

Saint Mary's University, 923 Robie Street

Minutes for Joint Occupational Health and Safety Meeting held on March 15, 2022

Arla Day opened the meeting at 1:00 p.m. The following were in attendance:

Arla Day	Psychology	Member (Employee)
Adam Sarty	FGSR	Member (Employer)
Howard Donohoe	Geology	Member (Employee)
Liliane Bassil	EIT	Member (Employee)
Dennis Gillis	Facilities Management	Member (Employer)
Luke MacDonald	Engineering	Alternate (Employee)
Matt Dickinson	Risk and Insurance Services	Alternate (Employer)
Valerie Wadman	Human Resources	HR Officer (OHS & Wellness)

Guests: Kyle Whynot

Regrets:

Roll Call:

1.0 Approval of Minutes of Last Meeting

Howard Donohoe moved to accept the minutes of the January 18, 2022 minutes, and Dennis Gillis seconded the motion.

Dennis Gillis moved to accept the minutes of the February 8, 2022 minutes, and Valerie Wadman seconded the motion.

Valerie Wadman

Valerie Wadman advised that the free CCOHS training, paid for by the University, is now online again. All Nova Scotia residents can access the training. Committee members who have not taken the training are encouraged to do so. For more information can be found at: http://www.smu.ca/education/occupational_health_and_safety/training/online_training_nova.php

_____. Anyone wishing to take additional courses should contact their manager or chair.

Valerie Wadman advised she has completed a rough draft of the intro to OHS training package, and she has received some feedback on this and is open to more feedback from the committee.

Action: Valerie Wadman will continue to update the committee on JOHSC training.

NAOSH Week

Valerie Wadman

Valerie Wadman discussed the appropriate delivery approach for NAOSH week event, provided by Arla Day, starting in the early May. JOHSC came to the consensus of a hybrid delivery system

Dates:

June 21, 2022

Adjournment

Meeting adjourned at 2:01pm

Adam Sarty, Management Co-Chair

Arla Day, Employee Co-Chair

Calendar

Action Item	Person(s) Responsible	Target Date	Actions
NAOSH Week	Committee	February/March	Plan inhouse speaker
Memo to Distribution Group re heat stress guidelines	Committee/ Valerie Wadman	May	Review at May JOHSC meeting. Place announcement in SMUport in June referring employees to OH&S website.
Review of Terms of Reference/ Membership Terms Select JOHSC co-chairs	Committee	May/June	Review Terms of Reference Documents and Committee membership.
Occupational Health and Safety booklet	Valerie Wadman	August	Send to CAID for new Faculty orientation day in August. Send to Cont. Ed for instructors. Email to Deans and assistants in August an electronic copy. Email to TLC.
Fire Drills/Fire Warden	Dennis Gillis	October	Fire Drills and Warden updates. Review compliance regarding fire alarms.
WHMIS training Review	Committee	October	Review WHMIS Training annually. (Report to JOHSC when completed or if issues arise)
Workplace Inspections	Valerie Wadman on behalf of the JOHSC	October	Forward in October of each year
Annual Review of the OH&S Policy	Committee	October	Review the policy at October JOHSC meeting.
CURIE Inspections	Risk Manager	October	Risk manager to share CURIE inspection reports
Emergency Management	Dennis Gillis	November	Review procedures.