

MINUTES

University Joint Occupational Health and Safety Committee Meeting
KCIC Seminar Room
Wednesday March 23rd, 2016
9:30 – 11:00 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
James Sanford, Senior Director, Student Affairs, Administration Rep
Derek Parker, General Manager, Physical Plant
Richard Johnson, Coordinator, Facilities and Operation, Administration Rep
Jay Rees, Occupational Health and Safety Officer, Sodexo
Garry McIver, Coordinator, Purchasing Services, Bus Office, Administration Rep

1. Call to Order:

The meeting was called to order by Sue Conlan at 9.34 a.m.

2. Approval of Minutes of February 17th, 2016. Moved by Garry, seconded by Ann.

Past minutes approved.

3. Approval of the Agenda.

Marcel added one item (Air quality Elliott). Sue added one item (Ergonomic assessment). Agenda approved.

4. Business arising from previous minutes:

- Ergonomic assessment. Julie Orr suggested 2 kinesiology students that could take over from her. How the position is funded was questioned. Garry thought it might be a stipend.

ACTION - Sue will check with HR about pay for ergonomic position

- First aid – there was a discussion about who would require training in the May session. There probably is a regulation on how many people need first aid in a workplace. There was discussion that those who may not be required but would like to take it (such as TA's) could perhaps be subsidized but not completely covered from safety funds. It was discussed that because Safety and Security is 24hr then campus is covered by the legislation. Jay indicated that for SODEXO as well, there are a certain number of employees on each shift who have first aid training.
- First aid supplies were all transferred to Jay, so if you need any supplies you can contact HR, but they will pass on to Jay now. Marcel will have a student this summer

who can help with an inventory of first aid supplies. Jay mentioned that the anti-septic wipes are likely expired and will need to be replaced.

ACTION – Richard will call a meeting of the first aid sub-committee before the next JOHSC meeting to plan on-campus first aid training and risk assessment for who gets training on campus.

- OHS – sustainability plan was discussed item by item to update on progress
 - Water sampling – Jay and Marcel did some work, Marcel said he should be able to get resources for this summer. It should be discussed again at the next JOHSC meeting
- AED – Richard said they inspect weekly and monthly. They are thinking about adding a label that will rip to deter people from opening the AED without needing it

ACTION – Garry will check the service agreement on AED's

- Biosafety program – Todd Smith was taking care of it.

ACTION – Teri will reach out to Todd for an update on the biosafety program status

- WHMIS 2015 – Jay said a big change was that the SDS's don't expire anymore and the SDS sections are now standardized. He also said there is a WHMIS 2015 training available online. Marcel said he will talk to Marian in HR about regulating WHMIS on campus. Teri said that chemistry is currently offering training which encompasses both the old WHMIS and WHMIS 2015 to be compliant.

ACTION – Teri will reach out to Peter Williams and biology to let them know when chemistry is offering WHMIS training this spring.

- A brief discussion regarding the chemical inventory occurred. Rich mentioned an app they often use to check the SDS of a chemical. Teri said that the new online system (Quartz) is working well in chemistry.

ACTION – Teri will contact Peter regarding a campus wide adoption of Quartz for chemical inventory

- Asbestos – Marcel will publish the guide on the health and safety website. AUFA asked about it, there is some concern that the knowledge may not be disseminated across campus. Could perhaps to an AcadiaFYI to get the word out, or some formal communication.
- It was noted that the JOHSC minutes need to be posted on the website and are currently out of date. Rosie had said she would post them.

ACTION – Marcel will reach out to Rosie/Greg to get the JOHSC minutes posted

- Building inspections are currently being done through SODEXO. Jay said they are being done twice a year and the inspection reports will be available once done. They are only doing common areas not entering offices etc. If a copy of the report is desired, contact Jay for it, he also schedules with building managers to do inspections. Jay will send the reports to Marcel when done. He noted they use the SODEXO forms, not the Acadia forms.
- Violence Risk Assessment – James will talk to Patrick and do a follow up at the next meeting.
- OHS system gap – James will check for the file from Mike and this can be reviewed in the summer.
- It was questioned if anyone is checking the Health and Safety email since Mike left. Marcel believes Jenn Veinot should, but he will confirm she is checking it. Marcel does get all incident reports.
- Odour issue in Elliott – CDCL company came and did an inspection of Elliott Hall on March 2nd. Pierre (HVAC) and Teri were present; Marcel was there at the start but then

had to leave. Some of the major finds – the labs are at positive or neutral pressure compared to the halls, they should all be negative. They have since increased the exhaust and closed dampers so it doesn't pull outside air. They are still not getting the desired suction. There might be a need for additional cleaning. There may be a need for additional exhausts (besides fumehoods) in some labs. The custodial rooms and washrooms can't control flowrate as well (they have a manual damper), would be better with a phoenix valve. Parts have been ordered to do the replacements. There is a fire safety concerns regarding the pipe chases, they have no fire stopping. Would need to pull off the panels and put in insulation down pipe chases (they are not sealed properly). Reminder that chemicals should be in hoods and all rooms that contain chemicals should have the doors and windows closed. There are mini-hoods on the benches in ELL 308/310 that have two speeds, Marcel wasn't sure what speed they are currently on. In May the main fumehoods will have their alarms checked and be certified. The floor drains have a trap which should have some water in it. Marcel will talk to custodial to make sure that they wet them on a regular basis.

ACTION – Marcel will check what speed the bench fumehoods are on, and check with custodial to confirm they are wetting the floor drain traps in Elliott.

5. New Business

6. Occurrences and Hazards Reports

- There was a report from Elliott about a bleachy smell causing throat/eye irritation
- There was an incident in nutrition where students were working a grape press and a beaker broke and cut the students finger. There was too much material in press, so they will develop a new procedure with cheesecloth.
- There was a slip/fall near Fountain Commons. The path had already been plowed and salted.

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

ACTION- Sue will check with HR about pay for ergonomic position

ACTION – Richard will call a meeting of the first aid sub-committee before the next JOHSC meeting to plan on-campus first aid training and risk assessment for who gets training on campus.

ACTION – Garry will check the service agreement on AED's

ACTION – Teri will reach out to Todd for an update on the biosafety program status

ACTION – Teri will reach out to Peter and biology to let them know when chemistry is offering WHMIS training this spring.

ACTION – Teri will contact Peter regarding a campus wide adoption of Quartzzy for chemical inventory

ACTION – Marcel will reach out to Rosie/Greg to get the JOHSC minutes posted

ACTION – Marcel will check what speed the bench fumehoods are on, and check with custodial to confirm they are wetting the floor drain traps in Elliott.

There being no further business, the meeting was adjourned at 11:04 a.m.

Garry Mclver, Co-Chair

Date

Sue Conlan, Co-Chair

Date