

## MINUTES

University Joint Occupational Health and Safety Committee Meeting  
KCIC Seminar Room  
Wednesday January 21<sup>st</sup>, 2015  
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  
Sue Conlan, Instructor, Nutrition, AUFA Rep  
Judy Noel Walsh, Manager, Scholarships and Financial Assistance, AUPAT Rep  
Greg Deveau, Manager, Technology Consulting, Tech Services, AUPAT Rep  
Kevin Cleary, Director, Safety & Security  
Derek Parker, General Manager, Physical Plant  
Eveline DeSchiffart, Executive Assistant, Acadia Divinity College  
Rosie Hare, Executive Assistant, Office of VP Administration and Finance

**Regrets:** Marcel Falkenham, Director of Facilities  
Matthew Guy, Manager, Residence Life  
Teri Gullon, Instructor, Chemistry, AUFA Rep  
Patrick Difford, Operations Manager, Safety and Security  
Alanna Maynard, Technician, Microbiology, SEIU Rep  
James Sanford, Senior Director, Student Affairs, Administration Rep

### 1. Call to Order:

The meeting was called to order by Sue Conlan at 10.06 a.m. Sue noted that there was no quorum at that time.

2. **Approval of Minutes of November 26th, 2014.** Approval of the minutes was held over until later in the meeting.

### 3. Approval of the Agenda.

Approved.

### 4. Business arising from previous minutes

#### Reports from the Sub-committees:

#### i) Water Quality Sub-committee

Mike stated that there was nothing to report since November.

#### ii) Vaughan Memorial Library

Ann Myers stated that the new Fire Warden for the Vaughan Library was Mary Lou Conrad. The Disaster Plan was now in place and ready for distribution. Ann noted that the step on the west emergency exit of the building had been repaired.

iii) **Bio-safety Committee**

Mike reported that the Co-op student (Biology) had started in January and that a schedule had been laid out. It was expected that the Bio-safety program would be complete by the end of the student's work term.

Greg Deveau joined the meeting.

The Minutes of November 26<sup>th</sup>, 2014 were now reviewed. Two corrections were made. Ann pointed out that Aran Silmerym had reported on a quarterly inspection (Erin Patterson was on Sabbatical). Sue Conlan noted that the student that would be hired to work with Mike Carter on ergonomic assessments was a Nutrition student and not an Education student.

**Minutes of November 26<sup>th</sup>, 2014 were approved as amended.**

Greg Deveau pointed out that with Judy Noel Walsh at the meeting, JOHSC had quorum without his presence.

**Review of Actions of Past Minutes**

Mike reported that he had not yet tested the 4<sup>th</sup> floor of Huggins to check for Nutrition, or any checks of staff lounges and kitchenettes. Mike hoped to cover these in the near future.

Mike had discussed Asbestos training with Andreas. An education session would be about one hour and it was agreed that this would fit nicely inside a regular JOHSC meeting. Prior to that date, Safety and Security need to receive a separate training session.

**ACTION: An Asbestos training session will be arranged to take place during the February 25<sup>th</sup>, 2015 JOHSC meeting. Prior to that date, Safety and Security need to receive a separate training session.**

**Violence Risk Assessment Process:**

Mike reported that he had formatted a report structure in Excel and was about one third of the way through loading information onto a chart. One Excel document will show the responses and also show the trends. Mike was including text in the form of comments.

Mike stated that this should be completed by the end of February and at that point JOHSC would need to determine what to do with a prevention plan.

Sue asked why Mike was undertaking to do data entry and Mike noted that he had no admin support while at Acadia.

**Chemical Safety Update, next steps:**

Mike reported that a number of compressed gas cylinders were being removed and that Marcel was looking after that.

Mike noted that some residual radioactive materials remained (three small bottles) but that they were very well shielded. Teri was comfortable that these would be quite safe and Mike commented that they will be removed next year. A company called 'Clean Harvest' would be providing a quote and Mike noted that they also provide a 'guarantee of disposal'. Approximately \$29,000 worth of chemicals had been disposed of to date.

The next step would be to get a Chemical Inventory into place so that old materials were not kept. As chemicals became older their disposal became more expensive. Mike stated that Biology already had an Access database that they had used for several years that worked well for them.

Greg Deveau had reservations about the usefulness of Access in a situation such as this, noting that new versions of Access would not necessarily carry information over properly. New software that was available on the Cloud would be much better and more secure in Greg's view.

Greg felt that a Needs Assessment should be completed to examine what each stakeholder needed. Software could be developed in house or purchased by subscription or maintenance.

Mike reminded the committee that there were reporting obligations with Chemicals Canada.

Derek Parker pointed out that Sodexo already had a good web/Cloud based system in place that was being used by some universities. Sodexo already monitored everything that was present in each building on campus and chemicals would be just one more detail to monitor. He stated that the software was very secure.

Greg Deveau noted that for the end user the software needed to be simple and as user friendly as possible.

**ACTION: Derek will look into the possibility of adding chemical inventory to the database currently used by Sodexo.**

Mike pointed out that there was a current need running parallel to the Chemical inventory, which was the use of a Material Safety Data Sheet (MSDS).

Derek stated that their database was linked to MSDS.

Mike stated that the University currently subscribes to MSDS but that the sheets were not customized. A subscription renewal would be due quite soon.

It was felt that the best people to provide answers about what was really needed would be the lab instructors from both Chemistry and Biology (and possibly Kinesiology).

Kevin Cleary pointed out that Safety and Security should have a general inventory of materials in buildings especially anything considered explosive or materials that could present a high risk to first responders including Fire Departments.

## 5. New Business

### **OH&S Officer: Timeline and priorities:**

Mike informed the committee that as a result of the restructuring in the Health Care System and the reduction in number of Health Authorities, it was likely that his secondment to Acadia would end on April 1<sup>st</sup>, 2015.

Mike's priorities were as follows:

- To complete the Work Place Violence risk assessment process
- To complete the Chemical Safety Inventory
- To set protocols into a document on Water Quality so that another individual could continue with monitoring
- Building Managers and the Building Inspection Process

Derek felt that Sodexo could take over the water quality sampling as long as the time commitment was not too great. Mike felt that water fountains needed to be checked every six months.

Greg Deveau recognized how crucial Mike's role had been to Acadia and did not feel that having the position fall vacant was an option.

Kevin and the committee members expressed their appreciation for everything that Mike did and expressed the hope that he would be able to continue to be seconded to Acadia. All agreed that this was a huge concern and felt that the Administration needed to be pressured to ensure that Acadia continued to have an Occupational Health and Safety Officer.

**ACTION: Sue Conlan and Garry McIver will draft a letter to the Senior Administration, stressing the necessity for an Occupational Health and Safety Officer to continue at Acadia.**

Mike offered to assist with the transition if somebody else came into the role.

### **Return to discussion of the Chemical Inventory:**

Mike noted that the MSDS system company in Halifax was reasonably priced.

**ACTION: Mike will investigate to find out whether Chemical inventory can be included with the MSDS. Mike will also check with Derek to examine the system already in place at Sodexo. This meeting will include Greg Deveau.**

### **Building Inspection Process:**

Mike reported that he will revisit the process to check that it is improved and does what it needs to do. He noted that the sub-committee has re-vamped the questions and that he now needs the committee to review the material and provide any further feedback to him.

**ACTION: Mike will find a common time for the committee to meet and review the building inspection process.**

**Asbestos Education for JOHSC members:**

This matter had been covered earlier in the meeting.

Mike reported that the Nutrition student would be assisting with ergonomic assessments and that she would be starting that day.

Sue asked what would happen next year and Mike felt that if funding was available it should be possible for the same student to continue with this work next year.

Garry suggested that she work with him as he is a part of the process at the end of the cycle. It was agreed that Mike would bring the student around during the afternoon.

**6. Occurrences and Hazards:**

Kevin Cleary stated that his staff were aware of the asbestos notices at the Alumni Hall building which was presently under renovation. These needed to be taken seriously by visitors and staff as there could be disturbed asbestos.

Mike was aware of one student fall during December.

Derek stated that 30 tons of salt had already been used by the Physical Plant in clearing paths and roads on campus.

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

**ACTION: An Asbestos training session will be arranged to take place during the February 25<sup>th</sup>, 2015 JOHSC meeting. Prior to that date, Safety and Security need to receive a separate training session.**

**ACTION: Derek will look into the possibility of adding chemical inventory to the database currently used by Sodexo.**

**ACTION: Sue Conlan and Garry McIver will draft a letter to the Senior Administration, stressing the necessity for an Occupational Health and Safety Officer to continue at Acadia.**

**ACTION: Mike will investigate to find out whether Chemical inventory can be included with the MSDS. Mike will also check with Derek to examine the system already in place at Sodexo. This meeting will include Greg Deveau.**

**ACTION: Mike will find a common time for the committee to meet and review the building inspection process.**

Kevin requested that information be circulated about the muster points for Acadia employees in the case of a fire, both in the summer and the winter months.

**ACTION: Mike will discuss this with Marcel Falkenham.**

### **Schedule Upcoming Meetings**

The February meeting will be held on Wednesday 25<sup>th</sup> February, 2015 from 10:00 – 11:30 a.m. The meeting will be held in the KCIC Seminar Room.

The March meeting will be held on Wednesday 25<sup>th</sup> March, 2015 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 11:15 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