the chemical inventory and also Peter Williams about WHMIS but had not heard back from either to date. Teri stated that a WHMIS session would be offered in early May. This is scheduled three times a year; in May, September and January.

Garry asked what JOHS would like to review at the May meeting.

Marcel felt that Asbestos Management Plan updates could be discussed at the June meeting.

Marcel stated that a change needed to be made to the Water Sampling Program testing dates and that testing would be carried out through the summer. Results of the testing could be provided to the September/October JOHSC meeting and to a Spring meeting.

Sue asked whether parents were asking questions about the water. Marcel responded that the QR code allowed people to scan and go directly to the website for information.

**ACTION: Sue and Garry will map out a meeting schedule for the year considering the items to be covered.**

## **6. Occurrences and Hazards Reports**

Teri discussed one incidence where she entered Elliot Hall one morning to find a very potent odor in the building. A colleague had carried out an experiment in Elliot 221 without using a fume hood. The demonstration went wrong and the fumes spread all through the building. These were strong smells of bleach and bromine. Teri noted that these are very volatile. She was encouraging the students to report incidences such as these.

Richard stated that another two people had slipped on the sloped ramp in the women's changing room.

**ACTION: Marcel will inspect the ramp and also consider some other changes to the Women's changing area.**

Marcel reported that the Steven's Centre was now under construction at the Acadia Athletic Centre.

Marcel stated that a bigger effort would be made on paving in the AAC carpark and some of the walkways on campus. A new entrance was planned for the Vaughan Library.

Patrick had talked to Marcel about an audit of the handicapped parking spaces on campus. Some required fresh paint and others needed clearer signage. Marcel noted that he had the signs ready. He suggested that as the Town of Wolfville had a tender out for painting lines Acadia might be able to piggy back on that.

Derek noted that the stencils needed to be updated.

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

**ACTION: Richard will call a meeting of the First Aid sub-committee meeting.**

**ACTION: Garry and Sue will sign all of the JOHSC minutes to date.**

**ACTION: The Water Sampling Program will be endorsed by JOHSC.**

**ACTION: Sue and Garry will map out a meeting schedule for the year considering the items to be covered.**

**ACTION: Marcel and Marian will meet to get updated on the changes to the WHMIS requirements. Derek offered to provide information.**

**ACTION: Marcel and Richard will inspect the ramp and also consider some other changes to the Women's changing area.**

## **8. Schedule Upcoming Meetings**

The May meeting will be held on Wednesday 18<sup>th</sup> May, 2016 from 9:30 – 11:00 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 10:55 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