



**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	January 24, 2022
Date of meeting / Date de la reunion	February 28, 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 / Rick Sharpe / 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	Ann and Jason have been working on a revised draft in January and February, which is near completion.	
November, 2014	Request for Fire Wardens	Priority	A draft document has been created but requires further revision.  Review of February discussion: - Philip circulated the draft to the JHSC for feedback in advance of our January meeting. He asked that feedback be provided as soon as possible.	

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>	
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"> <li>- No update on training dates</li> </ul>	

June 2021	COVID Protocols		<p>Review of February discussion:</p> <ul style="list-style-type: none"> <li>- The University plans to leave COVID restrictions in place for the remainder of the Winter Term. Compliance issues are expected given upcoming changes to masking requirements.</li> </ul>	
September 2021	New AED's		<ul style="list-style-type: none"> <li>- The AEDs are on back order.</li> </ul>	
Ongoing	JHSC Training		<ul style="list-style-type: none"> <li>- Brad has now completed both the online and the face-to-face portions. Both sessions took about 1 day to complete.</li> </ul>	
October 2021	Draft Communicable Disease Prevention Plan		<ul style="list-style-type: none"> <li>- Garry has agreed to draft a revised Policy for review by the JHSC.</li> </ul>	
January 2022	Replacement of departing members		<ul style="list-style-type: none"> <li>- Jason has contacted the two unions asking that replacements be identified.</li> </ul>	
<b>Standing items / Points permanents</b>				
	Acceptance of minutes from January 2022		Motion to approve: Ann Smith Seconded: Garry Hansen	
	Updates on accidents and first aid		<ul style="list-style-type: none"> <li>- An employee had an apparent slip and fall while working out of province. The incident is believed to be serious and required a visit to the hospital. HR will contact the employee to gather more information on the incident and will report back to the Committee.</li> </ul>	
	Any health or safety concerns brought forward by employer or employees to committee members		<ul style="list-style-type: none"> <li>- A concern was raised about a ladder and chair partially blocking the emergency exit on the 3<sup>rd</sup> floor of ECH.</li> </ul>	
	Any health or safety concerns arising from workplace inspections		<ul style="list-style-type: none"> <li>- None.</li> </ul>	
	Health or safety concerns and/or information brought forward by JHSC members		<ul style="list-style-type: none"> <li>- None.</li> </ul>	
<b>New business / Affaires nouvelles</b>				



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

Bathurst	
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