



Saint Mary's University, 923 Robie Street

Minutes for Joint Occupational Health and Safety Meeting held on September 19, 2023

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

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

Guests: Martha Nakiduuli

Regrets: Howard Donohoe

Roll Call:

1.0 Approval of M[000009129eW4(e)-5(F3stof M§)BDC JETQMC /Span /MCID 29/Lang (en-US)BDC



Childcare Facility

Adam Sarty

The Childcare Facility JOHSC September minutes were received too late to be included in this meeting. They will be included in the October documentation.

Contractor Documentation

Valerie Wadman



Communicable Disease Prevention Plan

Valerie Wadman

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

Action: Valerie Wadman will update the plan and post the revised plan on the OHS website.

7.0 Date and Time of Next Meeting –

Next meeting will tentatively be held on October 17, 2023.

Adjournment

Meeting adjourned at 2:55pm

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.