

Acadia JOHSC Minutes
October 19th, 2016

Present: Sue Conlan, Instructor, Nutrition, AUFA Rep
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
James Sanford, Senior Director, Student Affairs, Administration Rep
Richard Johnson, Coordinator, Facilities and Operation, Administration Rep
Greg Deveau, Manager, Technology Consulting, Tech Services, 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
Rosie Hare, Executive Assistant, Office of VP Administration and Finance

Regrets: Suzanne Stewart, KCIC Environmental Center, SEIU Representative
Marcel Falkenham, Director of Facilities
Keith Wilson, Safety and Security

1. The meeting was called to order by James Sanford at 9:35 a.m.
2. Approval of past minutes of September 21st, 2016 meeting moved by Garry and seconded by Greg.

Minutes approved.

3. Approval of the Agenda moved by Richard and seconded by Teri.

James stated that he would invited Chris Callbeck to attend a JOHSC meeting in the near future. James and Sue had met with him the previous Monday.

There were no additions and the agenda was approved.

4. **Business arising from previous minutes**

JOHSC Co-Chairs: James reported that he and Sue met with Chris Callbeck to discuss current concerns of the committee. While it is a committee with good attendance there is not a good plan or framework in place to 'action' items. It was felt that it was necessary to

identify a clear line of responsibility around implementing of recommendations and also that resources were needed in order to do that.

Sue noted that Chris had been open and receptive to the concerns and the request for resources and committed to looking into the budget line for the Occupational Health and Safety Officer. James agreed that Chris was supportive of creating a presence on campus and they expected to hear back from Chris in the near future.

James offered to communicate to the JOHS committee once he heard something concrete.

Follow up meeting requested by Ennis Safety Services: Garry reported that the reps (Wanda Balzer and Bob Neilson) from Ennis Safety Services met with him recently and then went on to meet with Marcel. They had studied the JOHSC website beforehand. Marcel was able to answer all of their questions which were broad ranging. They later met with Teri in Chemistry and had more questions in that area. Their final meeting was with Patrick in Safety and Security where they had no further questions. Ennis Safety Services had now produced a Safety Assessment Report for Acadia University which Garry distributed to the committee members.

Garry noted that the purpose of the review was to look at the 'Internal Responsibility System' here at Acadia and directed the committee members to the list of recommendations that had been provided. He noted that Wanda had been very satisfied with the progress and achievements at Acadia to date. Garry felt that a key lacking element was coordinated professional documentation which had become difficult to achieve in the absence of Mike Carter. Various functions required coordination and fitted together under a Master Plan which really needed to be driven by Sodexo or an outside agency in the absence of an on-site O&HS Officer.

ACTION: James suggested that the committee members review the Ennis Safety Services document and send any questions to Garry who would discuss them with Wanda or Bob.

Eveline asked whether Chris Callbeck had received a copy of the assessment and James stated that he would be receiving one shortly.

Motion to receive the report and move it on to Chris Callbeck, moved by Garry and seconded by Richard.

MOTION APPROVED.

First Aid Courses: James and Richard had not discussed First Aid in detail. Richard had spoken to Human Resources and been told that there was no budget line for first aid courses.

Sue pointed out that the campus is required to have a certain number of individuals on campus that are trained in First Aid.

Derek noted that Sodexo was required to have a minimum of one fully trained individual per shift.

James has Mike's file on First Aid and will investigate.

Richard pointed out that in the Acadia Athletic Center there were perhaps 80 employees with First Aid and CPR.

Derek stated that the name of the person with First Aid needed to be posted in certain buildings in addition to Safety and Security providing coverage.

Ann stated that this was posted in the Vaughan Library.

Sue pointed out the importance of complying with legislation to ensure that Acadia would have full coverage under insurance.

ACTION: James agreed to talk to Chris Callbeck again about the GL budget line for First Aid.

Greg was concerned about public areas and Patrick stated that he was currently working with Chris Callbeck to augment the defibrillators that Acadia already has. An initial purchase of six additional defibrillators will be placed in the KCIC, Wheelock, the Library, U-Hall, the Festival Theatre and Safety and Security.

James noted the importance of having a mobile unit on campus to cover events and that now more units were being placed in public buildings.

Rosie suggested that a communication go out to acadia.fyi each year listing the location of AEDs in buildings on campus.

Derek stated that auditors needed to see a good paper trail describing who was trained in First Aid. He suggested that James locate the document created by Mike Carter.

Greg listed provinces where employees were required to have training to be an operator for the defibrillator.

Richard asked where the defibrillator would be during an event and Patrick confirmed that it would be on the Security van. Richard felt that the unit could be brought into the building during an event. Ann pointed out that the AED needed to be very visible and that clear signage needed to be in place. Greg suggested having signage to say that Ext 1103 should be called.

Richard raised the point that it could take 10 minutes so Safety and Security to reach one of the buildings.

James did not feel that Acadia was legally obligated a mobile defibrillator on campus. Derek pointed out though that it was important to post clearly and internally where the defibrillators were positioned.

ACTION: Derek will look into the regulatory requirements for First Aid and James will locate the files left by Mike Carter.

Greg stated that Tech Services would set up a website where employees could sign up. This would allow the University to control the flow and maintain a data base which could also identify which building needed coverage.

5. New Business

There was no New Business

6. Incident Reports:

Sue reported that a professor had assigned a project to their students which involved them selecting a building and carrying out a thorough review of that building, and then reporting concerns to JOHSC. Sue and James had received a number of reviews including a very detailed one from the Student Union Building. There were misconceptions since concerns with the elevator in the SUB were voiced, when in fact there is no elevator for public use.

Greg felt that the professor could match up any deficiencies to the Occupational Health and Safety Act requirements.

Derek pointed out that any deficiencies were picked up by the Physical Plant and that Acadia is up to code.

Garry reported that during the Thanksgiving weekend there was vandalism in the new Biology Building. Someone gained access at 3:00 a.m. through a door that was not secured and then turned on an emergency shower on the 4th floor, which then ran down through several floors below causing substantial damage.

Patrick noted that there was video footage of three males and one female and that the RCMP was working on this case.

Richard reported that someone in the Acadia pool suffered a seizure and stated that the lifeguards did an excellent job in dealing with that and achieving a good outcome.

Richard stated that a girl fainted in the Fitness Center after doing heavy lifts. He followed up with Kelton because she was in Residence. He asked whether there was something further that should be done in terms of follow up.

Teri commented that this was quite common in Chemistry and that she files an incident report when a student faints. Teri generally asks Safety and Security to walk students back to the Residence.

Greg felt that this was a good opportunity for an Occupational Health and Safety Officer to provide follow up because one centralized person would be more efficient than having a number of possible people providing follow up.

Ann stated that there was no process of follow up in the Library.

James noted that whenever Safety and Security was involved a report would be generated and that this would be forwarded to Student Services who then follow up. He suggested that people contact him if they were not sure that an incident report had been filed.

Greg felt that it was important to report any incidents and James pointed out that follow up with the First Responders was important to ensure that they also were OK.

Patrick noted that if a 911 call was responded to on campus, the responders did not have to contact Safety and Security other than to get a door opened up or something similar.

Sue asked about sports teams that come on campus and Richard stated that J. MacLeod has a comprehensive form that includes all contact information on the visiting individuals.

Teri asked about recent changes to rules around sick notes for students that were out sick. Apparently faculty were no longer receiving sick notes and had not been informed about the change in procedure.

James stated that in the past a student would be sick on Monday but wait until Thursday to go to the health center to request a note for his/her professor. This tied up a lot of doctor's time seeing students that were no longer sick and the note would just state that the student had said that they were sick several days earlier. James stated that the doctor would still provide a note if a student presented and was ill at the time.

Teri noted that unexplained absences were problematical in science because students were required to attend a certain number of labs. She noted that at McMaster they tried self-reporting from students.

James stated that this move was to reduce the number of visits that were based on a one day flu or illness that Acadia had no way to verify.

ACTION: James and the Registrar will provide a communication explaining the policy and the procedure for students when they are sick.

James noted that a policy might be that if a student missed more than five consecutive days of classes they would be asked to provide documentation. In an ideal world the student would contact their professor to let them know that they were sick and that they would make up the work.

Teri wanted something in place to require students to contact them and noted the difficulties of keeping contact with 200 students in a large class.

Richard felt that a student would be aware of the number of labs that they had missed and recognized whether they were at risk of being failed in the class.

Both Sue and Teri found out from their students that they were no longer getting doctor's notes.

James stated that there is no clear policy around reporting of sickness.

It was agreed that a consistent policy was needed and James stated that he was acting upon that.

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

ACTION: James suggested that the committee members review the Ennis Safety Services document and send any questions to Garry who would discuss them with Wanda or Bob.

ACTION: James agreed to talk to Chris Callbeck again about the GL budget line for First Aid.

ACTION: Derek will look into the regulatory requirements for First Aid and James will locate the files left by Mike Carter.

ACTION: James and the Registrar will provide a communication explaining the policy and the procedure for students when they are sick.

The next meeting will be held on Wednesday, November 16th, 2016 at 9:30 in the KCIC Meeting Room.

There being no further business, the meeting was adjourned at 10:45 a.m.

Garry McIver, Co-Chair

Date

Sue Conlan, Co-Chair

Date