

**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	December 4, 2014
Date of meeting / Date de la réunion	January 30, 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 (minutes)		
Absent	Anneke de Jong / Bill Maclean / Janet Mullin		
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 <sup>nd</sup> 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"> <li>- Dark stairwells or hallways</li> <li>- Fire alarms don't work</li> <li>- Ventilation</li> <li>- Accessibility (elevators don't work)</li> </ul> <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>	
September 2014	Emergency procedures	January, 2015	<p>Dave &amp; 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>	
November 2014	Concern brought forward regarding the use of E-cigarettes on campus	March, 2015	<p>Jason will contact WorkSafeNB to see if this is a JHSC issue.</p> <p>May need to make recommendation to the President.</p>	
November 2014 (inspection)	Curb at lower parking lot raised (trip hazard).	June, 2015	<p>Immediate action- Facilities will mark hazards with yellow paint. Repairs will need to wait for summer maintenance.</p>	
November 2014 (inspection)	Damaged bricks from snowplow near McCain Hall Archway	June, 2015	<p>Repairs will need to wait for summer maintenance.</p>	
<b>Standing items / Points permanents</b>				
December, 2014	Acceptance of minutes from last meeting	January, 2015	<p>Motion to approve: M. Robinson Seconded: L. Mabie Motion carried</p>	January 30, 2015
December, 2014	Any health or safety concerns brought forward by employers or employees to committee members	January, 2015	<p>Concerns brought forward included:</p> <ul style="list-style-type: none"> <li>- Safety bulletin board; Dave will follow up to see if it makes more sense to move to outside of Ferne's Office</li> </ul>	
January, 2015	Any health or safety concerns arising from workplace inspections		<p>Inspection focused on JDH. Issues included:</p> <ul style="list-style-type: none"> <li>- New fire extinguisher in kitchenette.</li> <li>- Moving a desk in IT that was under an extinguisher.</li> </ul>	



**New business / Affaires nouvelles**

January, 2015	Next steps now that lockdown training has been completed.	May, 2015	Jason will discuss with Lily.	
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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	
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