

MINUTES

University Joint Occupational Health and Safety Committee Meeting
KCIC Seminar Room
Friday 29th August, 2014
10:00 – 11:30 a.m.

Present:

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

Regrets:

Kevin Cleary, Director, Safety & Security
James Sanford, Senior Director, Student Affairs, 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 10:03 a.m.

2. Approval of Minutes of April 30th, 2014. Moved by Matthew Guy, seconded by Ann Myers. Approved.

Approval of Minutes of May 28th, 2014. Moved by Teri Gullon, seconded by Matthew Guy. Approved.

Approval of Minutes of June 25th, 2014. Moved by Garry McIver, seconded by Teri Gullon. Approved.

3. Approval of the Agenda.

Greg requested one addition to the agenda: Start of Semester Communications.
Moved by Ann Myers, seconded by Greg Deveau. Approved.

4. Business arising from previous minutes

Reports from the Sub-committees:

i) Water Quality Sub-committee

Mike stated that the extra decals recommending a five second flush had been installed in Residences and Matthew noted that training for the Residence Assistants included information on the importance and necessity for a 5 second flush of faucets.

Mike noted that he had conducted testing on drinking fountains and will be testing more of them. One parent had expressed concerns but was comfortable after talking to Mike.

ii) Vaughan Memorial Library

Ann noted that the next meeting of the Library committee will be September 23rd, 2014. The elevator in the Library was now working after a lengthy repair.

iii) Bio-safety Committee

Mike reported that he met with Peter Williams and Marcel Falkenham and discussed the possibility of finding funding and hiring a Coop student. A job description has been prepared and Peter Williams will commit to funding 50% of the position, with a further 50% provided by a matching program. The student will be employed from January to April and be supervised by Todd Smith.

Teri also noted that she would be meeting with Todd Smith soon.

Review of Actions from Past Minutes:

Derek confirmed that the water fountain in the basement of U-Hall was filtered and safe to use.

Mike stated that he had forwarded the document he created on guidance for off-campus activities to David MacKinnon and Peter Williams. They were both comfortable with the changes that had been made to the document. It was agreed that Mike would now circulate the document to lead individuals on off-campus activities. Garry felt it better to circulate the document and make changes to the wording along the way if necessary.

ACTION: Mike will work with Peter Williams and David MacKinnon to get a suitable document out to lead individuals on off-campus activities.

Mike noted that after talking to Dave Shutler, he felt that a Safety rep would be needed at Bon Portage. This individual would report back to the JOHSC. Garry agreed that Acadia's main marine asset was at Bon Portage and it was felt that Dave Shutler could be the Safety rep. Mike noted that the Act required that the Safety rep be selected by the employees. Safety and inspection of the marine craft was a requirement.

Violence Risk Assessment Process:

Mike reported that certain areas of the University were under-represented in the initial review of the survey results, but stated that he would continue to work on plugging the gaps that had been identified.

Review of Summary Analysis, Section 28, NS OH&S Act: discussion and recommendations:

Mike reminded JOHSC members of his comments on the electronic document and noted that one of the areas of compliance was Hazard Identification. Once the Biosafety Program was up and running it would cover off the Hazard Identification area. However, there were other areas where Acadia was not moving towards compliance sufficiently quickly.

Mike explained that he planned to meet with Darrell Youden to discuss the St. Mary's document and request approval for Acadia to adopt the wording. Mike noted that he was continuing to work with the U-4 group of Safety Officers, but that it was hard to keep momentum moving forward amongst the group.

Mike believed that the area of "Inspection process" was the first one to focus on, especially since the Physical Plant and Safety and Security already carry out some level of inspection. The website states that inspections by the Building Managers are due every term. Marcel suggested using the fall reading break and the spring reading break to carry out the inspections. That piece still needs to be put in place.

Greg felt that if a schedule was planned out well in advance he and others would be able to assist. Building Managers are able to delegate their responsibilities to others. Building Managers are looking for guidance in this process.

Marcel noted that 30-40% of the buildings on campus were Residences and asked whether SRAs could carry out inspections. Matthew's preference was to have Residence Dons overseeing inspections of the Residences as long as SRAs were also on board with inspections.

Matthew noted that students were quick to point out deficiencies and asked that the forms be tweaked to make them more relevant for Residences.

The committee members were agreed that inspections should be the first item to focus on.

ACTION: Mike will organize the Building Managers to carry out inspections of buildings during the fall reading break and the spring reading break.

5. New Business:

Review of JOHSC Terms of Reference – Representation and Quorum:

Mike noted that currently the act expects that at least half of the committee members be selected by the employees. Greg stated that as the current AUPAT alternate member was away on extended leave, a temporary replacement should be appointment.

The difficulty to achieve quorum was discussed and it was noted that there was no alternate for Garry McIvor and that Darrell Youden did not attend the meetings. The names of possible new members were discussed.

ACTION: Mike Carter will ask Darrell Youden to stand down from the committee and appoint an administrator in his place, and also an alternate. New names will be suggested.

ACTION: Ensure that all alternates are on the distribution list and encouraged to attend meetings.

Teri Gullon stated that she had been asked by AUFA to continue serving on the committee.

ACTION: Mike will add a Vote on new Chairs item to the agenda for the September meeting.

Chemical Safety:

Mike met with Peter Williams and Marcel Falkenham and they prioritized what needed to be done to purge surplus chemicals. This was expected to take place in November 2014. Mike stated that the Chemical Lab Safety Group around campus had all appointed a Safety Lead for this exercise. Marcel will be getting quotes for the disposal of chemicals. Once disposed of, an inventory system will be implemented. Mike will demonstrate different systems that can be used. It was noted that this will cost some money both in systems and in personnel, but will allow Acadia to meet the reporting obligations for chemical safety.

Mike stated that Acadia was not meeting the requirements in the area of chemical weapons, and noted that a watch list of chemicals that could potentially be used to create a weapon was required.

Mike stated that the third step was some fine tuning of the handling processes. WHIMS was due to be retired and a new globally harmonized system would be coming into effect in its place.

Garry noted that the Chemistry department placed a bulk order in August to cover most of the year, whereas other departments tended to order on a more ad-hoc basis. Teri Gullon pointed out that some other ordering did take place through the year in Chemistry. Teri has asked faculty to start to identify their surplus chemicals. There is a new lab assistant in Chemistry, but the individual is only on campus 9 months of the year.

It was agreed that the grandfathering of chemicals was problematical and also pointed out that certain materials are unlabeled.

Revised Asbestos Management Plan:

Mike explained that last year Labour introduced new guidelines had been introduced for asbestos management. The new requirements will have to be reviewed by JOHSC at a future meeting. Pinch & LeBlanc were re-writing the requirements.

It was agreed that Marcel will do a little more work on the Asbestos Management Plan and Protocols before distributing to JOHSC members to review prior to a meeting. Communication would be a key point.

Marcel noted that there has been a change in the allowable percentage concentration down from 1.0% to .5%. Many buildings had been tested in the past with the different guidelines and will now have to be re-tested in case the concentration of asbestos falls within the new guidelines.

Mike asked whether there was a survey for every building and Marcel confirmed that there was for every building dating before 1990. All of the surveys will now need to be updated.

Mike stated that the AED Program review would be added to the September agenda and also reminded JOHSC members that Acadia should be carrying out drills to test response times, should there be an incident.

Start of Semester:

Greg Deveau asked whether fire drills and emergency notification information would be sent out to the campus by Safety and Security. Greg was particularly interested in information to assist with employee safety. He also asked whether there are evacuation signs in the buildings with specific information pertinent to the particular building.

ACTION: Mike will ask where the poster Kevin created is displayed and talk to Kevin about communication around evacuation procedures.

Greg also mentioned slipping and falling on a metal grill outside the Library, on a rainy day.

ACTION: Marcel will check the grill outside the Library building to see whether it is unusually slippery.

6. Occurrences and Hazards:

Mike mentioned the recent crow incidents on campus.

Mike also discussed the number of recent requests for ergonomic assessments. These are taking up a great deal of time. JOHSC members discussed whether they might assist with ergonomic assessments. Mike noted that he is a generalist in training and that on occasion it was necessary for him to bring in an Occupational Therapist.

In general, Mike was not in favour of using a third party provider, especially since each case required multiple visits.

Teri noted that at McMaster University they were required to take ergonomic training. Mike noted that the 'Lunch and Learn' sessions that he held had just led to more requests for assessments.

ACTION: Garry McIvor will ask Staples Advantage whether they have an ergonomic package available since Acadia purchases at a discount rate from them.

ACTION: Mike will speak to Rene Murphy to see whether a Kinesiologist might be available to assist.

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

ACTION: Mike will work with Peter Williams and David MacKinnon to get a suitable document out to lead individuals on off-campus activities.

ACTION: Mike will organize the Building Managers to carry out inspections of buildings during the fall reading break and the spring reading break.

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Schedule Upcoming Meetings

The next meeting will be scheduled for Wednesday 24th September, 2014 from 10:00 – 11:30 a.m. The meeting will be held in the Meeting Room, KCIC Building.

A meeting request invitation will be sent with the minutes.

There being no further business, the meeting was adjourned at 11:40 noon.

Garry McIvor, Co-Chair

Date

Sue Conlan, Co-Chair

Date