

MINUTES

University Joint Occupational Health and Safety Committee Meeting
KCIC Seminar Room
Wednesday January 20th, 2016
10:00 – 11:30 a.m.

Present: Sue Conlan, Instructor, Nutrition, AUFA 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
James Sanford, Senior Director, Student Affairs, Administration Rep
Derek Parker, General Manager, Physical Plant
Richard Johnson, Coordinator, Facilities and Operation, Administration Rep
Nadine Wilson, Safety and Security
Rosie Hare, Executive Assistant, Office of VP Administration and Finance

Regrets: Garry McIver, Coordinator, Purchasing Services, Bus Office, Administration Rep
Patrick Difford, Operations Manager, Safety and Security
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
Eden Jordan, Safety and Security

1. Call to Order:

The meeting was called to order by Sue Conlan at 10.05 a.m. Introductions were made and Sue noted that there was quorum at that time.

2. Approval of Minutes of November 18th, 2015. Moved by Judy, seconded by Ann.

Past minutes approved.

3. Approval of the Agenda.

Agenda approved.

4. Business arising from previous minutes:

- Review of actions from past minutes:
 - Marcel noted that updating the Asbestos Management Plan document would be completed shortly
 - Teri had not yet inspected the storage cabinets in the Chemistry labs and it was noted that one new cabinet was still to be installed

- Marcel provided an update on the air quality issue in BAC and in Elliot Hall. He noted that in Elliot a heat exchanger had been identified that was linked to another air exchanger. No air filter was present and as a result the fan had become plugged up with dirt and matter from the labs over time. Marcel stated that an outside contractor wearing safety clothing would be cutting an access hole in order to clean the fan. It was hoped that this would fix the problem of the unexplained odours in Elliot. Teri stated that the fume hoods were setting off their alarms at times because they were not drawing sufficient fumes out of the building at the beginning of the term. Marcel agreed that this was the case and hoped that this action would resolve the problem.
 - Marcel stated that a follow up inspection had been carried out in the BAC and it was found that fiber glass insulation was breaking down and had entered the ducting. An outside contractor will remove this from the air mixer in the room.
- **ACTION: Marcel will ensure that the air mixing box in the BAC rooms is fixed.**
 - Teri reported that one of the bad smells in Elliot had been a decaying mouse on a bookshelf.
 - Marcel noted that in the Elliot Hall stairwell there was insufficient ventilation
 - Marcel reported that the edges of the stairs had been taped above the pool area. Richard pointed out that there was a slope in the women's change area that had grip tape that kept coming off and that as a result, people were slipping.
 - **ACTION: Marcel will work out what to do about the ramp in the women's shower room.**
 - Sue asked about the 'off-leash' areas for dogs. Marcel stated that Patrick had brought this forward because the Town was advertising that the Acadia trails were 'off leash' areas as were the dikes. Marcel talked to the Town and the message will be altered as this is not the case.

5. New Business

The Ergonomic Budget was briefly discussed because Julie Orr (who is conducting ergonomic assessments for Acadia) had asked whether the budget could be increased. Marcel asked if requests remained outstanding at this time. Most of the requests had been filled but there remained some pent up needs on campus. Judy commented that an NSCC student had offered to carry out an ergonomic assessment for her recently. This would be for a course project.

It was suggested that when Julie graduates a Kinesiology student could be asked to conduct the assessments. Sue noted that it would be good to have someone in place by September to replace Julie Orr. Rich asked whether a study had been conducted on campus to look at ergonomic set ups for staff and faculty. This has never been done but it was felt that the number of health claims made through Medivea Blue Cross could be reduced, were the University to be more proactive.

6. Occurrences and Hazards Reports

Marcel reported that the Town of Wolfville would be repairing a second break in a water pipe on Horton Avenue that morning.

Rich asked whether there was any update on the Town water. Marcel stated that there were no updates and that the flushing program remained in place on the campus and in the residences.

Marcel reported that prior to Christmas an alarm had been triggered in Seminary as a result of an electrical failure. Electricity feeders are underground and splice off to the buildings. In this case a splice failed on the B Main feeder which caused a fault to occur on the fire alarm in Seminary. At the moment all buildings on the east side of campus are now running off the same A Main feeder. Work began on a repair during the Christmas break but it took all day to first find out where the problems were higher up. Marcel noted that the failure occurred between the Physical Plant and the Nova Scotia sub-station. One good result to all of the checking was that Marcel now had a much better handle on the possible life expectancy of the power lines since they are already 40 years old. Derek noted that Nova Scotia Power had been on campus within 15 minutes of the event.

Marcel stated that he hoped to have a student employed for the summer again and would be looking for useful work for the student to carry out. A general check of the water signs was needed all over the campus as several had fallen down. He asked JOHS members to contact him if there were projects that they needed to have carried out.

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

ACTION: Marcel will update the Asbestos Management Plan document and re-issue this. He will also update the Appendix and post it onto the JOHS website, through the HR department.

ACTION: Marcel will work with Greg to get the QR codes linking to Appendix T.

ACTION: Teri will undertake to inspect all of the storage cabinets in the Chemistry labs herself.

ACTION: Marcel will ensure that the air mixing box in the BAC rooms is fixed.

ACTION: Marcel will work out what to do about the ramp in the women's shower room.

8. Schedule Upcoming Meetings

The February meeting will be held on Wednesday 17th February, 2016 from 10:00 – 11:30 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 10:45 a.m.

Garry McIver, Co-Chair

Date

Sue Conlan, Co-Chair

Date