

MINUTES OF THE OCCUPATIONAL HEALTH AND SAFETY COMMITTEE MEETING

Monday - March 18, 2019

G219

Minutes Approved at the April 15, 2019 Meeting

Present:	Jim Barmby	Debra Campbell
	Thierry Delva	Anke Fox
	Ann-Barbara Graff	Gordon Jennings (Co-Chair)
	Stephen MacLellan	Anne Masterson
	Dianne Taylor-Gearing	Kimmer Thomas
	Donnie Thompson (Co-Chair)	Randall Turple

Regrets: Sharon Johnson-Legere

Recording

Secretary: Maureen Halstead

1. Attendance/Regrets – Noted
2. Approval of Agenda – President Taylor-Gearing requested providing feedback from the Audit and Risk Oversight Committee of the Board and the campus lockdown on March 8. T. Delva requested speaking to partial walls at the Port Campus – 2nd Floor. Co-Chair Thompson advised these Items would appear under New Business 6.2 and 6.3. Minutes approved (Masterson/Fox) and accepted.
3. Approval of Minutes – (February 15, 2019). (Delva) Minutes approved as presented. All agreed.
4. Incident Reports

4-1 R. Turple noted that there was a non-conformity issue in the Ceramic Studios. Code Violation – items too close to sprinklers, unlocked electrical panel, clay mixing room unlocked no supervisor. **Action: R. Turple will conduct further investigation.**

4-2 March 11 – while operating a drill in the Jewellery Studio a student cut finger. Medical attention required. Tetanus shot administered. No stitches required. Jewellery Technician noted the student was working with small item at the time and reviewed with the student that in future gloves could be worn or a vice used. No other action required.
5. Action Items

5-1 Emergency Preparedness FALL Seminar – Co-Chair Jennings advised that a training session is planned for April 26. On a question by A. Fox, Co-Chair Jennings noted the session will be for faculty and staff only and will include the Occupational Health & Safety Act training for those who missed this training in December, we will also have a presentation on Active Assailant that was well received at the January 8 session. VP Graff noted that going forward, from the commencement of the Fall 2019 semester, dedicated days will be allocated for training and research which should allow for assured attendance. K. Thomas noted students were not advised about safety training, which included actions to take during an active threat. VP

Graff suggested that the notice of sessions be posted on Brightspace. (Note: for clarification it was confirmed that email invitations for the Jan 8 session was sent to all students.)

5-2 Report on status of Fire Plan for Fountain Campus – S. MacLellan noted work is in progress.

5-3 Update on providing Mental Health Training – Co-Chair Jennings no report at this time.

5-4 Update on status of Safety Audit – Co-Chair Jennings advised that initial meetings were held with the Steering Committee and the Technicians. The safety auditor has received and is currently reviewing documents and facilities tours have started. He anticipates the audit will be completed by end of April.

5-5 Status of OH&S Act training – Co-Chair Jennings noted the training will be included in the April 26 training session.

5-6 Update on mandatory PPE – VP Graff advised that the initial template is completed and circulated. She noted that once the safety audit consultant has reviewed and recommendations made she anticipates the document will then be ready for circulation and put into practice for the next academic year.

5-7 Update on card access and signage for Port Campus loading bay – S. MacLellan reported that the bay is only accessible from 7am-3pm, signage has been posted. If access is required outside the time period request must be made to the security guard. He noted that a door key switch is on order and will be installed when received.

5-8 Update on installation of gas shut-off Textiles and Printmaking – R. Turple noted that the gas sensors and shut-offs have been installed, however the electrician has to make an adjustment for the job to be completed.

5-9 Update on studio signage reminder to turn off equipment – R. Turple advised that most signage has been installed.

5-10 Update on revision to Student WHMIS Training Policy – J. Barmby noted that he is working with the Director of the Learning Common and the IT Division as there are two options to post the test: 1) Brightspace 2) Website.

5-11 Report on the investigation of the fork lift modification Printmaking – VP Graff reported that investigation is complete and a draft report was sent to the Acting Director of Human Resources for input, the Director HR was getting more information and was to send to VP Graff. Director, HR acknowledged this and advised the information was received from the remaining witnesses and would be forwarded to VP Graff.

5-12 Report on the ceramic division clogged drains. – S. MacLellan has spoken to the Ceramics Technician regarding clay being diluted and then poured into the drain, the result of this process is dust and flood, overflow of drains. He noted that signage to discourage this process is posted in the studios. He emphasized this process could lead to costly fines by HRM.

5-13 Lists to G. Jennings and VP Graff – M. Halstead confirmed the list of WHMIS and OH&S Act trained staff and faculty was sent.

5-14 D. Thompson to forward SOP template to G. Jennings – D. Thompson and G. Jennings will re-check their files to ensure template was sent and received.

6. New Business

6-1 Incident Report Form/Incident Investigation (Johnson-Legere) Deferred until completion of Safety Audit.

6-2 President Taylor-Gearing provided an update regarding the high level of concern from the Audit and Risk Oversight Committee on the number of reported incidents and they expect improvement once the safety audit is complete and a corrective action plan put in place. She advised that members of the Board have recently received OH&S Act and director responsibility training.

President Taylor-Gearing gave background information and details regarding the Friday – March 8 – the breach of security and student occupation of the President's and University Relations Offices and the subsequent 30 minute lockdown of the all 3 university campuses. She noted that the Crisis Management Team met and after review of the plan it was determined there was no evidence of a threat and the lockdown was lifted. She advised that a debrief was held and it was noted an area for improvement is in communication and cross-training of staff is required to ensure there is not a break-down in communication. (D. Campbell left the meeting).

6-3 T. Delva provided details regarding the sound levels in classrooms 2nd Floor, water side of the Port Campus due to the partition walls. It was suggested that full walls or full moveable wall be built. R. Purple noted that acoustical consultants reviewed the area in the past and reported that noises are within safety guidelines. Co-Chair Jennings noted that although this item is important and of concern is not considered a safety issue, and in his opinion, should be directed to the Office of Academic Affairs and Research. Other members of the committee felt strongly that this was a safety issue. President Taylor-Gearing suggested that certain areas of the university are not fit for purpose and we work the best way possible. (VP Graff left meeting). Co-Chair Jennings realizes the frustration and stress felt by those who are teaching and learning in the area. However, based on the investigations already completed by Facilities Mgmt. which demonstrated that noise levels do not reach unsafe limits, this item is not a safety concern and has to be addressed through other means. At this time there is no resolution.

Co-Chair Thompson adjourned the meeting.