

**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	November 29, 2021
Date of meeting / Date de la reunion	December 20, 2021	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		
Absent			
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	Ann has been able to make progress on the Policy in recent weeks. Jason and Ann will be meeting soon to review the revised draft. The draft may be ready for the JHSC in January.	
November, 2014	Request for Fire Wardens	Priority	A draft document has been created but requires further revision. Review of December discussion: <ul style="list-style-type: none"> - Document has been drafted and reviewed by the Emergency Response Committee. - Philip will be circulating the draft to the JHSC for feedback. 	

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"> - Dark stairwells or hallways - Fire alarms don't work - Ventilation - Accessibility (elevators don't work) <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>	
January, 2018	Computer cords causing trip hazards in JDH. May be helpful to check with HIL at UNB to see how they handle this problem.		FM recently received pricing for receptacles. This pricing will be reviewed. The need for a solution is clear based on a recent event held in JDH.	
November, 2018	Floor lighting in Kinsella Auditorium		FM spoke with contractor. There is lighting on the end on the rows, but it is dim. The contractor will be exploring this soon. The current challenge is that LED lighting would be too bright for the venue. Light shields were suggested but they would either break easily or would create a trip hazard.	
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>Philip explained the new process from WorkSafeNB on using their online Form 67.</p> <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>	
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"> - No update on training dates 	

June 2021	COVID Protocols		Review of December discussion: - No updates; status quo at this time for second term.	
September 2021	New AED's		- The order is pending final approval. We plan to order the same model we currently have in the O'Keefe Centre.	
October 2021	JHSC Training		- Registration for the online training appears to be straight forward. Brad will look into signing up. - There are in person sessions currently scheduled for January and February.	
October 2021	Draft Communicable Disease Prevention Plan		- Jason will put the draft in the Teams folder so the committee can review.	
Standing items / Points permanents				
	Acceptance of minutes from November 2021		Did not have quorum so decided to wait until next meeting to approve minutes Motion to approve: N/A Seconded: N/A	
	Updates on accidents and first aid		- None	
	Any health or safety concerns brought forward by employer or employees to committee members		- Ann updated the committee that the Study Hall Monitors are having to remind students more often about COVID protocols. Ann has also been doing walk-throughs to assist with compliance. COVID fatigue seems to be at work.	
	Any health or safety concerns arising from workplace inspections		- None.	
	Health or safety concerns and/or information brought forward by JHSC members		- None.	
New business / Affaires nouvelles				

Date of next meeting /
Date de la prochaine réunion: January 2022

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

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