



**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	September 27, 2021
Date of meeting / Date de la reunion	October 25, 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 / Rick Sharpe / Tim O'Brien / Ann Smith / Bradley Votour / Garry Hansen		
Absent	Dave Dunbar / Jason Scarbro / Craig Proulx		
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	<p>The survey results indicate the need for a policy. A summary will be produced for the JHSC. Work will begin by HR on a draft Policy.</p> <p>Garry took the Committee through the results of the Workplace Violence Risk Assessment Survey. It was noted that the survey results should be included in the consultation process with faculty and staff unions. It was also noted that it will be important to clearly define the differences between harassment and violence to avoid policy confusion.</p> <p>Ann and Jason are working on a draft that will eventually be brought to the JHSC for review (aiming for late summer).</p> <p>Review of October discussion:</p> <ul style="list-style-type: none"> - There has been a delay in getting a draft to the Committee. Priority will be put on this document with the aim of getting it to the Committee as soon as possible. 	

<p>November, 2014</p>	<p>Request for Fire Wardens</p>	<p>Priority</p>	<p>We have finalized a breakdown for each building outlining the goal and current number of wardens.</p> <p>The goal is to have one Warden per floor to do role call once building is evacuated.</p> <p>HR has produced checklists (by building; by floor) for role calls.</p> <p>A staff listing has been provided to Facilities Management to facilitate identifying new wardens.</p> <p>Philip has been working on Fire Warden responsibilities. This needs to be completed before search for wardens begins.</p> <p>Plan has been approved to have one muster station in the upper courtyard and one muster station in the lower courtyard.</p> <p>A draft document has been created but requires further revision.</p> <p>Review of October discussion:</p> <ul style="list-style-type: none"> - Philip is working on this. He has asked UNB for their Fire Warden role/responsibility documents. 	
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<p>August, 2014</p>	<p>Power outage concerns</p>		<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>	
<p>November, 2017</p>	<p>First Aid Kits – Who is responsible for checking / re-filling?</p>		<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. <p>Action Item – Review where kits are and check inventory (Facilities Management). Update – This is in progress.</p> <p>Action Item – Add a listing of first aid kit locations on the OH&S section of the website (Facilities Management / Communications). Update – Locations are being tracked as the review is being completed.</p> <p>Action Item – Explore whether First Aid Providers should have their own kit (Facilities Management). Update – To be determined based on inventory.</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.	
October 2020	Lockdown Incident		<ul style="list-style-type: none"> - The message was sent out in a timely fashion. - There was some confusion evidenced by some people going from building to building after the "hold and secure" notice went out. <p>Action Items:</p> <ul style="list-style-type: none"> - Be clearer on what is and isn't allowed in communications to employees. - Send out reminder about emergency procedures (highlight a section). This should be reviewed first by Philip, Dave, and Jason. UPDATE – Philip and Dave went through the procedures and identified possible revisions. <p>There was a question whether Aramark employees were included on the emergency messages. Kim Wall was getting early ones, but steps will be taken to ensure she (and Aramark staff) receive all messages.</p>	

November 2020	First aid kits		<ul style="list-style-type: none"> - First aid kits have been assessed and new kits will be coming from St. John Ambulance. The content requirements for kits have changed and we are currently waiting for new kits that will be fully compliant with OHS legislation. <p>Review of October discussion:</p> <ul style="list-style-type: none"> - First aid kits were checked in 2021 and tagged. Will be checked again in 2022 for usage and/or expiry of contents and retagged. - Boxes of band-aides available in departmental departments. 	
January 2021	New process for Form 67		<p>Philip explained the new process from WorkSafeNB on using their online Form 67. 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 	

<p>June 2021</p>	<p>COVID Protocols</p>		<p>Review of August discussion:</p> <ul style="list-style-type: none"> - Elevator signage is up to date. - Hand sanitizers are being checked and refilled on an ongoing basis. The use of work request system helps FM with planning. Signage close to sanitizers re: work request process could help. - Enforcement of directional arrows is still a work in progress. <p>Review of October discussion:</p> <ul style="list-style-type: none"> - Stickers have been put on all hand sanitizer stations to notify FM when refilling is required. - Directional areas removed in some areas and maintained in others. Stairwell directions working well. <p>New items discussed in September:</p> <ul style="list-style-type: none"> - Should faculty clean equipment in classrooms before using? There are disinfectant bottles which can be used to disinfect podium and equipment. - Many students are not wearing masks in JDH and cafeteria when not eating or drinking. Signage has been created to target this behaviour. However, compliance issues persist. - Furniture is being moved. FM reinforced the importance of not moving furniture, especially in classrooms. <p>Review of October discussion:</p> <ul style="list-style-type: none"> - Email sent to students on mask policy to clarify that masks are to be wore except when “actively” eating or drinking. Policy also posted to website. Food is not allowed in classrooms so that has improved. Gentle reminders are being given to students if noticed not wearing a mask. - Moving of furniture appears to be resolved. No new incidents. Some readjustment of chairs is okay if room is not at full capacity. 	
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Standing items / Points permanents				
	Acceptance of minutes from October 2021		Motion to approve: G. Hansen Seconded: P. Cliff Motion carried	
	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		- Routine, day-to-day inspections were conducted.	

	<p>Health or safety concerns and/or information brought forward by JHSC members</p>		<ul style="list-style-type: none"> - A discussion took place about the lockdown in September. Philip will report back (likely in October) after the University has had a chance to fully debrief. It was noted that there was a delay between the incident and the warning notification system. There were many moving parts with this particular incident, but it is still important to look at process improvements. - Dark stairwell at the back of GMH is a concern. - Discussion took place regarding a student with medical concerns. Access to an AED is critical, therefore STU may purchase two additional AEDs and other steps have been taken to assist the student to access care quickly. <p>Review of October discussion:</p> <ul style="list-style-type: none"> - Crisis Response Committee to provide recommendations, lessons learned, and action items from review of the incident. - There are still a number of staff, faculty, and students that have not verified mobile contacts with the Emergency Mass Notification (EMN) system – even though several reminders have been sent. Concern there may be confusion between the EMN system and STU Safe which is a similar product. FM looking at getting a Safe App in place. More communication coming out on that. - No update yet on AED units. Philip will check into this. Consideration is being given to purchasing 3 units to place in strategic locations on campus. - Older wooden bench near the JDH loading door is wobbly and needs to be looked at. 	
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New business / Affaires nouvelles

<p>October 2021</p>	<p>ECH Washroom Cleaning</p>		<p>Issue raised by faculty/staff who felt that cleaning was not done as often as it should, or cleaning log was signed but the washroom not cleaned properly. There has been discussion with the cleaning company. They are adjusting cleaning schedule, training new staff and looking at different cleaning products. Recruitment and turnover have been issues.</p>	
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October 2021	JHSC Training		New JHSC member training. There are face-to-face, online, and blended training available for new JHSC. Check into JHSC Training through WorkSafeNB – face-to-face, online, blended. Ann will check into timing.	
October 2021	Draft Communicable Disease Prevention Plan		JHSC had reviewed and provided feedback on a draft Communicable Disease Prevention Plan. Is there any follow up required by the JHSC on this plan?	

Date of next meeting /
Date de la prochaine réunion: November 2021

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

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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
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