



**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	December 20, 2021
Date of meeting / Date de la reunion	January 24, 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 / Dave Dunbar / Garry Hansen		
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 should be ready for the JHSC in February.	

<p>November, 2014</p>	<p>Request for Fire Wardens</p>	<p>Priority</p>	<p>A draft document has been created but requires further revision.</p> <p>Review of January discussion:</p> <ul style="list-style-type: none"> - Philip recently circulated the draft to the JHSC for feedback. He has asked that feedback be provided in advance of our next meeting so he has an opportunity to respond to the group at the meeting. - In the meeting, Garry asked for clarification on scope of roles in the draft procedural document. Philip said that it was adopted from UNB's document and that role definitions were up for discussion. - A question was asked about whether the document would speak to those with accessibility needs (namely those with mobility issues). Philip said the current version does not address this and that it may be best to address situations on a case-by-case basis. Ann mentioned that UNB sometimes uses "safe rooms". - It was suggested that this issue be raised as part of the feedback process so Philip can explore it further. 	
-----------------------	---------------------------------	-----------------	--	--

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		<p>Review of January discussion:</p> <ul style="list-style-type: none"> - There have been multiple reports of students not wearing masks while on campus. Staff members have raised concerns and FM staff have responded by increasing their walk-throughs. On a positive note, there is little to no gathering in groups in public spaces (i.e., lounges). - Staff who have to enter residence buildings have been provided with masks that meet the Public Health definition of a "better mask". 	
September 2021	New AED's		<ul style="list-style-type: none"> - The order is pending final approval. We plan to order the same model we currently have in the O'Keefe Centre. 	
Ongoing	JHSC Training		<ul style="list-style-type: none"> - Brad completed the online portion and is scheduled for the face-to-face portion in early February. 	
October 2021	Draft Communicable Disease Prevention Plan		<ul style="list-style-type: none"> - Jason recently placed the draft in the Teams folder so the committee can review. He has asked that feedback be provided in advance of our next meeting so he has an opportunity to respond to the group at the meeting. 	
Standing items / Points permanents				
	Acceptance of minutes from November and December 2021		<p>November: Motion to approve: Garry Hansen Seconded: Ann Smith</p> <p>December: N/A (no quorum)</p>	
	Updates on accidents and first aid		<ul style="list-style-type: none"> - None 	
	Any health or safety concerns brought forward by employer or employees to committee members		<ul style="list-style-type: none"> - Question was raised about posters in elevators and whether regulations prohibited this due to fire hazards. Philip said that inspectors have not raised any concerns, but agreed to follow up to confirm whether this is allowed. 	
	Any health or safety concerns arising from workplace inspections		<ul style="list-style-type: none"> - None. 	
	Health or safety concerns and/or information brought forward by JHSC members		<ul style="list-style-type: none"> - None. 	



New business / Affaires nouvelles

January 2022	Replacement of departing members		<ul style="list-style-type: none"> - We have recently lost two members of the JHSC. - Jason will contact the two unions to discuss possible replacements. 	
--------------	----------------------------------	--	---	--

Date of next meeting /
Date de la prochaine réunion: February 28, 2022

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

Bathurst	
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
Grand Falls / Grand-Sault	
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
Dieppe	
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
Grand Bay-Westfield	
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