

Acadia JOHSC Minutes

May 18, 2016

Present: 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
Judy Noel Walsh, Manager, Scholarships and Financial Assistance, AUPAT Rep
James Sanford, Senior Director, Student Affairs, Administration Rep
Derek Parker, General Manager, Physical Plant
Richard Johnson, Coordinator, Facilities and Operation, Administration Rep
Greg Deveau, Manager, Technology Consulting, Tech Services, AUPAT Rep
Sue Conlan, Instructor, Nutrition, AUFA Rep
Patrick Difford, Operations Manager, Safety and Security

Regrets: Rosie Hare, Executive Assistant, Office of VP Administration and Finance
Jay Rees, Occupational Health and Safety Officer, Sodexo
Christine Moreau, ASU Equity Officer
Teri Gullon, Instructor, Chemistry, AUFA Rep
Matthew Guy, Manager, Residence Life
Keith Wilson, Safety and Security

1. The meeting was called to order by Sue Conlan at 9:36 a.m.
2. Approval of past minutes for April 20, 2016 meeting moved by Garry and seconded by Ann. Minutes approved.
3. **Business arising from previous minutes**

First Aid Committee Report: Richard reported that he Sue and Gary had met to discuss the First Aid courses. Questions that were raised at the meeting included:

- i) what Acadia's budget would be;
- ii) assuming that there is a limited budget, how do we prioritize the participants;
- iii) how many times per year should courses run and when would be the optimal time to best reach the right people.

Richard talked to Marion Reid who referred him to Kerry Deveau for discussion around budget, but he had not heard back from her

Greg asked if we'd considered doing an in-house instructor – he felt that would be financially beneficial and we could offer it as many times as possible / necessary. He indicated that he had not continued in this role because he had been doing it outside of his regular job and that he'd found it to be quite time consuming, however if it was made a part of someone's job description it would be very economical.

Richard indicated that the committee had discussed doing an RFP in order to hire someone to come in, but agreed with Greg that it would be most cost effective if we had an internal trainer.

Macroagenda - Sue and Garry had drafted a macroagenda for review by the JOHSC and copies were distributed. The purpose of the macroagenda was to try to fill some of the gaps that the Committee felt were occurring due to the loss of the Occupational Health & Safety Officer. It identifies areas that JOHSC feel they want to review on a regular basis and sets a month when that particular issue should be on the agenda.

There was a discussion regarding the 'responsibility' column. Greg felt that this column should identify a JOHSC member who would take the responsibility for being ready to report on at the designated time rather than identifying a department that is most likely to play a role e.g. posting minutes was not a tech services responsibility but the responsibility of a JOHSC member to be sure that it occurs.

Others felt that the 'responsibility' column should be changed to 'involved'. It was suggested that we add 'campus communications' which would include any safety messages or issues that we may want to highlight with the campus community, to this agenda as well as training courses for JOHSC members and EMO briefings.

It was noted that this agenda was merely a tool of the JOHSC and as such, could be adjusted and/or amended at any time as the Committee saw fit.

It was noted that JOHSC is an advisory committee and that it is mandated to make recommendations to administration, not to become involved in operations, and that when needs are identified it is the Committee's role to advise administration rather than take on the responsibility itself.

4. New Business

Bancroft House Flood – There was a flood in BH and Greg had been contacted by staff who were concerned about the possibility of asbestos exposure and/or mold developing as

a result. In turn, Greg had contacted Marcel and he wanted to pass on praise to Marcel for the quick response. Marcel indicated that it was Sodexo who actually did the work. Marcel did a follow up test last week – Marcel indicated that they had found some asbestos that had not been previously identified in the cleanup and the appropriate people had been brought in to deal with it. They have done an asbestos clearing test and all came back clear. Initial spore / mold counts were also done and were fine. They are still awaiting the results from the follow up sample.

Marcel noted that the important lesson from this is to keep the lines of communication open so that staff are not worrying unnecessarily.

OHS Officer Update - Marcel indicated that Health & Safety was part of the mandate for the VP of Finance and Administration. Darrell Youden will be retiring this month and Greg suggested that we invite his successor to meet with JOHSC in August. The Committee agreed that this should be done.

5. **Incident Reports:** May 2nd – trip and fall – scraped knee was treated with bandaid – Marcel investigated but didn't find any broken pavement etc that might have contributed to the fall.

Sue and Garry are still not receiving incident reports - Greg to follow up.

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

Richard will follow up with Kerry Deveau regarding the First Aid course budget.

Greg will follow up on the incident reports to ensure that Sue and Garry are getting copies of them as they come in.

Sue will send out an updated macroagenda with minutes.

7. The next meeting will be held on Wednesday, June 22 at 9:30 in the KCIC Seminar 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