

MINUTES OF THE OCCUPATIONAL HEALTH AND SAFETY COMMITTEE MEETING

Tuesday – May 21, 2019

G219

Minutes Subject to Approval

Present:	Jim Barmby	Debra Campbell
	Anke Fox	Ann-Barbara Graff
	Sharon Johnson-Legere	Elizabeth Lane (Co-Chair)
	Stephen MacLellan	James Rae
	Dianne Taylor-Gearing	Kimmer Thomas
	Donnie Thompson (Co-Chair)	

Regrets:	Thierry Delva	Linda Hutchison
	Anne Masterson	Randall Turple

Recording

Secretary: Maureen Halstead

1. Attendance/Regrets – Noted
2. Approval of Agenda – (Rae) – Agenda approved as presented.
3. Minutes April 15, 2019 – (Thomas) Approved as presented.
4. Incident Reports - J. Rae presented the incident reports:
 - 4-1 Starfish Awards Event –pregnant guest fainted - taken to hospital by ambulance - response sound no other action required.

4-2 Employee fell in courtyard of Granville Mall. Conditions as the time wet - pavers uneven. It was suggested that HRM be contacted about the incident as this area is not NSCAD property. J. Rae advised HRM is notified when pavers close to the Fountain Campus are found to be loose or uneven.
 - 4-3 Potential carbon monoxide fumes were present in the loading bay of the Port Campus. Heavy equipment working in the area. HPA called. S. MacLellan worked with HPA to ensure equipment was removed. Port Campus was aired out. No action required.
5. Action Items
 - 5-1 Report on the status of Fire Plan and Musters Stations Fountain Campus - S. MacLellan reported the project is on-going.

5-2 Update on providing Mental Health First Aid Training – Deferred to later date.

5-3 Report of Safety Audit – VP Johnson-Legere stated the report is complete and was distributed to the Committee for their review. She noted one of the areas of concern for the auditor is the requirement to clarify roles and responsibilities. She advised that Facilities Management will work on providing a

corrective action plan for items regarded as facilities. VP Graff noted that a corrective action plan will be developed by a committee of technicians for academic studios and space. VP Johnson-Legere recommended both non-academic and academic areas should develop action plans immediately due to the potential liability in certain areas. She noted that once roles and responsibilities are determined job descriptions will require updating. VP Johnson-Legere indicated that safety training sessions will be an ongoing program to advance knowledge. **On a motion, (K. Thomas) the Committee receive the report.** Co-Chair Thompson recommended that a Safety Officer position be created and report directly to the President, as in his opinion, this could resolve various issues. He suggested that PPE equipment, respirators and gloves for various processes, and signage be standardized and central stores be established to buy and maintain supplies. **J. Rae seconded the motion. All agreed.** After discussion, **(Rae/Thomas) corrective action plans would be presented at the September OH&S Committee meeting. All agreed. Motion (Rae/Fox) to secure training for the Committee. All agreed.**

Action: 1) VP Johnson-Legere advised that she and/or E. Lane will investigate and schedule training for the Committee. 2) VP Johnson-Legere will circulate the executive summary of the report. (Report circulated May 23, 2019)

5-5 Update mandatory PPE equipment – VP Graff provided an update on the auditor’s comments regarding PPE, including safety footwear. She explained that an outstanding question remains regarding safety footwear and whether or not it is a requirement in certain areas where it would possibly propose a risk rather than protect. *Action: VP Graff will continue her discussion with the auditor to present a resolution to the Committee by June meeting.* On a question, VP Graff noted that required PPE will be noted in course syllabus, posted on Brightspace, and in studio and classroom spaces.

5-6 Update on Student WHMIS Training – AVP Barmby noted that student WHMIS training is on schedule and all students will have training by the commencement of the 2019 fall term.

5-7 Report on investigation of the fork lift modification Printmaking. VP Graff gave an overview and the recommendations contained in her report. She emphasized that the role and responsibilities, accountability and communications must be clarified. VP Johnson-Legere suggested a corrective action plan should be developed and clarified. It was explained that the modification of the lift was due to the NSCAD safety culture.

5-8 Report from Ceramic Technician/Faculty re clogged drains – Deferred to next meeting

5-9 Update on investigation regarding non-conformity in Ceramic Division – K. Thomas will provide update at next meeting. *Action: J. Rae will forward incident reports to K. Thomas.*

5-10 Status of Student Orientation Safety Talks – K. Thomas and J. Barmby will meet to review and discuss.

5-11 Review the proposed Incident Report Form – It was noted that blank Incident Reports are not readily available. J. Rae will ensure blank forms are available at the Fountain and Port Security Desks and that forms are easily accessible at the Academy. VP Johnson-Legere noted the audit report states that currently there are gaps in incident response, reporting, investigation procedure and closure. *Action: Committee Members to review the proposed Incident Report to make recommendations at the September meeting.*

5-4 (Item Skipped) Report on OH&S Act Training – VP Johnson-Legere advised that safety training sessions will be scheduled during the 2019/20 term.

As there was no other business, Co-Chair Thompson adjourned the meeting.

NEXT MEETING – MONDAY – JUNE 17 – 9:30AM -- G219