



**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	January 30, 2015
Date of meeting / Date de la reunion	February 27, 2015	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	Dave Dunbar / Leah Mabie / Jason Scarbro / Matt Robinson / Janet Mullin / Anneke de Jong / Bill Maclean		
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
February 2013	JHSC members must complete training	Ongoing	Dave attended December, 2014 Anneke attending March, 2015 Matt attending June, 2015	Dave – December, 2014
November 2013	More outlets needed in Study hall	Summer, 2015	Installation of more electrical outlets in Study Hall. Bill will incorporate into budget and explore options.	
November 2014	Request for Fire Wardens	March, 2015	A 2 nd request for volunteers sent out and recruiting to start Goal = 1 per floor; Min = 1 – 2 per building Fire marshall will provide training Actions: - Resend - If needed go to Departmental Assistants and people with similar training (i.e., Russ Downey, first responders) Message to be sent to Res Life to see if they require refresher training	

August 2014	Power outage concerns	January, 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>Concept of 5 minute waiting period (Bill MacLean will research)</p>	
January, 2015	Next steps now that lockdown training has been completed.	May, 2015	Jason will discuss with Lily.	
September 2014	Emergency procedures	January, 2015	<p>Dave & Jason will forward Emergency Procedure Booklets</p> <p>Dave and Jason: will forward to all faculty and staff the process to follow when there is an emergency (i.e., Step 1 – call 911; Step 2 – call Security).</p> <p>Work with FAUST President to send out emergency procedures and call #'s to build awareness.</p>	February, 2015
November 2014	Concern brought forward regarding the use of E-cigarettes on campus	March, 2015	No information on WorkSafeNB site. Province has no policy. Existing policy will be amended.	
January, 2015	Fire extinguisher in Native Studies Lounge and IT	February, 2015	Installed.	February, 2015
January, 2015	Safety bulletin board	March, 2015	Will be placed outside of Ferne Stewart's office in ECH.	
November 2014 (inspection)	Curb at lower parking lot raised (trip hazard).	June, 2015	Immediate action- Facilities will mark hazards with yellow paint. Repairs will need to wait for summer maintenance.	
November 2014 (inspection)	Damaged bricks from snowplow near McCain Hall Archway	June, 2015	Repairs will need to wait for summer maintenance.	



Standing items / Points permanents				
January, 2015	Acceptance of minutes from last meeting	February, 2015	Motion to approve: L. Mabie Seconded: M. Robinson Motion carried	February 30, 2015
February, 2015	Any health or safety concerns brought forward by employers or employees to committee members	March, 2015	Concerns brought forward included: - None for February	
February, 2015	Any health or safety concerns arising from workplace inspections	March, 2015	Inspection focused on JDH. Issues included: - Railing in JDH (vertical gap and soft seating against railing) worthy of investigation.	

New business / Affaires nouvelles				
February, 2015	No scent policy	September, 2015	Send draft to Matt; bring new draft to next meeting.	
February, 2015	No pets to work policy	September, 2015	Look into this, including issues of allergies and phobias.	
February, 2015	Slip and fall incident	March, 2015	Employee fell due to slippery conditions. Employees who work in Admissions Building will be notified about alternate way into building.	

Date of next meeting /
Date de la prochaine réunion : _____

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