

MINUTES

University Joint Occupational Health and Safety Committee Meeting

Alumni Board Room, Fountain Commons

Friday 21st March, 2014

9:00 – 10:30 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.
Kevin Cleary, Director, Safety & Security
James Sanford, Senior Director, Student Affairs, Administration Rep
Rosie Hare, Executive Assistant, Office of VP Administration and Finance

Regrets:

Sue Conlan, Instructor, Nutrition, AUFA Rep
Patrick Difford, Operations Manager, Safety and Security
Andrea Jeffs, ASU Rep
Matthew Guy, Manager, Residence Life
Marcel Falkenham, Director of Facilities
Jeff Harvey, Information Technology Specialist, Technical Services

1. Call to Order:

The meeting was called to order by Garry McIver at 9:17 a.m. Garry confirmed that there was no quorum at this time.

2. Minutes of 26th February, 2014:

It was agreed that Rosie would send out the minutes of the last meeting in February as they had not been circulated previously.

3. Approval of the Agenda:

Approval of the agenda was left as there was no quorum, but Mike included Teri Gullon, Chemistry Safety Officer and Instructor, to the JOHS committee.

4. Business arising from previous minutes

Reports from the Sub-committees:

i) Water Quality Sub-committee

Mike noted that there was nothing new from the Water Quality sub-committee but that an update had been posted on the website. Mike had only received a couple of responses or questions from faculty and staff.

Mike stated that the decals are ready for Residence washrooms and kitchens. Some locations continue to show levels of lead above 10 mg, but a 5 second flush of the tap drops the level well down.

Mike had discussed the decals with Scott Roberts, who preferred to see them mounted on the mirrors.

Further testing of some of the residential buildings remains to be done, but Mike felt that the situation is in control for now.

ii) Vaughan Memorial Library

Ann Myers reported that the committee will be meeting on Tuesday next week.

Safety Provisions for Off-Campus Activities:

Sue and Mike will have more to report at the next JOHSC meeting. They will work with Brian Wilson and Garry McIver planned to discuss some issues with Ian Spooner. Ian had asked whether information could be put on the website, regarding boat and marine safety, and also wondered whether training could be provided on-site.

Mike questioned who would provide the training and who would pay for it.

Greg felt that Acadia was not required to organize student training. However, Kevin felt that if Acadia was putting students into boats to go to isolated spots such as Heckman's Island or Bon Portage, there was a need for them to take a boat safety course.

Greg felt that students should have standard operating procedures explained to them and that the faculty member needed to be given the right tools to ensure that they were asking their students the correct questions. Greg noted that anyone in a boat should be wearing a life jacket.

Kevin stressed that Acadia needed to prepare the student correctly and instruct them adequately.

Greg felt it would be useful to have a conversation with faculty members that handle outdoor trips, to ensure that they are doing the above.

Garry suggested inviting Ian Spooner and others to attend a JOHSC meeting: Mike felt that this would be a good idea.

James Sanford arrived, thus allowing quorum.

Mike noted that Brian Wilson was the Academic Liaison member on the Emergency Planning Committee. Mike felt that he would invite discussion between Ian Spooner, Brian Wilson and the JOHSC to engage in risk identification and risk assessment.

ACTION: Mike will invite Brian Wilson and Ian Spooner to present at a JOHSC meeting, and discuss risk identification.

Mike noted that there are a number of off-campus research activities (including Polar Bear research) that could require a risk assessment to be carried out.

Teri noted that individuals conducting research up north required formal training before leaving. Many students attending particular conference would be under some guidance from a faculty member.

ACTION: Mike will talk to David MacKinnon about what is currently in place around some of the research grants with regard to liability waivers etc.

James Sanford noted that both graduates and under-grads are involved in field research and it was pointed out that if a student is being paid by Acadia, they become an employee of Acadia.

Distribution of Violence Risk Assessment form:

Mike stated that the survey had not been sent out yet. At the end of the survey form was a list of people that could be contacted if a person had concerns. Mike felt it would be a courtesy to give those people a 'heads up' and he did that the previous day. It was noted that 'Student Services' has recently been rebranded to 'Student Affairs'.

ACTION: Mike will circulate the Violence Risk Assessment form to all faculty and staff later that day.

Kevin was concerned that because of the wording, students might only contact Student Affairs, rather than Security.

Who the survey would go to was discussed and concerns were raised around the difficulty of establishing a comprehensive list of students that were employed at Acadia. Mike noted that Human Resources did not have a list. Greg felt that Datatel should be able to generate a list.

ACTION: Once Greg has checked Datatel for a distribution list, Mike may need to target various managers to ask them to send the Violence Risk Assessment form on to student employees.

James Sanford left the meeting.

Other Business arising:

No other business arising.

5. New Business

Addition of AED to Acadia Athletic Complex: Presentation by Richard Johnson

Mike introduced Richard Johnson, Facility Coordinator at the AAC.

Richard explained that he had applied for a grant through the Heart and Stroke Foundation and had received an additional defibrillator for the AAC.

Both Mike and Kevin thanked Richard for his proactive approach to safety in the building, noting what a difference his presence had made.

Richard felt that two units were insufficient, especially as there was no unit in the hockey area. The new AED would be moved into the north end of the hockey arena, near the squash courts and the High Performance Centre. Richard also hoped to have a portable AED at the Equipment Desk, and felt that an AED should be within eyeshot of each venue.

Greg noted that there are no AEDs on the east side of campus and questioned whether one should be placed in Wheelock Hall.

ACTION: Richard will send Rosie the application form for an AED unit, training and a box. Physio Control is the company that provides them at a cost of \$1500.

Richard noted that people need to be ready to grab AEDs in the case of an emergency and go ahead with using them. The AED will advise if no shock is needed.

Mike asked that the JOHSC members defer the discussion of the placement of other AEDs on campus to the next meeting.

Mike noted that the University lawyers had indicated that a lot of responsibility comes with having AEDs in place.

Richard would prefer the Equipment Desk to be the first point of contact but recognized that it usually wasn't. In reality people playing hockey would just grab the AED nearest to them in an emergency.

The JOHCS formally approved the addition of the AED to the Acadia Athletic Complex and Mike thanked Richard for attending the meeting.

It was noted that the portable AED resides with the Security department, but that the SRMK also have one in their lab area.

6. Occurrences and Hazards:

Mike reported that a needle was incorrectly disposed of at the Student Health Centre.

There was also a needle stick in the Biology Department.

A slip and near fall occurred.

Derek Parker assisted in the enquiry and Mike spoke to Marian at the Health Centre. A needle had been left in a blister pack, still capped, lying on a table. This was a new needle and was unused. The Custodian reported it.

The Slip and fall occurred at the loading dock of the Student Union Building. Mike demonstrated with slides the way in which water drips down from the roof and accumulates on the ramp, and freezes. The delivery man slipped on the resulting ice.

Derek and the Physical Plant will work out how to divert the water.

Mike also met with Ian Morrison and Alisha Romkey and decided that the loading ramp needs to be extended right across the door area. There is also a fence beside the SUB with a large drop and the feeling was that the fence should go because the anchors from the posts are loose and one is completely down.

Greg was concerned that if the fence was removed a student could be more likely to fall.

Garry pointed out that the University insurer would determine that Acadia had not given due caution.

This was in an area with poor lighting and trucks backing up to the loading dock were not able to get perpendicular to the wall.

Derek felt that the chain was a hazard and that the wall should be squared up.

ACTION: Mike will discuss with Marcel and take this area off-line until there was agreement on something that could be done to improve safety.

With respect to the needle stick in the Biology Department, Mike requested Alanna Maynard's assistance. The needle had been used years ago and then left in a paper bag with no cap on the needle.

The person has been given a tetanus shot and the doctor did not consider that anything else was needed.

Mike noted that the Bio-Safety program manual is still not completed. Faculty members are very busy during the term, as are others on the committee.

Teri Gullon asked whether regular inspections are being carried out in the Biology Department. Mike did not think that there was the same level of vigilance that was found in the Chemistry Department. Teri stated that specific needle stick training is provided in Chemistry.

Mike stated that the draft document is in process but that work on it had now been interrupted by about a year. Mike will meet with the Chair of the committee in April to try to push for some progress.

Teri noted that she had inherited labs that were in quite a mess when she first joined Acadia, complete with unlabeled bottles that were difficult to dispose of safely.

Teri felt that the Safety Officer needed to put a lot of pressure on people.

Mike felt that there was a need to draw the Institution's attention to the problem because the Bio Safety program needed to get back on the rails.

ACTION: Mike Carter will speak to Soren who has not been engaged in the process. There is a need for remedial action.

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

Garry suggested putting this agenda item onto an agenda as a single item to be discussed over a 90 minute period.

ACTION: Mike will distribute a 'Risk Assessment' document to the committee, and also determine some objectives.

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

ACTION: Mike will invite Brian Wilson and Ian Spooner to present at a JOHSC meeting, and discuss risk identification.

ACTION: Mike will talk to David MacKinnon about what is currently in place around some of the research grants with regard to liability waivers etc.

ACTION: Mike will circulate the Violence Risk Assessment form to all faculty and staff later that day.

ACTION: Once Greg has checked Datatel for a distribution list, Mike may need to target various managers to ask them to send the Violence Risk Assessment form on to student employees.

ACTION: Richard will send Rosie the application form for an AED unit, training and a box. Physio Control is the company that provides them at a cost of \$1500.

ACTION: Mike will discuss with Marcel and take this area off-line until there was agreement on something that could be done to improve safety.

ACTION: Mike Carter will speak to Soren who has not been engaged in the process. There is a need for remedial action.

ACTION: Mike will distribute a 'Risk Assessment' document to the committee, and also determine some objectives.

8. Schedule Upcoming Meetings

The next meeting will be scheduled for Wednesday 30th April, 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 11:00 noon.

Garry Mclver, Co-Chair

Date

Sue Conlan, Co-Chair

Date