

## MINUTES

University Joint Occupational Health and Safety Committee Meeting  
Alumni Board Room, Fountain Commons  
Wednesday 28<sup>th</sup> May, 2014  
10:00 – 11:30 a.m.

### **Present:**

Mike Carter, Occupational Health and Safety Officer  
Ann Myers, Cataloguing, Vaughan Memorial Library, SEIU Rep  
Derek Parker, General Manager, Physical Plant  
Matthew Guy, Manager, Residence Life  
Sue Conlan, Instructor, Nutrition, AUFA Rep  
Marcel Falkenham, Director of Facilities  
Rosie Hare, Executive Assistant, Office of VP Administration and Finance

### **Regrets:**

Garry McIver, Coordinator, Purchasing Services, Bus Office, Administration Rep  
Greg Deveau, Manager, Technology Consulting, Tech Services, AUPAT Rep  
Teri Gullon, Instructor, Chemistry, AUFA Rep.  
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. Minutes of April 30<sup>th</sup>, 2014 held over:**

### **3. Approval of the Agenda held over:**

Approval of the agenda was left as there was no quorum: there were no additions to the agenda.

### **4. Business arising from previous minutes**

#### **Reports from the Sub-committees:**

#### **i) Water Quality Sub-committee**

Mike stated that the water Quality Sub-committee had not met but confirmed that 200 extra decals had been ordered and would be installed.

Marcel reported that when filters got near to the end of their life they allowed only a diminished flow of water, which proved to be a good indicator. Marcel stated that SMU had found success using a carbon filter, but he was not sure whether a carbon filter

would work in the case of lead in the water. Other universities were also looking at water contamination issues and concerns.

Mike reported that new taps had been installed at the KCIC café and that the staff were wondering whether they should still be flushing the pipes.

**ACTION: Mike will test the new fixtures in the KCIC café, first allowing water to sit for a while.**

Marcel stated that suppliers now state that new fixtures are completely lead free and said that since January 2014 the standard is supposed to be lead free. Marcel expected that it could take some time for old products to go off the shelves though. Mike recommended continuing to flush for now.

**ii) Vaughan Memorial Library**

Ann Myers reported that the committee had met the previous day, and that 10 staff in the Library now had First Aid training. A requisition had been placed for first aid supplies for the Library. Ann also stated that staff working in the Library now had a particular phrase/emergency code word that could be mentioned to others if there was a problem situation.

Marcel was asked about when the elevator is inspected and confirmed that monthly inspections are carried out and that the licensing is an annual occurrence. Repairs are scheduled for the elevator.

Ann noted that the next meeting of the Library committee will be September 23<sup>rd</sup>, 2014.

**iii) Bio-safety Committee**

Mike has been in touch with Todd Smith who has now contacted all the Heads or Directors of units that have faculty and instructors who work in or are involved in bio-safety hazards. Terri will assist with sending a survey out to all of these individuals. Todd felt that this could be handled through the early summer.

Mike noted that the program was 80% complete but that the survey results would complete it.

Marcel asked about a service agreement for the Autoclave.

**ACTION: Mike will work with Todd to see that maintenance of the Autoclave is part of the duties of the Bio-safety committee.**

**ACTION: Derek will check with Craig to see whether the Autoclave is under 15 p.s.i.**

**Review of Actions from Past Minutes:**

Mike reported that Kevin had met with Brian Wilson and Anna Kieft to decide on a list of the right people to bring to the table to discuss off-campus activities, and had provided Mike with that list.

**ACTION: Mike will follow up on the list of individuals for off campus activities and provide a list of what the safety requirements are.**

Rosie had requested application forms for AED's and had received them from Richard Johnson. Mike noted that Fran in Alumni Hall had requested that an AED be installed in that building. Mike provided her with the Heart and Stroke application forms but also noted the on-going cost of maintaining an AED in a location on campus. Although Heart and Stroke provide the case, the equipment and the training, the rest is left to Acadia to fund.

Mike noted that JOHSC makes the recommendation for AED's on campus and considered that the Festival Theatre would be a more logical location.

**ACTION: Mike will advise Fran that the committee recommends installation in the Festival Theatre rather than in the Alumni Hall.**

Mike noted that the AED's were clustered in the Gym and SRMK, whereas on the east side of campus there was just one in Security and in the Student Union Building.

It was noted that the ASU had their own JOHSC and therefore had not needed to go through JOHSC when making the decision to install an AED in the SUB.

**ACTION: Marcel will speak to the ASU about one of their JOHSC members joining the Acadia JOHSC for some discussions.**

Sue was concerned about shared liability with the ASU and felt that a meeting should be held with the ASU Vice Presidents.

Mike noted that an annual review of AEDs was required by the JOHSC.

**ACTION: Mike will look at the AED program and see when the next scheduled review is due.**

Mike pointed out that the existing date was February, but that it had not been done last February. Sue suggested that this be done during the summer.

JOHSC will next meet in August.

Mike noted that the final action item was to look at the loading dock situation at the Student Union building. Derek confirmed that the ramp will be changed to make it full width, which would be happening soon. Also a fix for the dripping gutter was being designed.

Marcel stated that the fence and chain has been taken down altogether as it is not needed any more.

**Violence Risk Assessment Process:**

Mike reported that the surveys have stopped coming in and that Greg had built a tool for Mike to be able to use to roll the results into a summary document. Mike pointed out that student employees had not been included in the survey and that one strategy would be to reach out to them in the fall.

Mike felt that when he summarized the responses, he would find some areas where no response was received, and that it would be necessary to go back to those areas and request some input.

**ACTION: Mike will summarize the violence risk assessment survey results and identify areas that did not respond.**

Sue commented that following a recent shooting, a Calgary university was planning to provide instruction to students in situations like this. Marcel noted the Mt. Allison was engaging in training of this sort, as was Holland College.

It was noted that NSCC conduct lockdown exercises and had lockdown pull stations. Sue wondered whether JOHSC might be expected to address this. Marcel stated that Kevin had looked into various approaches for Acadia and had been working on this issue for some time. NSCC was a single building whereas Acadia comprised many buildings. Finding an affordable option is a challenge.

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

Mike reminded the committee that when the Labour Officers visited and inspected what used to be the EKM Hospital they were insistent that Section 28 of the Act be fully complied with.

Mike circulated the summary document and detailed the gaps that existed at Acadia. In the area of provision for training and supervision, Section 28 expected to see a clear training plan, which would be shown as a matrix, demonstrating how for every occupational group certain training would be required. The matrix would show how that training had been executed.

Training at Acadia tended to be more ad-hoc.

Another area of concern was around written work procedures. Although certain units on campus were thorough, such as Theatre or Chemistry and Sodexo, many areas lacked documentation.

Derek offered to share resources from Sodexo including their training matrixes, noting that they are 100% compliant. Derek noted that although it was labour intensive to get this up and going, the procedure ran smoothly once in place.

Mike thanked Derek for offering the training methods but also noted that the information would need to be stripped out since there were many differences across the campus. Different critical paths but same concepts.

Sue felt that although some people were missing, the conversation could be started.

Mike stated that in an attempt to gather resources for this he reached out to the U4 group and reported that the other three universities had agreed to share resources and collaborate with Acadia. Mike also mentioned SMU and demonstrated their safety program which is well developed and is posted on-line.

A five page training document was shown. Each Head or Director was expected to be responsible for their employees competence and training, and to document it. All employees were offered a 2 hour intro into the OHS course. All Senior Management, Deans, Directors, Chairs, Managers and Supervisors were expected to take a one day training course in OHS. Derek noted that in Sodexo this was all incorporated into their hiring package.

Mike expected that this level of training would be required by law for JOHSC members in the next couple of years.

Matthew joined the meeting.

Mike felt that the website needed to show what training was available, as this document did, but also felt that the document put a lot of responsibility onto people who would not yet be ready for that level of responsibility, even if they were provided with training themselves.

Sue asked how Acadia could ensure that a 2-hour training was conducted at the time that an individual was being hired. Faculty members were often hired close to the start of term with many other things to be attended to at that time.

Mike noted that in his other organization every second Monday was an orientation session for new hires. This would be a full day and safety filled 20% of the day. No new hires would do anything until they had been given this training and orientation.

Mike will work with the U4 group to identify where the gaps are, and use the St. Mary's document also.

Marcel pointed out that Mt. Allison, Bishops and St. F.X. were from different Provinces and different jurisdictions.

Derek stated that fines would be coming out in Nova Scotia around incident investigation and analysis – if the investigation form was found to be incomplete.

Mike noted that this can be built but that it also has to be made to work. A better job needed to be done on inspections. Mike was thankful that both the Physical Plant and Security carry out regular inspections.

**ACTION: Mike will forward his GAP response document out to the U4 institutions for them to identify any gaps.**

Mike noted that the role of this committee was to think about the risk that was being incurred and to think about what needed to be done.

Sue asked that this item be on the agenda for June, 2014.

## **5. Occurrences and Hazards:**

Mike reported that a couple of occurrences at the AAC, both visitors to the AAC, had occurred. One was a broken glassware event.

Mike noted that a contractor laying tile was working with a mini-grinder and breaking up floor cement with a hammer, but not wearing any protective eye glasses. Mike spoke to him about personal safety and Acadia expectations for his work there.

Marcel stated that the elevator in the Vaughan Library will be re-fitted. A humidity problem in the AAC also needs to be addressed during the summer. A running track, tile work and matting is being installed in the gym. Marcel also noted that there will be a new entrance with columns and signage.

Marcel stated that donations are now in place for renovations to commence on the 4<sup>th</sup> floor of Patterson during the summer. This space will be for the School of Business.

Work on the Welcome Centre will start in July.

The CNG plant is now up and running and two boilers have been re-fitted.

The ASU is building an addition to the east entrance and to the AXE lounge which will address accessibility and visibility.

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

**ACTION: Mike will test the new fixtures in the KCIC café, first allowing water to sit for a while.**

**ACTION: Mike will work with Todd to see that maintenance of the Autoclave is part of the duties of the Bio-safety committee.**

**ACTION: Derek will check with Craig to see whether the Autoclave is under 15 p.s.i.**

**ACTION: Mike will follow up on the list of individuals for off campus activities and provide a list of what the safety requirements are.**

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**ACTION: Mike will look at the AED program and see when the next scheduled review is due.**

**ACTION: Mike will summarize the violence risk assessment survey results and identify areas that did not respond.**

**ACTION: Mike will forward his GAP response document out to the U4 institutions for them to identify any gaps.**

**Schedule Upcoming Meetings**

The next meeting will be scheduled for Wednesday 25<sup>th</sup> June from 10:00 – 11:30 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 11:30 noon.

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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