



Robie Street

Minutes for Joint Occupational Health and Safety meeting held on October 16, 2024

Adam Sarty opened the meeting at 1:00 p.m. The following were in attendance:

Arla Day	Psychology	Member (Employee)
Adam J Sarty	FGSR	Member (Employee)
Mark Moffett	People and Culture	Member (Employer)
Shellie Petrossie	Facilities Management	Member (Employee)
Dennis Gillis	Facilities Management	Member (Employee)
Valerie Wadman	Human Resources	HR Officer (OHS & Wellness)

Guests:

Regrets:

Roll Call: Shellie Petrossie advised she is now the employee member, appointed by the NSGEU.

1.0 Approval of Minutes of Last Meeting

Arla Day moved to accept the minutes of the September 17, 2024, meeting, and Shellie Petrossie seconded the motion.

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, paid for by the Department of Labour, Skills & Immigration. Committee members who have not taken the training are encouraged to take the safety committee training. Further information can be found at: https://www.ccohs.ca/catalog/courses_list_nova.php.

From October 16, 2024 meeting: Nothing new to update.

Action: Valerie Wadman to update the JOHSC at the November meeting.

Emergency Management Annual update

Dennis Gillis

Valerie Wadman advised the Emergency Management Working Group will meet on November 5, 2024



Risk Manâ



6.0 New Business

OHS Annual Policy review calendar item

Valerie Wadman

The OHS Policy has been shared with all three committees for review. Committee members are asked to forward any review to Valerie Wadman.

Action: Valerie Wadman to update the committee at the November meeting.

WHMIS training review calendar item

Valerie Wadman

The Science Safety sub-committee and the Administrative Units Safety sub-committee have been asked to review training being provided to employees, to determine if the training is sufficient to keep employees who are working with controlled products safe.

Action: Valerie Wadman to update the committee at the November meeting.

Fire Drills Annual Report

Dennis Gillis

Dennis Gillis advised that most fire drills have been completed. The drill for 960 Tower Rd. and the Arena are still to be completed.

Action: Dennis Gillis to update the committee at the November meeting.

Rock Wall on Robie St.

Shellie Petrossie

Concerns were raised about the structural safety of the rock wall on Robie Street. Dennis Gillis advised he will talk to Pat Farmer.

Action: Dennis Gillis to update the committee at the November meeting.

7.0 Date and Time of Next Meeting

Meetings for the academic year will be on Wednesday at 1:00 p.m. Appointments have been sent to the committee. The next meeting will be November 20, 2024

Adjournment

Meeting adjourned at 2:30 p.m.

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.