

**MINUTES OF JOINT HEALTH & SAFETY COMMITTEE  
PROCÈS-VERBAL DU COMITÉ MIXTE D'HYGIÈNE ET DE SÉCURITÉ**

Name of employer / Nom de l'employeur	St. Thomas University	Workplace location / Lieu de travail	Fredericton
Phone number / Numéro de téléphone	506-452-0630	Date of last meeting / Date de la dernière réunion	July 25, 2022
Date of meeting / Date de la reunion	August 29, 2022	Name of secretary / Nom du (de la) secrétaire	Jason Scarbro
Co-Chairperson / Coprésident-e	Jason Scarbro (Employer Co-Chair) / Dave Dunbar (Employee Co-Chair)		
Members present / Membres présents	Philip Cliff / Ann Smith / Bradley Votour / Jason Scarbro / Garry Hansen		
Absent	Dave Dunbar		
Guest(s) / Invité(s)			

**Business carried forward / Affaires reportées de la dernière réunion**

Date of origin / Date d'origine	Discussion topic / Sujet de discussion	Target date / Date visée	Action and by whom / Mesures prises et par qui	Date completed / Date d'achèvement
March, 2019	Workplace Violence Policy	Priority	<ul style="list-style-type: none"> <li>- A draft has been circulated to the Committee for review. Some feedback has already been provided.</li> <li>- Question was asked whether security and campus police take non-violent intervention training. Philip was confident they do.</li> </ul> <p>Review of May 2022 discussion</p> <ul style="list-style-type: none"> <li>- The Committee was thanked for their feedback on the policy.</li> <li>- Draft policy was reviewed by the VP (Finance &amp; Admin) who has experience working on violence policies and has provided his feedback. Jason and Ann will review this feedback and revise the policy as required.</li> <li>- Next steps: policy will go to senior leadership; then union; and finally, be presented to faculty/staff after final review/approval.</li> </ul>	
November, 2014	Request for Fire Wardens	Priority	<p>Review of March 2022 discussion:</p> <ul style="list-style-type: none"> <li>- Feedback has been provided to Philip. No further action from the JHSC required at this time.</li> </ul> <p>Review of May 2022 discussion:</p> <ul style="list-style-type: none"> <li>- No new progress to report.</li> </ul>	
August, 2014	Power outage concerns		<p>Policy to be developed for response during power outages.</p> <p>Issues include:</p> <ul style="list-style-type: none"> <li>- Dark stairwells or hallways</li> <li>- Fire alarms don't work</li> <li>- Ventilation</li> <li>- Accessibility (elevators don't work)</li> </ul>	

			<p>Need to integrate with class cancellation policy (Jason)</p> <p>Fire warden could play a role</p> <p>UNB does not have a policy, but security believes one should exist</p> <p>Concept of 5-minute waiting period (to be researched further)</p> <p>Jason reported on feedback received from other universities, including CBU which has a policy. Information gathered will be reviewed to see if it might lead to a procedural document at STU.</p> <p>Other topics of discussion include: VOIP and students in residence.</p> <p>Review of May 2022 discussion:</p> <ul style="list-style-type: none"> <li>- Recent late morning power outage due to blown circuit (brown out) caused some initial confusion on protocol for staff to remain onsite or go home. Discussed need for clear policy. Philip has been working on a draft document, however, noted that each building has unique issues related to emergency lighting, alarm systems, and accessibility which can be challenging when developing one clear policy (as well as the time of day the outage occurs)</li> <li>- NB Power onsite and killed power to campus until 6pm. Email sent out early afternoon that those able to work from home could do so. Suggested sending message through mass notification system as most staff/students have cell phones set up for this system.</li> <li>- Question on what process is in place for buildings with key entry card accessibility when power is out and potential phone issues once VOIP is implemented? Philip said it affects front door (not individual rooms) and wheelchair accessibility. In residence RA's stand by door and let students in.</li> <li>- Policy recommendations can be sent directly to Philip.</li> </ul>	
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October, 2019	Insurance coverage for internship students who are on work placements.		Jason and Philip will meet to determine scenarios and responsibilities.	
January 2021	New process for Form 67		<p>Action Item – HR will send out a message to employees regarding the new process and will make necessary changes to the STU website.</p> <p>Review of May discussion:</p> <ul style="list-style-type: none"> <li>- A message to staff has been drafted and is ready to go out. May also schedule to send out in the Fall again as a reminder.</li> </ul> <p>Review of July discussion:</p> <ul style="list-style-type: none"> <li>- Message was sent out to staff. Reminder message and message to faculty will go out in September.</li> </ul>	
June 2021	First Aid certifications		<p>Check into First Aid certifications to see what refreshers or recertifications are required. Dave Dunbar will be contacted to see where things stand.</p> <p>Review of October discussion:</p> <ul style="list-style-type: none"> <li>- No update on training dates</li> </ul>	
June 2021	COVID Protocols		<p>Review of May discussion:</p> <ul style="list-style-type: none"> <li>- Nothing new to report – There are a limited number of people on campus now and we are in good shape.</li> <li>- Questions raised by staff and public (as it is generally just campus requiring masks). It is status quo for masks until further notice. Masks also good for other virus that are circulating, such as norovirus and influenza).</li> </ul>	
September 2021	New AED's		The AEDs are on back order.	
October 2021	Draft Communicable Disease Prevention Plan		<p>Review of May discussion:</p> <ul style="list-style-type: none"> <li>- Policy was reviewed by VP Academic &amp; Research and VP Finance &amp; Admin.</li> <li>- Policy sent to staff union with no feedback and has gone to FAUST for their review.</li> <li>- Policy will go to President after union approval.</li> <li>- May have better sense on status of review/approval by next meeting.</li> </ul> <p>Review of July discussion:</p> <ul style="list-style-type: none"> <li>- Policy was re-sent to FAUST for feedback.</li> </ul>	

January 2022	Replacement of departing members		- Jason has contacted the two unions asking that replacements be identified.	
July 2022	Implications of UNB going smoke-free		<ul style="list-style-type: none"> <li>- Questions were raised about the implications on STU of UNB going smoke-free.</li> <li>- STU plans to take a status quo approach for now but will monitor the impact and will revisit if problems arise.</li> <li>- The smoking area outside of JDH (close to Tim's) is of particular concern. The possibility of eliminating that smoking area was discussed but concerns were also raised about enforcement.</li> <li>- Signage may need to be refreshed to assist with enforcement.</li> </ul>	
<b>Standing items / Points permanents</b>				
	Acceptance of minutes from May 2022		Motion to approve: Garry Hansen Seconded: Philip Cliff	
	Updates on accidents and first aid		- None.	
	Any health or safety concerns brought forward by employer or employees to committee members		- None.	
	Any health or safety concerns arising from workplace inspections		- None.	
	Health or safety concerns and/or information brought forward by JHSC members		- None.	
<b>New business / Affaires nouvelles</b>				
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Date of next meeting /  
Date de la prochaine réunion: September 26, 2022

Co-Chairperson (employer) /  
Coprésident-e (employeur) : \_\_\_\_\_  
Co-Chairperson (employee) /  
Coprésident-e (salariés) : \_\_\_\_\_

<b>Bathurst</b>	
Place Bathurst Mall, 1300 St. Peter Avenue, Suite 220, Bathurst NB E2A 3A6 Fax: 506 547-7311 or 506 547-2982	Place Bathurst Mall, 1300, avenue St. Peter, pièce 220, Bathurst, NB E2A 3A6 N° de télécopieur : 506 547-7311 ou 506 547-2982
<b>Grand Falls / Grand-Sault</b>	
166 Broadway Blvd., Suite 300, P.O. Box 7244 Grand Falls NB E3Z 2J9 Fax: 506 475-2568	166, boulevard Broadway, pièce 300, case postale 7244, Grand-Sault, NB E3Z 2J9 N° de télécopieur : 506 475-2568
<b>Dieppe</b>	
30 Englehart Street, Suite F Dieppe NB E1A 8H3 Fax: 506 859-6911	30, rue Englehart, pièce F, Dieppe, NB E1A 8H3 N° de télécopieur : 506 859-6911
<b>Grand Bay-Westfield</b>	
P.O. Box 160 Saint John NB E2L 3X9 Fax (Southwest Region): 506 738-4050	Case postale 160, Saint John, NB E2L 3X9 N° de télécopieur (Région du Sud-ouest) : 506 738-4050

