

MINUTES OF THE OCCUPATIONAL HEALTH AND SAFETY COMMITTEE MEETING Monday – November 19, 2019--- Room D500 MINUTES APPROVED AT JANUARY 11, 2019 MEETING

Present: Debra Campbell Thierry Delva

Anke Fox Gordon Jennings (Co-Chair)

Sharon Johnson-Legere Stephen MacLellan

Anne Masterson Donnie Thompson (Co-Chair)

Randall Turple

Regrets: Isa Wright

Recording

Secretary: Maureen Halstead

1. Attendance - Regrets noted.

- 2. Approval of Agenda All agreed to the agenda as presented
- 3. Approval of Minutes (October 25, 2018) Approval deferred.
- 4. Business Arising:
 - 4-1 Report on the status of Fire Plan and Muster Stations for all campuses Co-Chair Thompson advised that the Fire Plan and Muster Station for the Academy Building is complete. S. MacLellan noted that an initial walk through of the Fountain Campus has taken place and he will be working with the designer to move forward developing a fire plan. He will have an update at the next meeting. **ACTION: S. MacLellan will provide an update at the next meeting.**
 - 4-2 Update on Emergency Preparedness Seminar R. Turple advised the seminar will be held January 8, 2019. S. Johnson-Legere requested that active shooter training be added to the agenda. **ACTION: R. Turple will provide seminar agenda at the next meeting.**
 - 4-3 Update on communication regarding Blank Incident Report Forms S. MacLellan reported that a communication was sent to the NSCAD Community November 19 advising the availability and where blank incident reports can be located.
 - 4-4 Update on providing Mental Health First Aid Training G. Jennings advised that training will be scheduled during mid-term break week of February 18. Both Co-Chair Thompson and A. Fox agreed this is a good time.

ACTION: G. Jennings will plan the training.

4-5 Approval of the OH&S Policy from Audit and Risk Oversight Committee. R. Turple advised that the policy was approved by A&RO, and will now require Board of Governors approval. <u>ACTION: The OH&S Policy will be sent to the Board of Governors for their approval.</u>

- 4-6 Develop a Safety Policy and Health and Safety Program Deferred.
- 4-7 Update on discussion with HPA regarding covered handicapped parking meters S. Johnson-Legere advised that she will discuss the meters with HPA at a meeting planned for early December. **ACTION: S. Johnson-Legere will provide up date at the next meeting.**
- 4-8 Update on Safety Audit Co-Chair Jennings advised that he will be obtaining and reviewing quotes from 3 organizations. Once quotes are received and reviewed a decision will be made about the timing of the audit. **ACTION: G. Jennings will provide a report at the next meeting**.
- 4-9 Update on safety training sessions Co-Chair G. Jennings advised that sessions have been scheduled for December 14 and 17. On a question by Co-Chair Thompson, Co-Chair Jennings advised that the session will review the Provincial Occupational Health and Safety Act. **ACTION: Co-Chair Jennings will send out notice**.
- 4-10 Update on Printmaking pallet lift R. Turple reported that after conducting research he is unable to find an organization or an engineering who will certify the modified equipment. He recommended that a replacement unit be purchased and he will consultant with the area faculty and technician to discuss the requirements for the pallet lift.
- 4-11 Update on sculpture safety Co-Chair Jennings noted that a meeting is scheduled for December 4 to review the incidents with those involved. **ACTION: Co-Chair Jennings will update the Committee at the next meeting.**

5. Incident Reports

October 23 – Student fell down 2 steps outside VRC. Student felt the stairs were freshly mopped but no signage was present. Student went to emergency room, x-rayed, and was on crutches. Facilities Management will speak to contract cleaners to ensure spills are cleaned up as soon as possible and wet areas are indicated with proper signage.

October 28 – Building Manager was advised that there was material blocking electrical cabinet in kiln area of the Ceramic Department. The Department was advised to remove the items and not to store items 3 feet in front of panel -- fire code of Nova Scotia.

October 28- Accessible washroom – mall area Granville – toilet backup/overflow, incident repeated November 22. Plumbers and remediation company called. Facilities Management is currently addressing the situation.

6. Due to time constraints the meeting adjourned.