

MINUTES

University Joint Occupational Health and Safety Committee Meeting
Alumni Board Room, Fountain Commons
Wednesday April 30th, 2014
10:00 – 11:30 a.m.

Present:

Mike Carter, Occupational Health and Safety Officer
Garry McIver, Coordinator, Purchasing Services, Bus Office, Administration Rep
Greg Deveau, Manager, Technology Consulting, Tech Services, AUPAT Rep
Ann Myers, Cataloguing, Vaughan Memorial Library, SEIU Rep
Derek Parker, General Manager, Physical Plant
Teri Gullon, Instructor, Chemistry, AUFA Rep
Sue Conlan, Instructor, Nutrition, AUFA Rep
Kevin Cleary, Director, Safety & Security
Marcel Falkenham, Director of Facilities
Matthew Guy, Manager, Residence Life
Rosie Hare, Executive Assistant, Office of VP Administration and Finance

Regrets:

James Sanford, Executive Director, Student Services, 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 Sue Conlan at 10:06 a.m. Sue confirmed that there was quorum at this time.

2. Minutes of 21st March, 2014:

Motion to approve the Minutes of March 21st, 2014. Moved by Teri Gullon, seconded by Ann Myers.

Approved.

3. Approval of the Agenda:

Approved.

4. Business arising from previous minutes

Reports from the Sub-committees:

i) Water Quality Sub-committee

Mike noted that the sub-committee had not met. 500 decals had now been installed on mirrors and another 130 were still required. Sue asked whether these had a QR coding and Mike confirmed that they just showed a URL address.

ii) Vaughan Memorial Library

Ann Myers reported that the committee met recently and that Erin Patterson was now the Chair. The committee was working over the website documentation to bring it up to date, and looking at disaster response documents. Old material that was no longer relevant had been deleted.

iii) Biosafety Committee

Mike noted that this sub-committee remains inactive but that he met recently with Todd Smith who is gearing up to get the committee back on track. A survey will go out to the 12 individuals in Biology that use bio-chemicals and there will be a process put in place to require those using them to request a permit.

Mike was also concerned about pets in buildings on the campus. It was noted that there is now an arbitrary ban on pets in the new Biology building and a revised policy is making its way to the Executive table. Marcel stated that the last policy on pets on campus did not meet approval at the Executive level.

Kevin asked that he be contacted if pets were seen off lead on the campus.

Matthew felt that an attempt to clamp down would not be welcomed, since there were recent newspaper articles that were in favour of faculty bringing their dogs to campus as a stress reliever for the students.

Sue felt that a more formalized approach during the examination period should be acceptable. Matt noted that there are staff members living on campus who own pets. It was agreed that after Human Resources had updated the policy, the committee should let it go forward to the Senior Executive.

Teri stated that she had contacted Todd Smith, as a fellow Safety Officer to discuss lab safety protocols.

5) Review of Select Items from the Past Minutes

Action #1: Brian Wilson had been invited and would attend the meeting shortly

Action #2: Mike talked to David MacKinnon about putting controls in place around outdoor research and field work

Action #3: Mike circulated the survey on Workplace Violence and received 40-50 responses, which was about 10%. Mike now needs to plot responses across the sectors to check that all sectors have some representation. Greg will work on transferring 'permissions' to Mike so that he has full access to the survey results.

Action #4: Mike has not yet contacted students working for the University. Greg found that this data is not tracked and that no comprehensive list exists in Datatel or with HR. Kevin suggested that it would be necessary to go to all of the managers and ask them which student staff worked for them.

Brian Wilson now joined the meeting at 10:30 a.m. and gave the committee an overview of the existing provisions for off-campus activities. Brian works also with the Emergency Planning group and is looking at evacuation issues.

Brian listed three major research sites used by the University and noted that they were very different sites:

- Morton Centre
- Bon Portage
- Beaubassin

Although the Morton Centre and Beaubassin have a phone and access to a nearby hospital, Bon Portage is more remote and an informal arrangement with local fisherman is in place, with regard to taking students onto and off the island. Adequate supplies of food and water are kept on the island.

Mike pointed out that research can occur in many different places, some could be well up in the north.

Concerns were noted about the use of boats, the necessity for life jackets and training, and also and possible dangers of working in remote locations. Brian reported that students involved in activities such as tracking of Coyotes, do not work alone any more, and that spot tracking devices are now used to pinpoint where students are working. These have the advantage of working outside of cellular range.

Greg asked whether there were set policies to protect the employer if environmental damage is done, and whether a risk assessment management sheet existed.

Brian confirmed that nothing formal was in place and felt that if a policy became too onerous it became difficult to get faculty members to buy into using it. It was felt that Computer Science could set up a database to chart who was out on research and also indicate what rules had been followed.

Kevin noted that when a proposal of this sort was brought to Senior Executive committee in the past, it had been rejected.

Garry McIver pointed out that in the case of an accident occurring the first thing that would be requested, would be documentation; and noted that there was a need to fully inform people ahead of time. Brian felt that a better recording of training that had taken place was required and that a web-based repository of that information would be hugely beneficial.

Mike Carter took the committee through the content of two separate forms: the first was the Acadia University Off Campus Safe Travel Form (used for student events and activities) and the second was a Field Research Safety Plan from Dalhousie University, which requested a higher and more comprehensive level of detail to be provided.

Kevin noted that this was the form that was rejected previously because it was felt to be too restrictive.

It was felt that the Dalhousie Field Resources Studies form was well displayed and included a good level of detail. Brian did not feel that there was overkill but noted that a top-down directive would be needed, if the form was to be used. Brian suggested a meeting with the main faculty members running field trips in Biology and other areas, to invite feedback from them all. Although several are keeping records in a very conscientious way, records are not being kept in a standard manner.

Mike noted that in Chemistry, Teri Gullon had been very firm in detailing what the expectations were, and noted that a higher standard of care needed to become commonplace. Teri suggested a combination approach whereby instructions could point out what the minimum standard was to be met. Having the forms on-line would be more workable and once started, the form could be repeated each year.

Brian noted that he will be on sabbatical next year and probably replaced by Anna Kieft. Brian would be keen for someone from the JOHSC to visit the Morton Centre or Bon Portage at any time.

It was agreed that JOHSC should be looking at these issues around boating safety and other risks associated with field research since it was required by legislation to do so. Marcel noted that there is more legislation these days than there used to be.

Brian agreed to contact Anna Kieft and left the meeting.

ACTION: Kevin will meet with Brian and Anna and agree on the right people to bring to the table to get the discussion started.

ACTION: Mike will package a list of what the requirements are.

It was agreed that Greg could set up the on-line forms for data entry and add a process flow so that once someone signed off, the form would move on to others to complete their section. Share Point was also recommended.

Violence Risk Assessment process:

Covered earlier.

Other Business arising:

Mike reported that Todd and Soren were following up on the needle stick incident reported last month.

5. New Business

Greg reported that as a result of training, there were now 40 new first aiders on campus, and 10 re-certifications. Mike thanked Greg and noted his appreciation for the preparation time and teaching time that was involved.

6. Occurrences and Hazards:

Mike reported that a contractor working in the Biology Department received a significant cut when he sliced his thumb while using a utility knife to open a package.

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

ACTION: Kevin will meet with Brian and Anna and agree on the right people to bring to the table to get the discussion started.

ACTION: Mike will package a list of what the requirements are.

ACTION: Rosie will request the application form for AED's from Richard Johnson.

ACTION: Mike will look again at the loading dock situation. Derek noted that it was also on his radar.

8. Schedule Upcoming Meetings

The next meeting will be scheduled for Wednesday 28th May, 2014 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 11:35 a.m.

Garry McIver, Co-Chair

Date

Sue Conlan, Co-Chair

Date