



4-3 Update on providing Mental Health First Aid Training – Co-Chair Jennings advised that there is no update at this time.

4-4 Approval of OH&S Policy by Board of Governors – Policy was approved by the Board at their November 29 meeting and posted to the website.

4-5 Update on scheduling Safety Audit – Co-Chair Jennings reported that Safety Services Nova Scotia will be conducting a safety audit commencing February 4. He noted their audit will not only review premises but clarify the specific roles and responsibilities and processes, particularly for incident reporting and resolution in the academic studio areas, occupational health and safety culture assessment, Joint Occupational Health and Safety Committee operations review, reviewing processes for Incident Report closure, review processes for Incident notification to Supervisor/Manager, when and what types of Incidents require escalation to the next level of management. VP Graff suggested that when the audit report is complete and the roles and responsibilities have been defined that Co-Chair Thompson and A. Fox take on the role of conveying the report's findings to technicians as it relates to their responsibilities .

4-6 Update on discussion with HPA regarding accessible parking at the Port – VP Johnson-Legere advised that she has addressed this concern with HPA and they will designate 3 more accessible parking meters by the Garrison Brewery. Discussion turned to accessible parking around and in close proximity to the Fountain Campus. President Taylor-Gearing suggested that individuals who are concerned about accessible parking should speak to their city counsellor or city hall as this items fall outside the mandate of the institution.

4-7 Discussed in 4-5.

4-8 Report on safety training sessions – December 14 and 17 – Co-Chair Jennings gave a report and noted more sessions will be scheduled in the future. A. Fox found the session good, however was disturbed when the facilitator advised that supervisors are responsible for unforeseen accidents and cited a recent incident in the Textile Studios. VP Graff requested that A. Fox document the incident and resolution to ensure it is noted in the student's file and for follow up. Discussion turned to student WHMIS training -- President Taylor-Gearing advised that for NSCAD to be 100% compliant students' safety records should start with a WHMIS certificate and asked that a report be prepared for the OH&S Committee showing the number of students who have WHMIS training and those who do not. VP Johnson-Legere suggested the report should be reviewed at SMT. ***ACTION: 1) A. Fox to document incident and resolution and provide a copy to the Academic Affairs Office, and Office of Student Experience. 2)VP Johnson-Legere asked that D. Campbell work with J. Barmby to prepare student WHMIS training report and provide to the Committee.***

4-9 Update on sculpture safety - Co-Chair Jennings reminded the Committee of the incident which occurred in P217 Sculpture and provided an update of the debrief with those involved.

## 5. Incident Reports

5-1 Investigation Reports – VP Graff acknowledged that she is currently investigating the forklift modification in Printmaking . ***Action: Once her report is completed she will circulate to the Committee.***

Discussion turned to the OH&S training and ensuring employees are compliant. S. Johnson-Legere asked how incident reports are followed up. R. Turple advised that he and S. MacLellan follow up as much as possible and record the steps they take. (Samples of forms were distributed)

S. Johnson-Legere believes there is a gap in closing out incident reports and suggested implementing an accident investigation form. She noted that the Committee is not receiving closure reports and supervisors are not receiving copies of Incident Reports.

President Taylor-Gearing cited an incident in printmaking where a student injured their foot. It was determined that the student was not wearing protective footwear at the time of the incident. Discussion followed regarding PPE and making same mandatory. Timeline critical as academic calendar 2019-20 is being prepared. Motion: Co-Chair Jennings recommended asking technicians to explore the regulations in the Provincial OH&S Act to determine the minimum standard of Personal Protective Equipment required for their area by January 18, 2019. (Seconded A. Masterson). Motion carried. *Action: The Office of Academic Affairs will be distribute a notice to Unit II employees to prepare a PPE list for their respective area and studios.*

Co-Chair Jennings adjourned the meeting.