



**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	August 31, 2021
Date of meeting / Date de la reunion	September 27, 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 / Jason Scarbro / Tim O'Brien / Ann Smith / Janet Mullin / Dave Dunbar / Garry Hansen / Craig Proulx		
Absent	Rick Sharpe		
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>	

November, 2014	Request for Fire Wardens	Priority	<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>	
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>	

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. <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		First aid kits have been assessed and new kits will be coming from St. John Ambulance. The content requirements for kits has changed and we are currently waiting for new kits that will be fully compliant with OHS legislation.	
January 2021	New process for Form 67		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.	
June 2021	First Aid certifications		Check into First Aid certifications to see what refreshers or recertifications are required. Dave Dunbar will be contacted to see where things stand.	

June 2021	COVID Protocols		<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>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. 	
Standing items / Points permanents				
	Acceptance of minutes from August 2021		Motion to approve: A. Smith Seconded: J. Mullin 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.	

	Health or safety concerns and/or information brought forward by JHSC members		<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. 	
New business / Affaires nouvelles				

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

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

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