#

MINUTES OF THE OCCUPATIONAL HEALTH AND SAFETY COMMITTEE MEETING

Thursday – May 17, 2018

SUBJECT TO APPROVAL

Present: Debra Campbell Thierry Delva

Anke Fox Sharon Johnson-Legere

Ashley Lorette (Co-Chair) Stephen MacLellan

Anne Masterson Donnie Thompson (Co-Chair)

Randall Turple

Regrets: Gemma Leslie

Recording

Secretary: Maureen Halstead

1. Attendance - Regrets noted above.

2. Approval of Agenda – (Fox/Delva) – At the request of A. Fox door closures will be added as 6.2 New Business. Agenda was approved with addition.

1. Approval of Minutes –February 27, 2018 (Campbell/Fox) – Approved as presented.

4. Business Arising:

 4-1 Report on status of Safety Stations at Port Campus – Co-Chair Thompson reported that all Port Safety Stations are in place except for Ceramics. He explained this area was put on hold due to other divisions moving to the Port, however with the moves postponed, Co-Chair Thompson will install a safety station in the Ceramics Division. Co-Chair Lorette suggested that communication regarding the Safety Stations and their purpose should be distributed to SUNSCAD and included in orientation guide. Co-Chair Thompson stated the next step would be to install safety stations at the Fountain and Academy Campus. **Action: S. MacLellan will prepare and circulate communication regarding the Safety Stations to be distributed and co-ordinate with other campuses to create Safety Stations.**

 4-2 Fire Plan and Muster Stations all Campuses – Co-Chair Thompson distributed and reviewed fire plans for each floor of the Port Campus. It was suggested that the area of refuge should be noted on the plan for those requiring assistance. R. Turple recommended that fire plans should be consistent throughout the campuses and recommended fire plans for the Academy and Fountain be updated using the same format. VP Johnson-Legere agreed and asked the Co-Chair Thompson to proceed with the designer to update the fire plans. The Committee agreed the Port Fire Plans are well done and to remain consistent the other campus fire plans should follow the same design. **Action Co-Chair Thompson will have recommendations added to the Port Fire Plan and proceed to have fire plans updated for the other campuses. R. Turple will provide any electronic files that Facilities Management may have to assist with the Fountain and Academy fire plan updates and S. MacLellan will ensure this occurs on the remaining campus. Requested completion of this item is anticipated prior to the Fall Semester.**

 4-3 Update Studio Safety Protocol – D. Campbell has asked for confirmation that WHMIS training will be added to the fall orientation program, however to date no confirmation as been received. A. Masterson noted that a requirement of the NASAD accreditation NSCAD has to be safety compliant. Discussion turned to actions which may need initiating if students do not obtain WHMIS training. **Action: Co-Chairs Lorette and Thompson will follow up with VP Barmby to obtain firm answer regarding student WHMIS training.** Co-Chair Thompson advised that workshops have been scheduled for technicians to receive Brightspace training.

 4.4 Report on EpiPens and Naloxone in Security First Aid Kits. R. Turple advised that Naloxone kits have been purchased and additional kits can be purchased if required. Kits are available at the Fountain and Port Security Desks and at the Academy Building. It was noted that kits are located at security as it is a central location, but it is not securities responsibility to administer them. Discussion turned to training. It was noted that administering drugs by injection is included in First Aid training. R. Turple advised that he remains in discussion with the Security Company to have the guards administer the drugs; he will continue to follow up. He noted that a the previous meeting VP Barmby would research training. **Action: R. Turple will continue discussion with the Security Company and will follow up with VP Barmby re training.**

5. Incident Reports –

 5-1 Asbestos Removal. R. Turple noted that asbestos was found in the north end of the Fountain Campus. Area was tested, locks were changed to control access, notice was distributed, vendor was hired to remove, clean and test area. He noted area was shut down for a one week and after testing the area received the all clear.

 5-2 Student Storing Chemicals in locker. Student was asked to remove, they declined, container was poorly labelled. Student was made aware of the policy. The manufacturer was called to remove and properly dispose of container. It was also suggested that the student be reminded of the Student Code of Conduct policy.

 5-3 Other Incident Reports –

It was noted that a Model fainted and became light-headed. Paramedics called. R. Turple will follow up with faculty member to obtain more details as this is similar to an earlier incident. Co-Chair Lorette asked for confirmation as to whether safety mats were in place and all SOPs were followed.

An employee fell down stairs in library, felt light-headed, no medical attention was required. Employee felt it was a missed step. Area was reviewed and determined not environmental. No recommendation.

6. New Business – R. Turple noted that a consultant was hired to review the ventilation in areas of Jewellery, Printmaking, Textiles, Painting Studios and Fashion. As it has been determined that moves to the Port Campus are not imminent for these divisions, work has been completed in Jewellery and work will commence in other areas. In answer to A. Fox’s question as to why doors are now required to be closed between hallways, R. Turple reported that although it is an inconvenience, to be compliant with fire code, these doors are to be closed and to remain closed and not propped open.

 6.1 School Van – Co-Chair Thompson voiced his concern regarding the safety of the school van as the university requires a reliable safe vehicle to move artwork and equipment not only between campuses but to other locations. R. Turple noted that the van required repairs to pass inspection these repairs were made and the van passed inspection. If in the future it is deemed that van is not safe it will be taken off the road. R. Turple has started the process to replace the 10 year old vehicle.

 6.2 Mental Health and First Aid training for frontline Staff and Faculty – D. Campbell was asked to bring this topic to the attention of the Committee. Co-Chair Lorette indicated that in the past mental health workshop were offered and it is hoped to schedule in the future.

 Meeting Adjourned.