

MINUTES

University Joint Occupational Health and Safety Committee Meeting
Alumni Board Room, Fountain Commons
Wednesday 26th February, 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
Andrea Jeffs, ASU Rep
Patrick Difford, Operations Manager, Safety and Security
Sue Conlan, Instructor, Nutrition, AUFA Rep
Derek Parker, General Manager, Physical Plant
Teri Gullon, Instructor, Chemistry, AUFA Rep.
Rosie Hare, Executive Assistant, Office of VP Administration and Finance

Regrets:

Matthew Guy, Manager, Residence Life
James Sanford, Senior Director, Student Affairs, Administration Rep
Marcel Falkenham, Director of Facilities
Kevin Cleary, Director, Safety & Security
Jeff Harvey, Information Technology Specialist, Technical Services

1. Call to Order:

The meeting was called to order by Garry McIver at 10:05 a.m. Garry confirmed that there was a quorum.

2. Approval of the Minutes of 28th January, 2014:

Sue Conlan asked to be added to the Minutes of 28th January, 2014 as she had been present at the meeting.

Mike Carter reported that action items had been followed up on, with the exception of additional testing of the water quality in various buildings on campus.

Motion to approve the Minutes of 28th January, 2014, as revised. Moved by Garry McIver, seconded by Sue Conlan.

Approved.

3. Approval of the Agenda:

Agenda approved with the addition of one item: Marcel asked that Asbestos Labelling be added, as this was a requirement from the Department of Labour.

Approved with additions.

4. Business arising from previous minutes

Reports from the Sub-committees:

i) Water Quality Sub-committee

Mike presented the committee with a draft communication that he and Scott Roberts had worked on together, and invited feedback from committee members. It was intended that the communication go out before the end of February. After discussion, Mike agreed to make minor changes to the wording on the second page. It was felt that it was important to stress that the 10 minute flushing continue.

Mike asked whether an information session could be offered for students in Residence. Matt felt that it was a busy time for students and that it would be preferable to brief the Resident Assistants.

Mike showed a decal containing information that could be placed in Residence bathrooms, either on the mirror or on the wall. The decal stated "To ensure the best possible water quality, we recommend you allow water from this tap to run for a minimum of five seconds before using". Matthew suggested that a different colour should be used for this decal and suggested blue.

ii) Vaughan Memorial Library

Ann Myers reported that the committee met on January 21st and that Erin Patterson was the Chair of the Vaughan Memorial Library committee. The committee was looking at whether emergency lighting was in place and unobstructed. They were also looking at the Disaster Plan, and discussing the elevator.

Ann stated that the committee was going through the inspection check lists.

Mike stated that the check lists were not sufficiently specific, and that in several areas, e.g. ventilation; further parameters were needed.

Water Quality Testing:

Mike reported that no further testing of water quality had been carried out. Next week Mike will sample water in a number of the small homes situated on campus. Mike noted that in the Festival Theatre a filter had been installed on the drinking fountain.

Marcel mentioned that he was waiting for a filter to be installed in the AAC, which was urgent because visiting teams frequently filled their water bottles; so that there was definitely a need for a water fountain.

Safety Provisions for Off-Campus Activities:

Mike reported that he had tried some of his contacts at other universities but had got nothing back. Sue had got the same lack of response. Mike felt that there was work to be carried out with Brian Wilson on campus.

Garry McIver noted that marine safety was very important and that equipment needed to be certified.

Mike noted also that regulations needed to be firmed up to ensure that life jackets were worn at all times. Garry stated that if a motorized vessel was being used, an Operators Card was required.

JOHSC pilot of Violence Risk Assessment form: recommendations:

Mike thanked JOHS members for their feedback and will be working with Greg to incorporate some of the points raised. It will be important to provide very clear instructions to everyone when the survey is sent out. Mike intended to have the survey distributed before the end of the academic year.

Greg raised the issue of an on-line form to deal with analysis of the responses that are received.

The survey will be sent out in March to every employee of the University including students who work for the University.

Other Business arising:

No other business arising.

5. New Business

- **Review of JOHSC Objectives: Recommendations on Training Plan**

Mike showed the original document complete with the formal objectives and questioned whether they were being met and whether JOHS at Acadia was compliant with Nova Scotia Labour Laws. He highlighted an explicit requirement and the implied expectations; noting that the Department of Labour wants to see that hazards have been identified and that training is flowing from that identification. Appropriate controls need to be put in place.

Mike noted that in the Department of Chemistry, controls were very tight as a result of Teri Gullon's leadership, but wondered how to establish the same controls in other departments.

Greg felt that a review of the objectives needed to be an annual requirement.

Mike stated that if there were hazards in the workplace the Employer needed to prove that employees had been fully informed. It was not considered sufficient to post information on the JOHS website.

Greg felt that both the short term and long term objectives needed to be measured, but Mike noted that some of the objectives were not easily measurable and that it would be better to carry out a global scan first to see where those weaknesses were.

Mike felt that this should become a standard of practice. A small working group would be formed to review this.

Different approaches were discussed but Mike favoured a GAP analysis. Mike stated that Section 28 of the Health and Safety Act serves as the requirement of a program and that targets could be built around Section 28. A training matrix was needed for each occupation – something that Derek is already doing in the Physical Plant.

Greg noted that there was no training manager on campus.

Mike stated that documents identifying safe work procedures need to be in place, such as the Lab Safety Manual.

It was agreed that with Mike's position being only half time JOHS was under resourced, and that it was therefore very difficult to be pro-active. Inspections by the Department of Labour are becoming more stringent and represent the biggest risk to Acadia.

Teri Gullon felt it important to demonstrate what was not in place and identify priorities that needed a mention.

It was agreed that a sub-committee would be formed and that Mike would speak to Darrell Youden and let him know the risk that Acadia was taking.

Sub-committee members:

Marcel
Garry
Mike
Sue
Greg

ACTION: Mike will connect with everyone on the sub-committee and discuss the framework of Section 28.

- **Asbestos Management Plan**

Marcel reported that an Asbestos Management Plan was in place and that stickers needed to be applied to door frames of rooms in buildings that contained asbestos. Marcel suggested employing a student to do this work since there were 30 buildings to be labelled.

ACTION: Marcel will talk to Darrell about the identification of asbestos areas on campus and their identification.

ACTION: The Asbestos Survey Report will be moved onto the SharePoint website.

6. Occurrences and Hazards:

Mike noted that there had been a number of slip and falls on ice, but no insurance claims to date.

Mike noted however that this was an area in which the Department of Labour was not satisfied with the reporting process that was currently in place and expected JOHS members to be more fully involved in the follow up to any accident. An example of this was a slip and fall on ice between Carnegie and University Hall. Mike read the report and spoke to the person involved.

Derek noted the need to demonstrate clearly that corrective action was being taken.

Mike reported that a fall with serious injury to a staff worker occurred at the canteen in the AAC.

Teri stated that a student became light headed during a lab in Elliot recently and noted that although the fume hoods were drawing fumes out of the lab, there were a lot of students in the lab with the result that not all vapours were able to be removed from all areas.

Mike described a fire that occurred in Denton Hall when sawdust ignited in a bag on a Sunday afternoon, while sets were being designed. The fire was restricted to the unit but a lot of smoke was vented outside of the building. Unfortunately the venting systems also returned a lot of smoke back into the building, leaving a strong smell of smoke upstairs.

Marcel explained that a red hot screw from the saw fell into the sawdust and started the fire. It was noted that explosions can occur with sawdust. The unit has been taken out of commission for now.

Mike was looking at what tools and gear were needed and what level of ventilation was needed to ensure a safe operation. Currently the area has a lot of clutter

Marcel stated that the Physical Plant was getting the smoke odor under control.

Marcel stated that the Compressed Natural Gas conversion should be completed by April and the new system running by mid-April.

ACTION: A more earnest approach to investigating accidents and incidences will be adopted. In future Mike will contact Derek Parker, Garry McIver or Patrick Difford in the case of a slip and fall incident.

It was noted that incidents in Elliot Hall will come directly to Teri Gullon.

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

ACTION: Mike will connect with everyone on the sub-committee and discuss the framework of Section 28.

ACTION: Marcel will talk to Darrell about the identification of asbestos areas on campus and their identification.

ACTION: The Asbestos Survey Report will be moved onto the SharePoint website.

ACTION: A more earnest approach to investigating accidents and incidences will be adopted. In future Mike will contact Derek Parker, Garry McIver or Patrick Difford in the case of a slip and fall incident.

8. Schedule Upcoming Meetings

The next meeting will be scheduled for Friday 21st March, 2014 from 9:00 – 10:30 a.m.
The meeting will be held in the Alumni Board Room, Fountain Commons.

A meeting request invitation will be sent with the minutes.

There being no further business, the meeting was adjourned at 12:00 noon.

Garry McIver, Co-Chair

Date

Sue Conlan, Co-Chair

Date