

Acadia JOHSC Minutes  
September 21<sup>st</sup>, 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  
Suzanne Stewart, KCIC Environmental Center, SEIU Representative  
Marcel Falkenham, Director of Facilities  
James Sanford, Senior Director, Student Affairs, Administration Rep  
Derek Parker, General Manager, Physical Plant  
Eveline DeSchiffart, Executive Assistant, Acadia Divinity College  
Teri Gullon, Instructor, Chemistry, AUFA Rep  
Keith Wilson, Safety and Security  
Rosie Hare, Executive Assistant, Office of VP Administration and Finance

**Regrets:** Richard Johnson, Coordinator, Facilities and Operation, Administration Rep  
Greg Deveau, Manager, Technology Consulting, Tech Services, AUPAT Rep  
Patrick Difford, Operations Manager, Safety and Security

1. The meeting was called to order by Sue Conlan at 9:32 a.m.
2. Approval of past minutes of August 11th, 2016 meeting moved by Teri and seconded by Ann.

Under the item: Inventory System – the following change was requested. “Once a year Teri is exporting the inventory document and sending it to Safety and Security *and to the Dean of the Faculty of Pure and Applied Science*”.

Under comments on the presentation from Ennis Systems, on the last page of the minutes, the following change in wording was requested by Marcel: “*It was felt that Sodexo resources could provide assistance to JOHSC*”.

Minutes approved as amended.

3. Approval of the Agenda:

Sodexo Support will be added to New Business.

Indicators for the Visually Impaired will be added to New Business.

There were no other additions and the agenda was approved as amended.

4. **Business arising from previous minutes**

**JOHSC Co-Chairs:** Sue noted that she was not re-offering as a co-chair. Marcel stated that the JOHSC By-laws required the co-chair to be from the AUPAT, SEIU or AUFA employees. As there were no offers Sue kindly agreed to remain for one more year. Matthew Guy has left Acadia and James will think about another alternate to replace him on JOHSC.

**Follow up meeting requested by Ennis Safety Services:** Garry reported that the company would like an opportunity to cost out their services to Acadia. Marcel felt that a budgetary estimate would be useful to have prior to JOHSC taking a request forward to Senior Administration. Garry felt that there would be a possibility to spread services between Sodexo resources and a company such as Ennis Safety Services. They were already providing campus security services and that 2 year contract would come up for renewal this year. This would be an additional service that they could provide to Acadia.

**ACTION: Garry will proceed with speaking to Ennis Security Services and let them know that they can carry out an assessment with no dollar cost to Acadia.**

**First Aid Courses:** Sue discussed First Aid courses and noted that faculty members are looking for these. Sue had forwarded emails from faculty to Richard to see what he was planning for First Aid but had not heard back. A First Aid course had not been offered since the Fall of 2015.

Marcel asked whether HR would play an active role in offering First Aid courses.

Sue felt that Wednesday November 9<sup>th</sup>, 2016 would be a good day to offer this course because of the additional study days that were in place this year.

Sue pointed out that RAs were required to take First Aid but it is not paid for by Acadia. It was noted that they would often be first on the scene in an emergency. It is known that some TAs take their first aid training when it is offered free through the school. Should RAs and TAs be treated in a similar manner?

Derek suggested determining who really needed to take First Aid first.

James wanted to meet with Chris Callbeck to discuss JOHCS and create some structure around First Aid training.

**ACTION: James will meet first with Richard to see what he has put in place for First Aid training. It was felt that there should be some structure and that First Aid should be offered in the Fall and the Spring.**

Since certification only lasts three years there are frequently people in need of re-training. Marcel noted that regulations required that 20% of the workforce have First Aid training. Because all of the Safety and Security employees had First Aid in addition to many others spread around the campus he felt that Acadia was compliant. Acadia had a number of defibrillators on campus.

**Sodexo Support and Resources for JOHSC:** Derek discussed Sodexo providing some of the support and resources to help JOHSC. While it is not required that the University have an Occupational Health and Safety Officer, it is necessary for JOHSC to facilitate some of the activities, and Derek pointed out that Sodexo could assist with this. Determining who needed to take First Aid was essentially a record keeping and paperwork exercise. Derek pointed out that someone still was needed to drive the process.

Marcel highlighted the fact that JOHSC members already have full time positions and that when making recommendations it was hard to get these to the Administration. Chris Callbeck needed to be approached on various issues.

Marcel felt that Sodexo could definitely help on the Administrative side in areas such as developing a new Asbestos Control program. Sodexo had forms in place for recording documentation.

Derek felt that members of JOHSC needed to understand the roles and responsibilities of the JOHS committee and stated that Sodexo could help with the paperwork, recommend actions to be taken, and noted that 50-60% of the safety requirements on campus were met by the Physical Plant. In order to abide by the Occupational Health and Safety Act the Physical Plant needs to cover these areas. JOHSC looks at the rest of the issues to be covered.

Marcel noted that although Acadia was largely in compliance with the Act it was difficult to bring everything in under one umbrella. This became obvious when a GAP analysis was being conducted. Safety and Security, Sodexo, and Teri in Chemistry were covering large areas of safety concerns.

Teri was concerned about what issues needed to be brought up at JOHSC meetings.

Derek stated that using a calendar to highlight which issues should be discussed at which time of year was very helpful. Once this was moved to a spreadsheet reviewing became more automatic. He noted that Sodexo had a computer program that would automatically generate a list of what the Physical Plant needed to be doing.

Marcel agreed that help was needed from Senior Admin in these areas. He had raised the issue of a Health and Safety Officer with Chris Callbeck, highlighting the current gap.

James felt that a conversation with Chris Callbeck was needed. JOHSC needed to know where their recommendations were to go. A number of recommendations had gone forward from JOHSC in the last few years.

Derek noted that the JOHS committee was required to carry out the legislative duties and responsibilities.

**ACTION: Sue and James will talk to Chris Callbeck and Marcel about JOHSC responsibilities.**

## **5. New Business**

**Indicators for the Visually Impaired:** Ann heard from Wendy Robicheau that a visually impaired student had stated that it was difficult to navigate some of the stairs on campus because they did not have a yellow strip to indicate the edge of each step. Without depth perception it was difficult for the student to determine whether these were steps or a ramp.

Ann noted that this was discussed at a recent Library Health and Safety meeting and that they also wanted it to be brought forward to JOHSC.

Marcel responded that he had discussed this with Erin Patterson. Code requires a coloured strip, not necessarily yellow, to be applied. The University only has coloured tape on some flights of stairs to date. He will be working with contractors on this issue and confirmed that any new construction included a contrasting colour on steps.

Ann felt that the tape in the Library was now worn out because it was done several years ago. Derek agreed to check these.

## **6. Incident Reports:**

A bench had fallen over in the change room in the AAC.

Teri noted that the migrating smells were still problematical in Elliot Hall and were sometimes overwhelming in her prep room. Although a specialist was brought in to study this, Teri was not satisfied that they had really determined what the problem was. Her hope was that when the renovation takes place extra fume hoods will be provided and better ventilation will be installed. Teri had emailed Marcel and Pierre to keep them in the loop on this.

Keith pointed out that Safety and Security receive a lot of calls about the air quality in Elliot Hall. He noted that there was no air quality detector on campus and felt that in Elliot this would be something that should be built into the building and register beside the fire panel.

Teri stated that the only place that this might exist would be in the basement of Huggins.

Keith noted that no alarm presently goes off at Safety and Security, but that really it should do so. Safety and Security often received calls first thing in the morning. He also felt that smells work up from the sewer system.

Teri felt that most of the odours are identifiable.

Keith stated that from a Safety and Security point of view it was important to determine whether there was enough oxygen to sustain life. Security also needed to know how many people were working in the building at any given time.

Marcel stated that the proposed work in Elliot would result in little change to the layout but that mechanically there will be a comprehensive overhaul with better air volume controls.

Marcel reported that Lisa Davidson cut her hand on a filing cabinet in August.

During a student led game to capture a fabric tail from another student, two students collided, which resulted in one of the students' wrenching her neck.

In the KCIC research labs a student was washing glassware when it fractured and lacerated two of her fingers. First aid was applied.

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

**ACTION: Garry will proceed with speaking to Ennis Security Services and let them know that they can carry out an assessment with no dollar cost to Acadia.**

**ACTION: James will meet first with Richard to see what he has put in place for First Aid training. It was felt that there should be some structure and that First Aid should be offered in the Fall and the Spring.**

**ACTION: Sue and James will talk to Chris Callbeck and Marcel about JOHSC responsibilities.**

The next meeting will be held on Wednesday, October 19th, 2016 at 9:30 in the KCIC Seminar Room.

There being no further business, the meeting was adjourned at 10:31 a.m.

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Garry McIver, Co-Chair

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Date

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Sue Conlan, Co-Chair

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Date