

**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	March 24, 2016
Date of meeting / Date de la reunion	April 28, 2016	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	Jason Scarbro / Tim O'Brien / Janet Mullin / Dave Dunbar		
Absent	Bill Maclean / Garry Hansen / Anneke de Jong / Matt Robinson		
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
February, 2013	JHSC members must complete training	Ongoing	Garry and Tim completed their training on April 12 - 14, 2016. Need to reschedule for Janet.	
November, 2014	Request for Fire Wardens	March, 2015	<p>A 2nd request for volunteers sent out and recruiting to start</p> <p>Goal = 1 per floor; Min = 1 – 2 per building Fire marshall will provide training</p> <p>Actions:</p> <ul style="list-style-type: none"> - We still require more volunteers. - Divide and conquer approach was suggested – each JHSC member pick a building and ask for volunteers. 	

August, 2014	Power outage concerns	November, 2015	<p>Policy to be developed for response during power outages. Bill will consult with other Universities. Jason will develop policy.</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 (Bill MacLean will research)</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, 2015	Next steps now that lockdown training has been completed.	November, 2015	<p>Discussions between Lily and Bill will be taking place on this topic.</p> <p>Bill will forward instructions for security numbers to Jason.</p> <p>Follow up training will be taking place (a Table Top exercise); date TBD.</p>	
October, 2015	Back steps of DDH	Summer, 2016	<p>Due to nature of work (to explore re-nosing the steps), this can only be completed in the summer.</p>	
February, 2015	Scent Reduction Guideline	March, 2016	<p>Guideline has been reviewed and approved by Senior Administration.</p> <p>Next step is to send to FAUST and STUSAU.</p> <p>Starting in September, monthly messages should be sent to faculty, staff and students to build awareness of the guideline.</p> <p>The Part-time faculty brochure may need to be updated.</p> <p>We should consider posters (with a QR code).</p>	

February, 2015	No pets to work policy	September, 2015	<p>Look into this, including issues of allergies and phobias.</p> <p>Dave was faced with an issue where a dog in an office in HCH was snarling at him when he entered the office.</p> <p>This policy requires a review and possible re-implementation.</p> <p>Jason has received some feedback from other universities.</p> <p>Need to consider:</p> <ul style="list-style-type: none"> - Service dogs and need for certification - Reasons/rationale for service dog - Liability <p>This issue to be worked on after power outage action items are completed.</p>	
January, 2016	Fire doors		<p>Some fire doors don't have labels (Bill/Dave to research this further).</p> <p>Stairwell doors should be closed at all times. Facilities Management will remain vigilant on removing wedges and communicating best practices.</p>	
October, 2015	UNB 'safety quiz'		<p>Find out what prompted the 'quiz' to be distributed.</p> <p>Jason spoke with UNB and provided an update.</p>	
Standing items / Points permanents				
	Acceptance of minutes from last meeting		Postponed to next meeting (no quorum)	
January, 2016	Any health or safety concerns brought forward by employers or employees to committee members		<p>Concerns brought forward included:</p> <ul style="list-style-type: none"> - Front steps of BMH (cement work) - Front steps of GMH (loose steps) - Bottom courtyard (concrete and bricks not even) 	
January, 2016	Any health or safety concerns arising from workplace inspections		<p>Air quality in BMH</p> <ul style="list-style-type: none"> - Visual check, no mold found - Humidity was fine - An air quality test was completed, near perfect quality was found - This has been communicated to employees involved - May be a need for a humidifier; this has been communicated to the employee 	



New business / Affaires nouvelles

April, 2016	SharePoint site for JHSC		Tim discussed.	
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Date of next meeting /
Date de la prochaine réunion : TBD

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