

Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	University JOHSC	Employee Co-Chair:	
		Employer Co-Chair:	Randy Peters
Date:	28 Aug 2025	Time:	12:00 Noon (called to order at 12:05 p.m.)
		Location:	Bloomfield Council Chambers

AGENDA:

1. Roll Call	7. Review Education and Training
2. Determination of Quorum	8. Ongoing Business – Status of Action Items
3. Approval of Previous Meeting Minutes	9. Regulatory Inspections
4. Review Incidents	10. New and Other Business
5. Review Hazards and Concerns	11. Next Meeting
6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of Employees)	12. Meeting Adjournment

1. ROLL CALL					
Employee Representatives	Association/Union	Work Location	Present	Regrets	Absent
Daniel Kane	AUT	Human Kinetics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susan MacKay	AUT (Alternate)	42 West Street	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vacant	NSGEU		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ronalda MacGillivray	NSGEU (Alternate)	Admissions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tyson Ball	Non-Union	Student Advising	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willissa DeCoste	Non-Union (Alternate)	Library	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick Gillis	UNIFOR	Custodial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Erwin Branzuela	UNIFOR (Alternate)	Ancillary Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bailey MacDonald	CUPE	Safety & Security	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jacob Cruchet	Student's Union	President, SU	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landyn Cooke-Bithrey	Student's Union (Alternate)	Vice-President, SU	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Employer Representatives	Work Location	Present	Regrets	Absent
Lace Marie Brogden	Dean of Education	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Randy Peters (Co-Chair)	Director, Risk Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meghan Hayne	Manager, Ancillary Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jacqueline De Leebeeck	Director, Student and Residence Life	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jacob Burghardt	Supervisor, Safety & Security (Alternate)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lisa Jackman	Manager, StFX Store (Alternate)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
Erica Baker (non-voting advisory)	Health & Wellness Advisor, People & Culture	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Laurie Reid (non-voting advisory)	Manager, OHS and Safety & Security	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeff De Leebeeck (non-voting advisory)	Acting Director, Facilities Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

2. DETERMINATION OF QUORUM

- A minimum of five members;
- Employee representatives (faculty and staff employees who do not exercise managerial functions) and employer representatives (management employees who exercise managerial functions);
- At least half of the members must be employee representatives;

Is there quorum for this meeting <i>* If quorum is not met, the meeting does not qualify as a monthly meeting. The monthly meeting will need to be rescheduled within the same month.</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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CO-CHAIR: ASK IF THERE IS ANY NEW BUSINESS AND ADD IT TO SECTION 10.

3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)

<ul style="list-style-type: none"> Move to adopt minutes. Moved by: <u>Tyson Ball</u> Seconded by: <u>Willissa DeCoste</u> Accepted as presented. 		
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

- Some details may be archived due to the long history of the issue, and those details can be found on the JOHSC website.
- Items discussed at this meeting are in **bold**.

4. REVIEW OF INCIDENTS

See attached incident report:

- Monthly Incident List & Statistical Summary Report (*For any general corrective action information that requires discussion or action, please record under “New Business” e.g. make note of trends etc. Any incident-specific items and follow up requests are to be listed below*).
Review below and update, followed with new incidents reported to OHS.

(* See Legend at end for Priority and Status Codes)

CA=Corrective Action (taken or suggested)

Incident Date	Priority	Description / Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
		No discussion at this meeting. Information to be provided under separate cover.			

5. REVIEW OF CONCERNS/HAZARDS

Concerns and/or hazards should be raised with the employee’s supervisor first. If it cannot be resolved or is not acted upon, it should then be escalated to a JOHSC member. Review below and update, then follow with Around the Table so each member can raise concerns/hazards.

(* See Legend at end for Priority and Status Codes)

Date Raised	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
17 Aug 23	C	IAQ in 42 West Street <ul style="list-style-type: none"> Completed in December. New ventilation system in the bathroom. Replaced the old one that wasn’t working properly. Monitor for issues In that particular washroom the new ventilation was completed in December. Ventilates to exterior rather than interior. Dan advised the other washrooms particularly the ones used most often by students are not ventilated. Jeff received an email from Charlene, three washrooms are being look at. A washroom in new section, one on the main floor in the main hallway near Biomechanics and one just at the top of the main stairs down from the golf lab. Investigating and likely hiring an external contractor to fix the ventilation in those spaces. Once in place, will update. 	Dan FM	Oct 2025	IP
27 Mar 25					
24 Apr 25					

5. REVIEW OF CONCERNS/HAZARDS					
22 May 25		<ul style="list-style-type: none"> Jeff advised they are working on the area and expect to have the air quality fixed before the end of August. 			
23 Mar 23 17 Aug 23 23 Nov 23 26 Sep 24 27 Feb 25	C	<p>Access at back of Keating / Ice Resurfacer operation area.</p> <ul style="list-style-type: none"> There is no access control to the back (hazardous) area of Keating. People could be in the path of the ice surfacer. This has been raised several times previously. Locks have been changed on the outside doors (with very limited distribution of keys), and this seems to have made a difference in the traffic going through the back area. Installation of magnetic locks has been postponed until the Saputo project is complete because Blair advised all access points will be reviewed at that time. Still working on access in the building. We walked through looking at security and access to the various areas. Update next month and keep an eye on it. No update. Patrick advised people are using wet floor signs to prop doors in the complex. Seems to be better – all hockey players have swipe access to side entrance. Continue to monitor 	FM	Oct 2025	IP
18 Sep 23 24 Apr 25 22 May 25 26 Jun 25 19 Aug 25	C	<p>Air quality in the Library</p> <ul style="list-style-type: none"> Prefer hold-open devices for fire doors in the basement. Closing the fire doors has impacted the air circulation in the area. Library overall has been OK, except Tuesday was humid, started to smell etc. 	FM Willissa	Sep 2025	IP
22 Feb 24 24 Oct 24	C	<p>Magnetic Locks in Keating</p> <ul style="list-style-type: none"> The magnetic locks located where the floor goes from black to stone are not strong enough to hold the door open. Reported to FM. Need to work with Kevin, still setting things up after project completion. 	FM	Sep 2025	IP

5. REVIEW OF CONCERNS/HAZARDS					
27 Feb 25		<ul style="list-style-type: none"> Contractors were in during reading week and fixed up some of the issues. Still more being worked on. Any work orders are going through the project office. Look at it in the summer time. 			
27 Jun 24 24 Apr 25 22 May 25 26 Jun 25 28 Aug 25	B	Railings in Immaculata <ul style="list-style-type: none"> No update. Meet with Monica, then perhaps have RJ Bartlett in to assess. There are others on campus that should be confirmed and 'put on the list' Jeff – moving forward with that work. Project is being set up and contractor will be hired. Design underway. Work is underway. This work is complete, and it was done by Lloyd Tate Construction, keeping the original design in place. It's worth taking a look to see what can be done. 	NA	NA	C
27 Jun 24 26 Sep 24 28 Nov 24 24 Apr 25	B	Uneven Stones in Front of Keating Centre <ul style="list-style-type: none"> Reminded that the complaint was first brought forward because the way the water pools and freezes in the sunken areas of the stone work. We will work with Tara to ensure they are aware of this issue and keep it well salted. Keating – take person in at 6am to do salting. Security to keep an eye and report. Jeff – it is on the list. Talked to Doug. Work for this summer. No reported incidents, so no need to cone off. This was originally raised as an ice issue when the water pools and freezes. Goal is to have this completed before winter. Some trip hazards have been recognized outside Governors as well. 	FM	Sep 2025	IP
26 Sep 24 28 Nov 24	C	42 West Street Water <ul style="list-style-type: none"> Discoloured water coming out of taps. Dan – there is quite a bit of signage. Water coolers in place. Dan – to follow up with Susan and report back to the committee. 			

5. REVIEW OF CONCERNS/HAZARDS					
24 Apr 25		<ul style="list-style-type: none"> Signage is in place, and there are several water coolers in the building for potable water. Flushing affects the colour of the water, so letting the tap run may help. Dan to double check with Susan before closing this issue. No update. Susan – the water seems improved. Keep on the agenda – monitor due to construction at International House. 	Dan	Sep 2025	IP
22 May 25					
26 Jun 25					
27 Mar 25	C	Art Department OHS <ul style="list-style-type: none"> External reviewers noticed some OHS areas were out of compliance in the Arts Department, specifically WHMIS. Every worker should have WHMIS training. Online options are available. It's not up to the instructor to make sure this happens. Instructors and students who are exposed to or using hazardous products should also be trained in WHMIS. This could be the role of a Laboratory Safety Officer. Laurie to follow up with the department for WHMIS training and compliance, along with other departments. An online course is available through the OHS website. 	Laurie	Oct 2025	IP
22 May 25					
27 Mar 25	C	Phone availability when technology fails <ul style="list-style-type: none"> If there is a power outages and Wifi is down, and you don't have a cellphone, there is no way to call for help. Important and legitimate concern. Randy to get the information from ITs and share it with everyone. Where are the landlines are located? Perhaps share on a building by building basis (with power outage information). List of where dial-up phones are located on campus – ask Dawn MacLellan. Payphone – do you need \$\$ to call 911? Lack of cellphone in an emergency with no technology was the concern. 	Randy	Sep 2025	IP
26 Jun 25					
28 Aug 25					

5. REVIEW OF CONCERNS/HAZARDS

		<ul style="list-style-type: none"> • Every elevator has a landline. • Randy to circulate list of land lines on campus to the committee. 			
26 Jun 25 28 Aug 25	D	Golf Cart Safety <ul style="list-style-type: none"> • Meghan advised that, following a recent incident, seatbelts are being looked at for the golf carts. • Looking at other controls rather than seat belts including training and a safe operating procedure (SOP) for operating golf carts. • Installing seatbelts is not likely to solve the issue of dangerous driving on the carts. 	Meghan Laurie	Sep 2025	IP

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of Employees)

Distribute inspection checklist(s) and report(s) for meeting and use this table to record discussion and new recommendation(s). See inspection schedule at the end of this document.

☒ No actionable items noted

Looking at a mobile app with FM.

Inspection Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
22 Feb 24 27 Feb 25 27 Mar 25 24 Apr 25 26 Jun 25	B	Looking at campus-wide program implementation, using a mobile app. Waiting for Risk Management and ITS to respond about Cloud usage Jeff – negotiations are underway with TMA Working on it and should have it in place by mid-July. Clean up happening in preparation. Decision expected by October by FM on software preferences.	Laurie	Sep 2025	IP

7. REVIEW EDUCATION AND TRAINING

(General discussion, confirm all training is up-to -date, etc. For all actionable items please list below)

Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
12 Jun 24 27 Feb 25	E	Non-Violent Crisis Intervention Training <ul style="list-style-type: none"> • Erica is doing verbal de-escalation training for various groups on campus, and will start offering it to other teams. 2.5 hours online, 3 hours in classroom. 	Erica	Sep 2025	IP

7. REVIEW EDUCATION AND TRAINING

22 May 25		<ul style="list-style-type: none"> Dates set for XPs for September 2025 			
22 May 25		FM Employee OHS and Wellness training day <ul style="list-style-type: none"> Scheduled for May 28th in the Barrick Auditorium for all FM employees, with a focus on mental health, violence and harassment in the workplace and bloodborne pathogens. 	Laurie Erica	Nov 2025	N
26 Jun 25		<ul style="list-style-type: none"> Erica and Laurie will provide Violence and Harassment presentation to UJOHSC. 			

8. ONGOING BUSINESS – Status of Action Items

Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
23 May 24		Library – Fire Doors and Accessibility Challenges <ul style="list-style-type: none"> Fire doors that used to be propped are now unpropped. Some doors are being propped so there is accessible access to the Tramble Centre, and the basement study room and washroom. Reported to FM – not sure how quick it can be fixed. Mag locks required. 			
26 Sep 24		<ul style="list-style-type: none"> Blair to look at the Library as a whole. Student study spaces. Wrap up a project to look at a dollar cost to fix the challenging areas. Some doors are easy; some doors will be challenging. No update. New project manager to be brought up to speed. 	FM	Sep 2025	IP
27 Mar 25		<ul style="list-style-type: none"> Project is underway. Lighting in areas where fire doors are closed is not good. 			
28 Aug 25		<ul style="list-style-type: none"> Light switch is hard to locate. Pitch black between doors. Could affect emergency egress 			
27 Jun 24		Accessibility Compliance <ul style="list-style-type: none"> Committee of NS universities and community colleges – speakers from government side. Timelines will be provided. All universities have challenges. 			
24 Oct 24		<ul style="list-style-type: none"> Six criteria – Three to four years. Status and progress to be reported. 	Standing Item	Sep 2025	IP

8. ONGOING BUSINESS – Status of Action Items					
27 Feb 25		<ul style="list-style-type: none"> By 2025 need a new plan, every two years. 	Randy		
27 Mar 25		<ul style="list-style-type: none"> Who is replacing Blair as the UJOHSC rep? 			
26 Jun 25		<ul style="list-style-type: none"> Is there a member of JOHSC who is on the Accessibility Committee? Get update prior to next meeting. Have Randy check with Monica to find out who is on the committee and how UJOHSC can be kept informed. 			
26 Sep 24	C	Power outages on campus <ul style="list-style-type: none"> How long do we keep a building open when the power fails? It was noted that it was very dark in some areas of the Library during the recent power failure. The recent power outage was longer, due to inspection of fault indicators, to try to identify where we have a problem with a high voltage line. Communication goes a long way - best case scenario and worst case scenario. Coordinate with VP and Provost. Blair to look at communication for power outages, including letting people how long it will be off (if known). 	Randy FM	Sep 2025	IP
24 Oct 24		<ul style="list-style-type: none"> Move it off until January – if policy is in place before that, it will be pretty self explanatory. 			
27 Feb 25		<ul style="list-style-type: none"> Communication of outage is the issue. How do we let people know the status? Bob, Jeff, John, Randy and Laurie met to discuss what happens when power goes out. Developing lists of what happens where when the power goes out. 			
27 Mar 25		<ul style="list-style-type: none"> Generators – what happens in the different buildings. Being worked on in an organized way. During the last power outage, StFX Alert went out, but public were entering Keating. Make sure it gets out beyond the StFX community. Suggested to coordinate communication with the Registrar's office. Need a step where the Registrar's Office provides spaces to move classes to, or help decide about cancellations. 			

8. ONGOING BUSINESS – Status of Action Items					
26 Jun 25		<ul style="list-style-type: none"> Overall what happens and drill down to specifics in certain buildings. Give thought to buildings with hazards. How does it affect me/you? See where we are after June 27th The list shows some buildings as having full power, but they do not have full power. Communication should include how the generator power affects the specific operations of the buildings. Emergency power only last for so long. What durations? Are they all 30 minutes? There was a planned outage (emergency generator testing) in early July that was not communicated to campus nor the affected buildings. Power was out in the Safety & Security building for 1.5 hours, and usually the building does not lose power. 			
28 Aug 25					
28 Nov 24	B	Campus Lighting <ul style="list-style-type: none"> Lamp posts in front of Keating were not working the other night Side of Governors was also noted as dark Doug advised that all lights should be on, so if they are not, report to FM, preferably with a picture. Lighting south of Keating is a project. Lighting audit – in September or October. Look at old report and priorities. If there's a streetlight out, report it to FM. Colin explained lighting audits to student representatives, and that they are welcome to contribute input to outdoor lighting on campus. This initiative originally came from SU. 	All	Sep 2025	IP
27 Feb 25					
26 Jun 25					
28 Nov 24	C	E-Scooters <ul style="list-style-type: none"> Looking at what other universities are doing and will be developing our own 'policy' about their use and storage on campus. Issue is storing them. Some people have concerns about batteries. Bikes should not be stored indoors. Report if seen. 	Randy	Sep 2025	IP
27 Feb 25					

8. ONGOING BUSINESS – Status of Action Items					
26 Jun 25		<ul style="list-style-type: none"> Fire hazard when being charged indoors. Recent incident in the Valley of e-bike being charged started a fire. Batteries are the issue. CURIE – working on bulletin with best practices. Adequacy of the chargers. Learning curve for everyone. Want to promote use, but do so safely. 			
28 Aug 25					
28 Nov 24	C	Air Quality in Health & Counselling <ul style="list-style-type: none"> Issues with circulation since the renovations earlier this year. Monitoring suggested using CO2 monitors or velocity measurements A project has been put forward and are waiting for approval. Project is moving forward – assigned to the new project manager, Paul Thompson. Moving forward. Hired company to do design and hopefully all will be installed by the end of August 	FM	Sep 2025	IP
27 Feb 25					
27 Mar 25					
22 May 25					
27 Feb 25	C	Golden X Liquor Room <ul style="list-style-type: none"> There are tiles next to our ice machine for which a worker was sent to FM a couple times, but there has been no response. Katie to forward email to Jeff to follow-up. Sean was supposed to forward it – Katie to remind Sean. Jeff sent a couple emails and has no info back. Nothing back. Laurie to follow-up with Sean Ryan. Jacob C. was pretty sure it's been done Reported by Sean that FM can't do it because they want to do the whole floor. Laurie to forward picture to Jeff 	FM	Sep 2025	IP
27 Mar 25					
24 Apr 25					
22 May 25					
28 Aug 25					
24 Apr 25	B	Library Exits <ul style="list-style-type: none"> Three doors are completely done. Cameras at all the emergency exits, temporary signage and alarms. Override keys have been provided to some Library staff members. Camera surveillance process to be determined. 	FM	Sep 2025	IP
22 May 25					
26 Jun 25					
28 Aug 25					

8. ONGOING BUSINESS – Status of Action Items					
24 Apr 25		Sharps Container Locations on Campus <ul style="list-style-type: none"> One recent incident where a needle was found in a blue bag in the waste stream. Sharps are also picked up on the grounds on campus and regularly delivered to Safety & Security. Committee being asked for their input on the location of ‘public’ containers on campus. Other universities also asked what they do. Vandalism is a concern. There are currently four public containers on campus, one each in Keating, Governors, Coady and Xavier. What should we do in residences? Is it an education piece rather than a supply issue? Let them know where to get them (new users). Once we have them in place, we will provide a list of the locations (webpage). This does not include Sharps containers in laboratories or Nursing (non-public). Stephen suggested Morrison and SOC. Erica suggested Mulroney for conferences. This will be done in consultation with Gary MacMillan, because the custodians keep an eye on the containers in the public areas. Areas to be confirmed in September. 	Laurie	Sep 2025	IP
22 May 25					
26 Jun 25					
22 May 25	E	Planned Power Outage on June 27th <ul style="list-style-type: none"> Jeff reminded everyone about the planned power outage on June 27th from 6 am to 6 pm. A few reminders will be sent around by email. 	NA	C	C
22 May 25	E	Employee Family Assistance Plan (EFAP) <ul style="list-style-type: none"> We are changing providers for the EFAP program. Being launched in June and July More info for next meeting. 	Erica	Sep 2025	N
26 Jun 25	E	Summer Break It was moved by Patrick and seconded by Lace Marie to cancel the July meeting to give members a summer break. Motin carried	NA	C	C

9. REGULATORY INSPECTIONS

Date	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
		Nothing to report.				

10. NEW & OTHER BUSINESS

- General discussion items (list actionable items below)
- Around the table introductions took place to introduce Jacob and Landyn from the Students Union.

Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow-up	Status
28 Aug 25		Gilmora Fine Arts Entrance <ul style="list-style-type: none"> • The Hillcrest entrance has not been working for 1.5 years. • Follow-up with FM 	Jacob	Sep 2025	N
28 Aug 25		Security of Library Entrance <ul style="list-style-type: none"> • This door is a ongoing issue and is often found open. • People come in and the door doesn't close. They are asked if they are coming in before or after hours to pull the door closed. • It has been adjusted – humidity. • Who has keys? 	Willissa	Sep 2025	N
28 Aug 25		Battery Recycling in Nicholson Tower <ul style="list-style-type: none"> • Large battery recycling box that was in NT basement was not being used properly. • Ronaldal took over the administration of this process and replaced it with a smaller box, and this will be communicated to NT by Karen Broussard. • The large battery recycling box was moved to Mulroney – Laurie to check to see how it's being used and managed. • Signage should be in place at all battery recycling box locations on campus, to provide instructions about how to safely use the boxes. 	Laurie Ronald	Oct 2025	N
28 Aug 25		NSGEU Alternate <ul style="list-style-type: none"> • Membership meeting in October to decide. 	Ronaldal	Oct 2025	N

10. NEW & OTHER BUSINESS

		<ul style="list-style-type: none"> Ronalda will be member, and they will elect an alternate. 			
28 Aug 25		Employee Co-Chair <ul style="list-style-type: none"> A new Employee Co-Chair is required with Colin Rankin's recent departure. Committee members are encouraged to put their or another member's name forward as a potential co-chair 	Laurie	Sep 2025	N

11. NEXT MEETING

Date:	September 25, 2025
Time:	12:00 Noon
Location:	Keating Centre Boardroom

12. MEETING ADJOURNED

Time:	12:53 p.m. Moved by Tyson Ball.
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LEGEND

PRIORITY:		STATUS:	
A	Critical/Life threatening/high probability	N	New
B	Urgent/moderate probability of re-occurrence	R	Repeat
C	Important/low probability of re-occurrence	C	Complete
D	Reminders	IP	In Progress
E	Information	RF	Referred forward