



Saint Mary’s University, 923 Robie Street

**Minutes for Joint Occupational Health and Safety meeting held on February 20, 2024**

Adam J Sarty opened the meeting at 1:30 p.m. The following were in attendance:

Arla Day	Psychology	Member (Employee)
Adam J Sarty	FGSR	Member (Employer)
Michael Chiwawa	VP Finance & Admin	Alternate (Employer)
Dennis Gillis	Facilities Management	Member (Employer)
Mark Moffett	People and Culture	Member (Employer)
Shellie Petrossie	Facilities Management	Alternate (Employee)
Liliane Bassil	EIT	Member (Employer)
Valerie Wadman	Human Resources	HR Officer (OHS & Wellness)

**Guests: Martha Nakiduuli**

**Regrets:**

**Roll Call:**

**1.0 Approval of Minutes of Last Meeting**

Arla Day moved to accept the minutes of the December 19, 2023, meeting, and Dennis Gillis seconded the motion. The January 2024 meeting was cancelled.

**2.0 Outstanding Items from Previous Meeting**

**JOHSC training**

**Valerie Wadman**

**From previous minutes:** Valerie Wadman advised members to take part in the free CCOHS training,



Valerie Wadman advised that the Disease Prevention Plan has been revised as the Student Health Centre no longer provides Tetanus vaccinations or Hepatitis A & B vaccinations to employees who are not patients at the Centre. This information was shared with the two safety sub-committees.

**Action: No further action required.**

Annual Fire Drills/ Fire Warden Update 0.00000912 0 612 892 reW\*nBT/F1 1Dff10 C1157.6 58.98m0 g0

Patricia advised that most annual fire drills have been completed



**Administration Units Sub-committee**

**Adam J Sarty**

October 2023 minutes were distributed for review.

**Aramark**

**Adam J Sarty**

The January minutes were distributed for review.

**SMUSA**

**Adam J Sarty**

The February minutes distributed for review.

**Childcare Facility**

**Adam J Sarty**

Minutes unavailable for review.

**Contractor Documentation**

**Valerie Wadman**

Item carried over from October meeting: “Discussion followed on concerns related to contractors on Campus not following SMU’s Contractor Safety Program, as detailed in the University OHS Program. After discussion, it was agreed that changes are needed to the procurement process to ensure that all contractor’s on Campus will follow the minimum requirements of the University OHS Program. Adam Sarty volunteered to have a look at this.”

**Action: No new documentation provided.**

**Pandemic Updates**

**Mark Moffett**

No new updates

**Psychologically Healthy Workplace**

**Arla Day**

Arla Day advised that feedback is being waited upon from the CN Centre on whether Psychological Safety in the workplace can be considered under Violence in the workplace prevention.

**Action: Arla Day will update the committee at the March 19, 2024 meeting.**

**Indoor Air Quality Updates**

**Dennis Gillis**

Dennis Gillis advised that inspections may need to be carried out for the science laboratories in the McNally building.

**Action: Valerie Wadman will update the committee at the March 19, 2024 meeting.**

**4.0 Injury and Incident Reports**

**Valerie Wadman**



