

MINUTES OF THE OCCUPATIONAL HEALTH AND SAFETY COMMITTEE MEETING

Friday – February 15, 2019

D500

Minutes Approved at the March 18, 2019 Meeting

Present:	Jim Barmby	Thierry Delva
	Anke Fox	Ann-Barbara Graff
	Gordon Jennings (Co-Chair)	Sharon Johnson-Legere
	Anne Masterson	James Rae (alternate NSGEU)
	Dianne Taylor-Gearing	Donnie Thompson (Co-Chair)
	Kimmer Thomas	

Regrets:	Debra Campbell	Randall Turple
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Recording

Secretary: Maureen Halstead

1. Attendance/Regrets – Noted
2. Approval of Agenda – President Taylor-Gearing requested updating the Committee on the Audit and Risk Oversight Committee of the Board and the Board of Governors as it relates to the OH&S Committee. Co-Chair Thompson noted this item would be added at 6.2. (Delva) approved agenda with addition. All agreed.
3. Approval of Minutes – (January 21, 2019). (Fox/Rae) Minutes approved as presented. All agreed.
4. Incident Reports – S. MacLellan reviewed an incident which occurred at the Port Campus. The floor scrubber was not filled properly resulting in a flood to the communications room below. An electrician was called to ensure area safe before IT Department entered to check equipment and make necessary repairs. The cleaner has been re-trained in the proper filling and emptying of the unit. No further action is required. K. Thomas addressed the concerns of students in the Ceramic Studio with drains being clogged with clay. S. MacLellan explained the situation. T. Delva suggested using sweeping compound to keep dust and particles down. **Action: Co-Chair Thompson and S. MacLellan will review the concern with the Ceramic Technician and follow up with an email.**
5. Business Arising:
 - 5-1 Report on the status of Fire Plan and Must Stations Fountain Campus - S. MacLellan reported work is in progress.

5-2 Update on providing Mental Health First Aid Training – Co-Chair Jennings explained the challenges with scheduling and timing of a training session to obtain the best possible attendance. President Taylor-Gearing asked for a target date. Co-Chair Jennings will working with a facilitator to find a suitable date. **ACTION: Co-Chair Jennings will find suitable date and schedule a training session.**

5-3 Update on Safety Audit – Deferred to March meeting.

5-4 Status of OH&S Act Training - VP Johnson-Legere asked for a motion to make Safety Act training mandatory. By a raise of hands all agreed. **Action: Co-Chair Jennings will work with VP Graff to select a suitable date. M. Halstead will forward the WHMIS and Safety Act trained list to Co-Chair Jennings and VP Graff.**

5-5 Report from OSE Student WHMIS training – AVP Barmby gave background information. He explained the current process and noted when a student has successfully completed WHMIS training they are issued a sticker which is attached to their Student ID card providing proof to faculty and technicians that the student has successfully completed the WHMIS certification course. On a question by A. Fox, AVP Barmby advised that a report can be generated listing those who are WHMIS trained. AVP Barmby recommended that the policy be revised. VP Graff advised any changes to the policy would require Senate review. On a question by T. Delva, Co-Chair Jennings reviewed that the NS legislation regarding WHMIS. On a question by T. Delva, VP Graff indicated that if a student is not WHMIS trained the faculty or technician has the right to refuse the student entry to the shop/studios and should advise them where to obtain WHMIS training and the student is to provide proof of certification when training complete. A. Fox requested that a student should have a WHMIS certificate prior to registering. Co-Chair Jennings asked AVP Barmby to proceed with updating the policy and forward to Senate for their input and approval prior to the end of the academic year, all agreed. **Action; J. Barmby to revise policy and send to Senate.**

5-6 Update mandatory student PPE - VP Graff provided the Committee with a detailed spreadsheet of the requirements of PPE equipment for each shop/ studio. Discussion turned to protective footwear and where/when same is required and the best practice. K. Thomas voiced the students' concern regarding the additional expense of protective footwear. VP Graff acknowledged that PPE equipment will be addressed during the safety audit. Co-Chair Thompson suggested that the Port shop signage and SOP manuals require replacing due to wear and tear and voiced his concern that signage and SOP were not initiated at the Fountain Campus. Co-Chair Jennings stated that recommendations regarding signage and communication best practices will be provided in the safety audit report. **Action: Co-Chair Thompson will send the signage and SOP template to Co-Chair Jennings.** Co-Chair Jennings referred the Committee to the Act and what is contained within the Act which makes the protective footwear mandatory 1) if studios/shops are deemed industrial area and 2)the industry standard. He noted feedback will be provided in the safety audit report. VP Johnson-Legere noted the concern from students for the added cost.

5-7Report regarding membership of the OH&S Committee – After reviewing the Act G. Jennings found no issues with the current committee structure. VP Johnson-Legere noted that currently there is no formal procedure to close action items. President Taylor-Gearing advised that the Committee, through the minutes, makes recommendations to SMT.

5-8 Update card access and signage at Port Campus loading baby – S. MacLellan advised waiting for contractor to issue an installation date.

5-9 Update on install of gas shut-off valve Textile and Printmaking Studios (deferred)

5-10 Update regarding ESL students and studio procedure - VP Graff advised that she issued a memo to technicians and faculty regarding student comprehension of procedure.

5-11 Install signage studios reminding to turn off equipment – S. MacLellan advised that this initiative is a work in progress.

6. New Business

6-1 Incident Report Form – deferred until Safety Audit Complete

6-2 Update from President Taylor-Gearing - She advised that at the Audit and Risk Oversight meeting of February 7 it was agreed to include and to red flag OH&S in the risk management register. She noted that the Executive Summary was distributed at the BOG meeting of February 14 to bring awareness to the matter and to remind the Board of their liability concerning health and safety. She noted the Board is receiving education about OH&S.

Co-Chair Thompson adjourned the meeting.