

## MINUTES

University Joint Occupational Health and Safety Committee Meeting  
Alumni Board Room, Fountain Commons  
Wednesday 25<sup>th</sup> June, 2014  
10:00 – 11:30 a.m.

### **Present:**

Garry McIver, Coordinator, Purchasing Services, Bus Office, Administration Rep  
Mike Carter, Occupational Health and Safety Officer  
Ann Myers, Cataloguing, Vaughan Memorial Library, SEIU Rep  
Derek Parker, General Manager, Physical Plant  
Sue Conlan, Instructor, Nutrition, AUFA Rep  
Marcel Falkenham, Director of Facilities  
Kevin Cleary, Director, Safety & Security  
Rosie Hare, Executive Assistant, Office of VP Administration and Finance

### **Regrets:**

Matthew Guy, Manager, Residence Life  
Greg Deveau, Manager, Technology Consulting, Tech Services, AUPAT Rep  
Teri Gullon, Instructor, Chemistry, AUFA Rep.  
James Sanford, Senior Director, Student Affairs, Administration Rep  
Patrick Difford, Operations Manager, Safety and Security  
Andrea Jeffs, ASU Rep  
Jeff Harvey, Information Technology Specialist, Technical Services

### **1. Call to Order:**

The meeting was called to order by Garry McIver at 10:05 a.m., noting that there was no quorum.

### **2. Minutes of May 28th, 2014 held over:**

### **3. Approval of the Agenda held over:**

Approval of the agenda was left as there was no quorum: the only addition was a discussion of how to achieve quorum.

### **4. Business arising from previous minutes**

#### **Reports from the Sub-committees:**

#### **i) Water Quality Sub-committee**

Mike stated that the extra decals recommending a five second flush had been installed in Residences.

Marcel reported that all filters had now been changed.

Garry questioned whether the water fountain in the basement of U-Hall was safe to drink from and Marcel confirmed that it had been retro-fitted but that he would check.

**ACTION: Marcel and Derek will check that the water fountain in the basement of U-Hall is safe to drink from.**

ii) **Vaughan Memorial Library**

Ann Myers reported that the committee had not met during the last month.

Ann noted that the next meeting of the Library committee will be September 23<sup>rd</sup>, 2014.

iii) **Bio-safety Committee**

Mike reported that work was continuing and that a completed protocol for disposal of animal waste had been completed. By mid-fall it was expected that the work of the committee will be complete.

**Review of Actions from Past Minutes:**

Mike has tested the new fixtures in the KCIC café. Mike also noticed that water for the coffee machine was directly plumbed into the machine, so that he also took various water samples of this.

Sue Conlan stated that in the 4<sup>th</sup> floor food lab in Huggins, there was also equipment directly plumbed into the hot water tap that perhaps should be tested.

Mike confirmed that maintenance of the Autoclave will be included in the duties of the Biosafety Committee. The pressure was 15 p.s.i. and because it was a vessel, an inspection was required. Derek confirmed that an inspection had been carried out by the Department of Labour.

Mike noted that Kevin Cleary generated a list of lead individuals to assist with off campus activities. Mike had generated a list of the safety requirements and requested that the committee look over these, after which it could be circulated to these individuals.

Mike ran through the following areas of the document "Legislated Obligations Related to off-campus Activities": General Safety Considerations; First Aid; Transportation and Use of Chemicals; and Boating Safety.

**ACTION: As a result of feedback from the JOHS committee Mike will elaborate on some of the wording and clarify the wording in some sections. If the lead individuals that have been contacted have questions, they can be addressed to Mike. More information will be provided in the Boating Safety section.**

**ACTION: Mike will work with David MacKinnon to get a collaborative message out to the lead individuals by e-mail.**

Mike confirmed that an AED had been installed in the Student Union Building by the ASU. Fran was still requesting one for Alumni Hall. Mike has shared the inspection check list with the ASU.

Mike recommended bringing the AED program review forward in the fall, likely the September meeting.

**Violence Risk Assessment Process:**

Mike reported that he had started to compile the surveys that had been received. Mike will have a report at the next JOHSC meeting.

**Discussion of Quorum:**

Mike discussed the quorum requirements and noted that several people at the table were none voting members. Voting members were two from administration, two from AUFA, two from SEIU and two from AUPAT. The role of the alternates was discussed.

Kevin noted that there were four pillars: Safety and Security, Facilities, Safety and Security Officer, and Purchasing Services. Many of the individuals in these areas were ex-officio rather than voting members.

It was suggested that alternates may not be being asked to attend in place of the regular JOHSC member.

**ACTION: Mike will talk to the reps on JOHSC and encourage a strategy for the alternates in order to assist in getting quorum.**

**Review of Summary Analysis, Section 28, NS OH&S Act: discussion and recommendations:**

Mike stated that many of Acadia's obligations under the Health and Safety Act were captured in Section 28 of the NS O H & S Act. Mike explained that if Labour Officers came to Acadia they would expect to find a binder that contained the written Occupational Health and Safety program that Acadia was maintaining for training. Mike felt that Acadia would be challenged more in the area of training than they would be in the area of supervision.

Mike noted that he had been working with the U4 group safety leads and that St. Mary's safety lead had also been very helpful. Mike intended to talk to Darrell about the safety leads around Nova Scotia working together.

Mike did not feel that Acadia was ready to conduct a full hazard identification process at this point because it would involve all Heads and Directors and faculty members in a thorough analysis. Mike felt that other gaps could be closed before that.

Marcel pointed out that some departments did have strong documentation that covered numerous scenarios, for example, Safety and Security, Chemistry, Theatre Studies, Nutrition.

Garry felt that a GAP analysis document needed to reflect what was implicit in the Section 28 analysis.

In the instance of five or more employees working off campus, the regulations required a safety rep to be present.

**ACTION: Mike will check with Dave Shutler to see if a Safety Rep would be needed for sites such as Bon Portage.**

Marcel pointed out that other people would be from outside agencies.

Mike noted that hazard risk identification was required for all hazards and referred to the St. Mary's document that was brought to the last meeting of JOHSC. They noted the obligation, stated that they needed to be doing hazard risk identification, and gave a form out to be used by managers and unit heads.

Mike felt that these were the correct individuals to be doing this type of thing.

Kevin asked whether in the Province, there was a review guide with key points that needed to be covered. Mike noted that this procedure was really the background work that was required in order to get to a check list. Mike agreed that unit heads needed more than a blank piece of paper to make a start with.

Derek offered to check the sheets used by the Physical Plant to see whether they could be of use to other units across the campus.

Mike noted the difference between hazard identification risk assessment and inspections, and noted the 'plan, do, check, act' procedure.

Mike noted that inspections need to be carried out on a quarterly basis at the same time as Physical Plant and Safety and Security carrying out inspections.

Mike stated that in the case of reporting of hazards an on-line tool existed but was not known to many individuals.

Identification of circumstances where hazards must be reported to the employer had not been formally defined at Acadia. A system for monitoring (evaluating air quality, asbestos management etc.) would also be required.

Mike also noted that a system for prompt investigation of hazardous occurrences to determine their causes was required, in addition to actions being taken to prevent re-occurrences.

Kevin pointed out that he and Marcel recently dealt with an issue in Chemistry but the concern was that the person on the desk at Security that took the call did not appreciate the risk implications in this particular case (water supply having been turned off which had been being used as a coolant). Mike noted that no voting members from the JOHS committee were involved in this incident.

Kevin felt that if a red flag was raised, Safety and Security knew at present to contact Marcel but that others on the committee would not be contacted. It was felt that privacy issues could be a factor and also that involving the whole committee was unworkable.

Mike noted though that the Department of Labour always expected that members of the JOHS committee would be involved in any investigation.

Audits, maintenance, records and statistics were all required.

Committee members were asked to consider which aspects could be worked on first. Mike would start on inspections and reviewing the check list. This could involve a number of building managers also.

**ACTION: Marcel, Mike, Derek, Kevin and Garry would all review the check list and Mike would look for one more building manager to join the group.**

Mike showed the 2012-13 OHS Training Plan, which showed seven areas:

- First Aid/CPR
- WHMIS
- Dangerous Goods Training
- Workplace Violence Prevention Training
- OHS Act/OHS Obligations
- Judgment Day workshop
- Building Manager Orientation – e-tutorial work done by Greg

Mike noted that the desire to have a student during the summer labeling asbestos had not happened. Marcel noted that a certain amount of re-testing would need to be done due to new regulations regarding acceptable levels of asbestos.

In conclusion Mike suggested involving the building managers in the inspection process and also making the building manager orientation work. The work with the U4 group would also move forward.

Kevin stated that Acadia had a system in place whereby Safety and Security received all accident reports. Kevin recommended pressurizing Safety and Security to endeavour to read all reports that were received in detail in order to ensure that if someone was injured one evening, another person would not be injured the following morning in a situation that had not been addressed. Kevin should be contacted and it was felt that an SOP would be needed.

**ACTION: Kevin will draft something to initiate a Standard Operating Procedure for JOHSC to review.**

## 5. Occurrences and Hazards:

Mike noted that about 20% of occurrences get reported on-line and the remainder are reported directly to Safety and Security. Two streams of reporting were not ideal.

Mike noted that all of the reports that came in on line would be included in his summary of occurrences and hazards, but that not all of those that came into Safety and Security would be because some were insignificant.

Mike reported that a faculty member giving a demonstration to kids received a burn to the hand. The experiment was supposed to give a good display but failed to light while the kids were present, and was set to one side. Later the instructor used a BBQ lighter to ignite the mixture of chemicals and received second degree burns when it went up unexpectedly.

Mike noted that a lot of flammable chemical was involved in this presentation and that perhaps there should be some guidelines in place when demos such as these were being carried out. Terri Gullon will be involved with this on her return in September.

A water supply loss in Elliot had the potential for a dangerous situation since the water was being used as a coolant for chemicals and there was a possibility for loss of control.

There was a broken window in Elliot on the back side of the building and concern about security of chemicals in the building. Kevin added that Tech Services were getting costs on possible security cameras.

Mike reported that an unattended vacuum pump was running in a lab and discovered by Safety and Security while doing their rounds. Mike noted that a plug had burned out in the wall but was not related to the vacuum pump which was old.

Mike asked about chemical inventory and disposal and will re-introduce the obligation to do inventory of chemicals in September for Chemistry. Garry noted that a large order for chemicals had just been made.

Mike listed a few more minor occurrences.

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

**ACTION: Marcel and Derek will check that the water fountain in the basement of U-Hall is safe to drink from.**

**ACTION: As a result of feedback from the JOHS committee Mike will elaborate on some of the wording and clarify the wording in some sections. If the lead individuals that have been contacted have questions, they can be addressed to Mike. More information will be provided in the Boating Safety section.**

**ACTION: Mike will work with David MacKinnon to get a collaborative message out to the lead individuals by e-mail.**

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**ACTION: Mike will check with Dave Shutler to see if a Safety Rep would be needed for sites such as Bon Portage.**

**ACTION: Marcel, Mike, Derek, Kevin and Garry would all review the check list and Mike would look for one more building manager to join the group.**

**ACTION: Kevin will draft something to initiate a Standard Operating Procedure for JOHSC to review.**

**Schedule Upcoming Meetings**

The next meeting will be scheduled for Thursday 14<sup>th</sup> August from 10:00 – 11:30 a.m. The meeting will be held in the Alumni Board Room, Fountain Commons.

A meeting request invitation will be sent with the minutes.

There being no further business, the meeting was adjourned at 11:45 a.m.

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Garry Mclver, Co-Chair

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Date

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Sue Conlan, Co-Chair

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Date