

## MINUTES

University Joint Occupational Health and Safety Committee Meeting

KCIC Meeting Room

Wednesday 24<sup>th</sup> September, 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  
Teri Gullon, Instructor, Chemistry, AUFA Rep  
James Sanford, Senior Director, Student Affairs, Administration Rep  
Judy Noel Walsh, Manager, Scholarships and Financial Assistance, AUPAT Rep  
Rosie Hare, Executive Assistant, Office of VP Administration and Finance

### **Regrets:**

Kevin Cleary, Director, Safety & Security  
Greg Deveau, Manager, Technology Consulting, Tech Services, AUPAT Rep  
Patrick Difford, Operations Manager, Safety and Security

### **1. Call to Order:**

The meeting was called to order by Garry McIver at 10:01 a.m.

### **2. Approval of Minutes of August 29<sup>th</sup>, 2014.**

The minutes of August 29<sup>th</sup>, 2014 were deferred to the next meeting because they had not been circulated.

### **3. Approval of the Agenda.**

Mike requested one addition to the agenda under 'New Business': First Aid Training. Also a request to add an update on the disposal of chemicals to the end of 'Business Arising'. The agenda was approved as amended.

### **4. Clarification – JOHSC Members**

Mike provided an update on the JOHSC membership, stating that Darrell Youden will step down and appoint a new member in his place.

### **5. Election of Co-Chairs**

Mike welcomed Judy Noel Walsh who would be serving as a temporary alternate member for AUPAT and offered to carry out a half hour orientation with Judy.

Both Garry and Sue agreed to re-offer for one more year. There was general approval and relief from the JOHS Committee members.

## 6. Business arising from previous minutes

### Reports from the Sub-committees:

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

Mike noted that there had been no recent meetings but that Mike had done some additional water sampling in the Student Union Building. They were still doing 10 minute flushes in that building but recent test results in other buildings indicated that this could be reduced and still give the same result.

Marcel reported that in spite of the flushing the water usage on campus was below 30 million gallons (down from 54 million gallons in the past) as a result of new refrigeration units and repairs of leaking copper piping. Marcel noted that other universities were also experiencing similar challenges with relation to lead in copper fixtures. Although lead free fixtures were now available, it would take quite some time to get older fixtures replaced that contained up to 8% lead.

#### ii) **Vaughan Memorial Library**

Ann noted that the Library committee met yesterday. The committee went through the fire monitor evacuation procedures for the whole building. This will be integrated into their Disaster Plan. The next meeting will be October 21<sup>st</sup>, 2014.

#### iii) **Bio-safety Committee**

Mike reported that there had been no meetings but that Peter Williams and Todd Smith had arranged funding for a co-op student with an opportunity for matching funds of 50%. That position will start in January.

Mike discussed the picking up of sharps waste and noted that it needs to be autoclaved before it leaves the campus. There is an agreement with Valley Waste who will truck it to the landfill but Mike stated that other universities generally contract this out to a waste disposal firm who collect it and autoclave it before shredding it. During the process of autoclaving the sharps the technician in the Biology department had an explosion in her Autoclave machine. Although the machine was not damaged, this was a reminder that there is some risk involved.

Sharps disposal is done twice a year and much of it comes from the medical center. Mike felt that in the future Acadia might engage a waste disposal firm.

**ACTION: Mike will source out the cost of a waste disposal company to handle the autoclaving of sharps.**

Terri will pass on to the Chemistry department the fact that autoclaving takes place, because sharps coming from Chemistry could have chemicals on them that would not be safe.

Terri met with Todd recently and shared ideas about safety in general with respect to what they do in Chemistry for training. Terri noted that there are labs in the Chemistry building that can handle E-coli which would mean that they would be affected by Government safety training that is being offered for Bio-safety.

Mike noted that a Compliance officer from Transport Canada was in the area last week but did not visit Acadia. She was looking for evidence of compliance with regard to waste disposal and TDG issues in particular.

### **Review of Actions from Past Minutes:**

Garry noted that the minutes had not been distributed but it was still possible to discuss a number of actions.

Garry stated that Staples Advantage did have some capability in the area of ergonomic assessments and stated that they were proposing to offer a seminar to "Train the Trainer". Mike noted that members of the committee had offered to help with this at the last meeting, noting that the Train the Trainer program was pretty good.

James suggested asking Gary Doucette because most of the ergonomic problems were centered around workstations and the technology on those workstations. James felt that if the technicians were given some training they could offer advice at the same time as installing technical equipment/workstations.

Mike detailed the cost of the Train the Trainer course. Mike felt he had sufficient funding in his budget for a couple of people to attend if necessary.

Derek noted that the Physical Plant used King's Physiotherapy for their assessments, with good results.

**ACTION: Mike will discuss ergonomic training with Rene Murphy and also discuss with Gary Doucette. Mike will also speak to King's Physiotherapy to see if anyone would be available to do training for assessments.**

Garry asked about the slippery grill outside the BAC. Mike had checked it and agreed that it was slippery. Marcel had not had an opportunity to check on this.

### **Violence Risk Assessment process**

No progress on this item.

Mike discussed chemical disposal and noted that he had finalized the members of a Lab Chemical Disposal group on campus and that they were all keen to organize chemicals by mid-October for disposal. Once the chemicals had been disposed of it would be necessary to put in place a process for an inventory system.

## **7. New Business**

### **Request from Acadia Divinity College:**

Mike had received a request from the Divinity College to have an ex-officio member attend the JOHSC meetings, since they were a separate entity on campus. Marcel noted that Sheila Levy used to attend.

Committee members all agreed to the request.

**ACTION: Mike will inform the Divinity College that JOHSC would welcome an ex-officio member joining from the Divinity College.**

James asked about the ASU rep on the JOHS committee and agreed to check with Chelsea Spinney who was the new rep.

#### **Review of AED Program:**

Mike brought up the Automatic External Defibrillator (AED) program document and noted that a review was required annually in January or February. AED training is included in all First Aid training and inspections are occurring with regularity, especially in the AAC, Kinesiology and Safety and Security. Every two years a visiting technician comes in and does a full check including renewal of the batteries.

James asked whether legislation had changed around AEDs. Mike responded that it remained fairly silent on AEDs. There had been no occurrences that would demonstrate a need to introduce additional AEDs.

Matthew asked what happened if there was an inspection which resulted in an AED being taken out of service and asked whether the campus would be notified. Mike confirmed that he would be contacted if this was the case and that he in turn would contact the technician for immediate replacement if necessary.

**ACTION: Mike will change the wording in Item 4.4 to reflect that fact that the Safety Officer would contact the technician for immediate maintenance and replacement of faulty AEDs if necessary.**

Mike suggested that as we move towards more and more programs such as the GAP analysis, there should be a number of Policy and Procedure documents put in place. There could be a main over-arching Health and Safety Policy that the Senior Admin would be asked to approve, and below that would be a number of specific policies that worked to support that and that would not require Senior Admin approval.

James agreed that having the Joint Occupational Health and Safety Committee operating according to the laws of Nova Scotia was the most important thing from the Senior Administration perspective. The other pieces were processes or procedures that could fit within the structure.

Mike hoped that the information on what the committee was doing could still be communicated to the VP Administration, but ideally a process would not be held up at that point.

An example was the Working Alone Policy. Mike will discuss this with Darrell Youden. Policies or processes that would require financial resources would still need to be sent forward to Senior Admin, but in general it was more productive to work with the people who were closest to the issue; for example, the Safe Travel policy.

Garry noted that insurance implications were often a concern and noted that they did their best to mitigate any possible problems.

**ACTION: Mike will make the discussed changes to the AED Program and will discuss with Darrell the architecture of how various programs could work well.**

### **First Aid Training:**

Mike noted that Greg needed to step down from offering First Aid courses on campus, having taught them for 2 or 3 years. Mike noted that it had been helpful to have someone embedded at Acadia when offering the courses, but also noted that the quality of Greg's delivery of the courses had been exceptional. The committee members all expressed appreciation for the commitment that Greg had shown in this area.

Mike stated that he had a quote for a First Aid course to run in October during the Study Break, and noted that the costs would now be a lot higher.

James wondered whether someone from the inside could be found to offer courses and suggested assistant coaches as being one possibility.

Matthew noted that there was a number of student RAs to be trained and that they generally contracted the training out to a company called Braveheart.

**ACTION: Mike will talk to Kevin Dickie to see whether Assistant Coaches could be available to offer First Aid training.**

Mike went back over a couple of action items from the previous minutes.

Mike was working with the Building Managers and had sent out the list of Building Managers to all of them. As a result he received feedback and had to make a number of changes to the listing. Mike had let them all know that an inspection would be performed during the October Break.

Mike also mentioned that Kevin Cleary was updating the poster and communications around evacuation.

Mike was working with Peter Williams and David MacKinnon on the document around off campus activities. Heather Hemming had provided four additional names to Mike from the Faculty of Professional Studies. Peter Williams had suggested that dates be provided for First Aid, WHMIS and TDG training, so that these were in place before the message was sent out to the various Departmental Heads and faculty individuals. It was felt that this might soften the blow somewhat.

**ACTION: Mike will send the message out regarding expectations for off campus activity training to Departmental Heads and faculty members, including information on the dates available for First Aid and WHMIS courses.**

#### **8. Occurrences:**

Mike reported that an employee from the Physical Plant had a fall onto his head and that also a member of the community experienced a fall on the pool deck which resulted in a bang to the head.

Marcel reported that work had commenced on the Alumni Hall building and that work was progressing well on the Patterson Hall 4<sup>th</sup> Floor. The main entrance of the Arena was now complete and work was starting on the inside walls.

Marcel noted that the Library elevator had been refurbished and that all issues there were being addressed.

A dehumidification unit was being installed in the AAC building. This will provide cooling in the Fitness Centre when heat is not required.

Garry stated that three Japanese mini trucks were currently on loan and were replacing golf and mini-carts. Garry noted that there had been delays with the delivery of the three that are being purchased. The loaned items had only temporary licenses and Garry noted that the liability is covered by the company that is selling them to Acadia. These vehicles have right hand drive and are used vehicles from Japan.

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

**ACTION: Mike will source out the cost of a waste disposal company to handle the autoclaving of sharps.**

**ACTION: Mike will discuss ergonomic training with Rene Murphy and also discuss with Gary Doucette. Mike will also speak to King's Physiotherapy to see if anyone would be available to do training for in house assessments.**

**ACTION: Mike will inform the Divinity College that JOHSC would welcome an ex-officio member joining from the Divinity College.**

**ACTION: Mike will change the wording in Item 4.4 to reflect that fact that the Safety Officer would contact the technician for immediate maintenance and replacement of faulty AEDs if necessary.**

**ACTION: Mike will make the discussed changes to the AED Program and will discuss with Darrell the architecture of how various programs could work well.**

**ACTION: Mike will talk to Kevin Dickie to see whether Assistant Coaches could be available to offer First Aid training.**

## Schedule Upcoming Meetings

The next meeting will be scheduled for Wednesday 29<sup>th</sup> October, 2014 from 10:00 – 11:30 a.m. The meeting will be held in the Seminar Room, KCIC Building.

The November meeting will be scheduled for 26<sup>th</sup> November, 2014 from 10:00 – 11:30 a.m., location to be decided.

A meeting request invitation will be sent with the minutes.

There being no further business, the meeting was adjourned at 11:25 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