

Acadia JOHSC Minutes
Wednesday November 16th, 2016
KCIC Seminar Room
9:30 a.m. – 11:00 a.m.

Present: Sue Conlan, Instructor, Nutrition, AUFA Rep (Co-Chair)
Garry McIver, Coordinator, Purchasing Services, Bus Office, Administration Rep
Ann Myers, Cataloguing, Vaughan Memorial Library, SEIU Rep
Judy Noel Walsh, Manager, Scholarships and Financial Assistance, AUPAT Rep
Patrick Difford, Operations Manager, Safety and Security
Derek Parker, General Manager, Physical Plant
Eveline DeSchiffart, Executive Assistant, Acadia Divinity College
Teri Gullon, Instructor, Chemistry, AUFA Rep
Marcel Falkenham, Director of Facilities
Rosie Hare, Executive Assistant, Office of VP Administration and Finance

Regrets: James Sanford, Senior Director, Student Affairs, Administration Rep (Co-Chair)
Richard Johnson, Coordinator, Facilities and Operation, Administration Rep
Greg Deveau, Manager, Technology Consulting, Tech Services, AUPAT Rep
Suzanne Stewart, KCIC Environmental Center, SEIU Representative
Keith Wilson, Safety and Security

1. The meeting was called to order by Sue Conlan at 9:34 a.m.
2. Approval of past minutes of October 19th, 2016 meeting moved by Patrick and seconded by Garry.

Minutes approved.

3. Approval of the Agenda: the Chair noted that agenda point #2 and #4 would need to be removed because James was not present. Agenda approved as amended.

4. **Business arising from previous minutes**

Update on Ennis Safety Services: Garry received one question from committee members regarding the different labour groups on campus. Garry asked Ennis and they stated that they didn't have the level of detail in their initial report but pointed out that if they undertook any work at Acadia all employee groups would be contacted.

Teri asked whether the University would be moving forward with this and Garry stated that the decision rested with Chris Callbeck. Sue had not had any response from Chris Callbeck at this time. Sue pointed out that when the Ennis Safety Services report was given to Chris Callbeck she

and James had raised their concerns that the Occupational Health and Safety Officer position had now been vacant for so long. Chris Callbeck had identified a GL budget line but it was not large.

Garry stated that Ennis were not expecting any follow up business from Acadia necessarily. Ennis had received the award for Safety and Security on campus again.

ACTION: James and Sue will contact Chris Callbeck for an update on the OH&S Officer and Ennis.

Update on the Regulatory Requirements for First Aid: Derek circulated the Nova Scotia Environment and Labour OH&S Division Guide to the First Aid Regulations. He noted that Acadia has approximately 100 First Aid kits on campus excluding Varsity Sports. The Act required the Employer to pay for training of First Aid on all of its work sites. One employee per shift is required to be trained in First Aid. Derek noted that this would be 24/7 and stated that Acadia was well covered. Several employees had Advanced First Aid. If a company had more than 100 employees they were required to have an Occupational Health and Safety Committee.

Derek noted that records of accidents (Incident Reports) need to be retained for a five year period by Safety and Security. JOHSC reviews incident reports each month but the documentation goes to Safety and Security and needs to be up to date and accurate.

Sue pointed out that incidents do occur that do not involve Safety and Security but that a report still needs to be forwarded to Safety and Security, even if it is a near miss. It was felt that people could be better educated on this point.

Ann pointed out that she had a case where the individual did not want a report to be lodged. Derek stated that there should still be documentation stating that the individual did not want to report. This would free the University from liability. Any report should include the individual's name. Derek noted that some reports may take up to six hours to complete because Sodexo and the Printshop workers are covered by Worker's Compensation. Derek noted that the Department of Labour can be called in by anyone on campus. Something as simple as a slip and fall could result in an insurance adjuster coming in and asking Physical Plant to detail when salt had been applied. Any incident must be documented within 48 hours.

Derek stated that first aid supplies needed to be accessible during all working hours and pointed out that they cannot be in a washroom. First aid supplies and the location or telephone numbers of first aid attendants needed to be posted throughout the site. In labs a list of first responders would be posted.

Derek noted that Safety and Security has a list of First Responders on campus which needs to be up to date. The list that Mike Carter made up is now out of date.

Derek stated that in the Physical Plant they are audited twice a year and they have in place a preventative maintenance program that will allow the system to update the list.

Teri felt that JOHSC needed to identify who had training on campus.

Derek stated that Acadia has 44 units on campus but the regulations only require one trained individual at all times. Acadia has 100 people.

Sue asked whether Acadia met the legislated requirements. Derek agreed that they did.

Marcel joined the meeting at 10.10 a.m.

Because Sodexo and Safety and Security employees are already trained Human Resources are not obliged to train anyone else.

Ann noted that over the years the Library has covered this training from its own budget.

Sue felt that in the future programs with labs would need to add the cost into their budgets.

Marcel stated that the last time he provided a response to the Department of Labour they were satisfied. A list needs to be posted and Derek encouraged the Sciences and the AAC to create their own lists.

Derek also discussed the make-up of the First Aid kits and explained that there were tight regulations about what went into the kits. Various items do expire and need to be replaced. Kits are normally sealed and once the seal is broken they need to be re-inspected. Derek agreed that band aids can be kept outside of the kit boxes. They inspect the kit every month and if it has been opened it has to be re-stocked and re-sealed.

Sue noted that several first aid kits in Huggins were 20 years old and the containers were now falling apart. Derek agreed that these should be renewed and re-stocked but that the University was in good shape as regarded the regulations.

5. **Macro Agenda Items:**

a) **Biosafety Program update:** Sue noted that Todd Smith headed up the committee to look at Biosafety on campus. Teri stated that a summer student had been hired and put together a complete bio-safety document that was circulated to interested parties. The next step had been to identify where there were potential bio hazards and Teri had not heard of any follow up in this area.

Sue suggested that some follow up be done on the bio-hazard policy. Teri stated that in April Todd had emailed her and pointed out that with Mike Carter leaving it had become much more difficult to implement the bio-safety program and to keep on track and liaise with the administration. He noted that they had received their official license from Health Canada to manipulate bio hazards at Acadia which was a new requirement as part of implementation of the Human Pathogens and Toxins Act. He also stated that he had a rough draft of the Bio Safety Manual and the Bio Security Plan as well as draft forms for researchers and instructors to apply for the bio safety permits. None of these are on the Acadia Bio-Safety website. The committee was planning on carrying out a survey but Todd was now on sabbatical from July 1st, 2016.

ACTION: Since Todd was the point of contact for the Bio-Safety Committee Teri agreed to send an email to him and Marcel agreed to reach out to Brian Wilson.

- b) **Campus Communication:** This was really just a reminder that there were things to be communicated to the campus from time to time.

6. New Business

Hazards due to Changes: Marcel reported that interior demolition in Elliott Hall would begin shortly and include asbestos abatement. This would be a type 3 containment and half of the building would be done at a time. Most of the work would take place during the evening and the weekends. Faculty and staff were moving into Willett House.

7. Incident Reports:

Sue reported that an injury occurred in Elliott Hall recently when shelving was being removed from an office. The person took the shelving to a dumpster and while loading it into the dumpster a piece of shelving fell back onto his head causing considerable bleeding. The individual was hospitalized. Marcel suggested leaving this sort of removal to the professional demolition individuals. Items on the shelves could certainly be placed into the dumpster.

Derek noted that one of his staff had been stuck with a needle and reminded Teri to ensure that students put needles into bags and do not put them into the garbage. Sue asked about Sharps containers and Teri noted that Chemistry had lots of these in place.

Eveline expected that students would look after the disposal of their own needles.

ACTION: Marcel agreed to reach out to the Deans of the Faculties to get information on disposal of Sharps communicated.

Judy asked whether all of the sprinkler heads had been replaced in U-Hall. Marcel responded that the ones in Convocation Hall had not yet been changed because it would require staging. This will take place in the spring.

Teri asked whether JOHSC was communicating to the campus items like muster stations in the event of a fire, first aid station whereabouts etc.

Marcel stated that all that information was on the JOHS website.

Teri asked whether JOHSC could send out an email to Acadia-fyi or faculty-staff to update employees on JOHSC activities and covering some basic safety issues.

ACTION: It was agreed to add a discussion on what the email from JOHSC to employees would include, on the January agenda.

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

ACTION: James and Sue will contact Chris Callbeck for an update on the OH&S Officer and Ennis.

ACTION: Since Todd was the point of contact FOR THE Bio-Safety Committee Teri agreed to send an email to him and Marcel agreed to reach out to Brian Wilson.

ACTION: Marcel agreed to reach out to the Deans of the Faculties to get information on disposal of sharps communicated.

ACTION: It was agreed to add a discussion on what the email from JOHSC to employees would include, on the January agenda.

The next meeting will be held on Wednesday, January 18th, 2017 at 9:30 in the KCIC Seminar Room.

The following meeting will be held on Wednesday February 15th, 2017 at 9:30 a.m. in the KCIC Seminar Room.

There being no further business, the meeting was adjourned at 10:46 a.m.

James Sanford, Co-Chair Date

Sue Conlan, Co-Chair Date