



**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	October 2, 2018
Date of meeting / Date de la reunion	October 30, 2018	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	Janet Mullin / Jason Scarbro / Garry Hansen / Tim O'Brien / Matt Robinson / Philip Cliff / Dave Dunbar		
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
	JHSC members must complete training		Janet Mullin – Book for June.	
November, 2014	Request for Fire Wardens	Priority	<p>Dave went from floor to floor in every building (except BMH) looking for people to volunteer to be a fire warden.</p> <p>27 people volunteered. Only remaining concern is HCH as there is only one person who has volunteered in that building.</p> <p>The fire warden policies have been forwarded to the fire inspectors. The inspector needs to review before training can take place.</p> <p>Fire inspector has been out for a period of time. Dave has drafted responsibilities for the fire warden role. Once approved internally, Dave will train others. UNB may be able to assist with the training.</p> <p>We need to finalize our muster stations.</p>	

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>	
February, 2015	No pets to work policy		<p>A new draft has been created that considers recent situations involving emotional support animals and the duty to accommodate. FAUST and STUSAU reviewed draft policy and University is now considering feedback received.</p> <p>Rollout will take place after new Drugs and Alcohol Policy is communicated.</p>	
March, 2017	Education regarding completing the Form 67		<p>A discussion was held to determine the best method to build awareness of this issue. The following ideas were brought forward:</p> <ul style="list-style-type: none"> - Multiple e-mail messages (message should inform employees there are three distinct forms – one each for the doctor, employee, and employer). - Speak with Department Chairs at an upcoming Department Chairs' meeting - WorkSafeNB presentation will be helpful when creating communication to employees and procedures. 	

April, 2017	Ergonomics		<p>Consider getting WorkSafe NB to come to STU to speak to this topic.</p> <p>A challenge the University is dealing with is employees not being supportive of the recommendations being made by the occupational therapist as part of the ergonomic assessment.</p> <p>One possible solution to explore is a waiver for employees to sign before the assessment is done.</p> <p>The University is currently exploring a strengthening of procedures related to ergonomics, including the role of the physician.</p> <p>It was suggested that we also explore the possibility of training for an internal resources (i.e., Jennifer Monroe). Philip indicated that he has received the training in the past.</p>	
September, 2017	First Aiders need to complete refresher training	Priority	<p>Campus Police and P. Cliff completed a 2-day training program</p> <p>There was interest among committee members to participate in training if it's held in the summer.</p> <p>Refresher is scheduled for November 6th. Campus Police will also receive training on November 17th and 18th.</p>	
November, 2017	First Aid Kits – Who is responsible for checking / re-filling?		<p>Facilities Management checks the kits annually.</p> <p>Ideas put forward included:</p> <ul style="list-style-type: none"> - Creating a checklist for the kits. - Using a seal so we can determine when a kit has been used. - Including the checking of kits as a responsibility for Fire Wardens. 	
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.		<p>Getting pricing on dropping lines but early signs are that it will be very expensive.</p>	
January, 2018	Reallocation of resources to focus on health and safety		<ol style="list-style-type: none"> 1) Identify health and safety requirements 2) Audit requirements 3) Allocate resources accordingly 	
October, 2018	Fire alarms		<p>Slower response than usual, mostly in Residence Life. Steps were taken to inform those who were slow to act. We may repeat drills.</p> <p>Fire alarms may be rescheduled.</p>	

	Acceptance of minutes from October, 2018		Motion to approve: J. Mullin Seconded: M. Robinson Motion carried	
	Updates on accidents and first aid		A contracted employee had a slip and fall incident. STU unable to obtain details because individual's employment ended with contractor.	
	Any health or safety concerns brought forward by employer or employees to committee members		Concern(s) brought forward included: - None	
	Any health or safety concerns arising from workplace inspections		Concern(s) brought forward included - None	
	Health or safety concerns and/or information brought forward by JHSC members		Concern(s) and/or information brought forward included: - Roof shingles blowing off of HCH	
New business / Affaires nouvelles				
October, 2018	Replacement of Employer Representative on JHSC		Need to replace Anneke DeJong on committee	
October, 2018	Scent Reduction Guideline		Guideline may need to be refreshed to include cannabis. New posters are being created.	

Date of next meeting /
Date de la prochaine réunion: November 27, 2018

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