

**MINUTES OF JOINT HEALTH & SAFETY COMMITTEE
PROCÈS-VERBAL DU COMITÉ MIXTE D'HYGIÈNE ET DE SÉCURITÉ**

Name of employer / Nom de l'employeur	St. Thomas University	Workplace location / Lieu de travail	Fredericton
Phone number / Numéro de téléphone	506-452-0630	Date of last meeting / Date de la dernière réunion	October 25, 2021
Date of meeting / Date de la reunion	November 29, 2021	Name of secretary / Nom du (de la) secrétaire	Jason Scarbro
Co-Chairperson / Coprésident-e	Jason Scarbro (Employer Co-Chair) / Dave Dunbar (Employee Co-Chair)		
Members present / Membres présents	Philip Cliff / Rick Sharpe / Tim O'Brien / Ann Smith / Bradley Votour / Garry Hansen / Dave Dunbar / Jason Scarbro		
Absent			
Guest(s) / Invité(s)			

Business carried forward / Affaires reportées de la dernière réunion

Date of origin / Date d'origine	Discussion topic / Sujet de discussion	Target date / Date visée	Action and by whom / Mesures prises et par qui	Date completed / Date d'achèvement
March, 2019	Workplace Violence Policy	Priority	<p>The survey results indicate the need for a policy. A summary will be produced for the JHSC. Work will begin by HR on a draft Policy.</p> <p>Garry took the Committee through the results of the Workplace Violence Risk Assessment Survey. It was noted that the survey results should be included in the consultation process with faculty and staff unions. It was also noted that it will be important to clearly define the differences between harassment and violence to avoid policy confusion.</p> <p>Ann and Jason are working on a draft that will eventually be brought to the JHSC for review (aiming for late summer).</p> <p>There has been a delay in getting a draft to the Committee. Priority will be put on this document with the aim of getting it to the Committee as soon as possible.</p>	

<p>November, 2014</p>	<p>Request for Fire Wardens</p>	<p>Priority</p>	<p>We have finalized a breakdown for each building outlining the goal and current number of wardens.</p> <p>The goal is to have one Warden per floor to do role call once building is evacuated.</p> <p>HR has produced checklists (by building; by floor) for role calls.</p> <p>A staff listing has been provided to Facilities Management to facilitate identifying new wardens.</p> <p>Philip has been working on Fire Warden responsibilities. This needs to be completed before search for wardens begins.</p> <p>Plan has been approved to have one muster station in the upper courtyard and one muster station in the lower courtyard.</p> <p>A draft document has been created but requires further revision.</p> <p>Review of November discussion:</p> <ul style="list-style-type: none"> - Document has been drafted and reviewed by the Emergency Response Committee. - Philip will be circulating the draft to the JHSC for feedback. 	
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August, 2014	Power outage concerns		<p>Policy to be developed for response during power outages.</p> <p>Issues include:</p> <ul style="list-style-type: none"> - Dark stairwells or hallways - Fire alarms don't work - Ventilation - Accessibility (elevators don't work) <p>Need to integrate with class cancellation policy (Jason)</p> <p>Fire warden could play a role</p> <p>UNB does not have a policy but security believes one should exist</p> <p>Concept of 5-minute waiting period (to be researched further)</p> <p>Jason reported on feedback received from other universities, including CBU which has a policy. Information gathered will be reviewed to see if it might lead to a procedural document at STU.</p> <p>Other topics of discussion include: VOIP and students in residence.</p>	
January, 2018	Computer cords causing trip hazards in JDH. May be helpful to check with HIL at UNB to see how they handle this problem.		FM recently received pricing for receptacles. This pricing will be reviewed. The need for a solution is clear based on a recent event held in JDH.	
November, 2018	Floor lighting in Kinsella Auditorium		FM spoke with contractor. There is lighting on the end on the rows, but it is dim. The contractor will be exploring this soon. The current challenge is that LED lighting would be too bright for the venue. Light shields were suggested but they would either break easily or would create a trip hazard.	
October, 2019	Insurance coverage for internship students who are on work placements.		Jason and Philip will meet to determine scenarios and responsibilities.	
January 2021	New process for Form 67		<p>Philip explained the new process from WorkSafeNB on using their online Form 67.</p> <p>Action Item – HR will send out a message to employees regarding the new process and will make necessary changes to the STU website.</p>	
June 2021	First Aid certifications		<p>Check into First Aid certifications to see what refreshers or recertifications are required. Dave Dunbar will be contacted to see where things stand.</p> <p>Review of October discussion:</p> <ul style="list-style-type: none"> - No update on training dates 	

June 2021	COVID Protocols		<p>Review of November discussion:</p> <ul style="list-style-type: none"> - JDH walkthru's have been effective. - Karen Preston and Philip are vetting internal requests for events that have food because there are specific rules. - A question came up about the COVID public exposure announcement that had gone out earlier in the day. The message was specific to Tim Horton's and we questioned the reason for the specificity. - Jason agreed to follow up with Communications and send a message to the Committee. 	
September 2021	New AED's		<ul style="list-style-type: none"> - The order is pending final approval. We plan to order the same model we currently have in the O'Keefe Centre. 	
October 2021	JHSC Training		<ul style="list-style-type: none"> - New JHSC member training. There are face-to-face, online, and blended training available for new JHSC Check into JHSC Training through WorkSafeNB – face-to-face, online, blended. Ann will check into timing. - A 3rd party is now providing the safety training (Safety Services NB). They take a blended approach (5 online modules and a 1 day virtual session). Ann has reached out for the 2022 schedule. The fee for the 1 day session is \$150 per person. This training will be required for Bradley and Craig, and possibly Rick. Ann agreed to send the link to the modules out to the Committee. 	
October 2021	Draft Communicable Disease Prevention Plan		<ul style="list-style-type: none"> - JHSC had reviewed and provided feedback on a draft Communicable Disease Prevention Plan. Is there any follow up required by the JHSC on this plan? - Jason updated the Committee that a final draft will be completed soon, but he wasn't sure whether it would be going to the Committee for review or not. 	



Standing items / Points permanents				
	Acceptance of minutes from October 2021		Motion to approve: R. Sharpe Seconded: P. Cliff Motion carried	
	Updates on accidents and first aid		- None	
	Any health or safety concerns brought forward by employer or employees to committee members		- None	
	Any health or safety concerns arising from workplace inspections		- A couple minor items: loose bricks were repaired and regular seasonal maintenance was completed. Entrance mats will be going out soon. Daily inspections for icy areas are being done.	
	Health or safety concerns and/or information brought forward by JHSC members		- Ann mentioned that the elevator in MMH wasn't working properly the week previous.	
New business / Affaires nouvelles				

Date of next meeting /
Date de la prochaine réunion: December 2021

Co-Chairperson (employer) /
Coprésident-e (employeur) : _____
Co-Chairperson (employee) /
Coprésident-e (salariés) : _____

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Grand Falls / Grand-Sault	
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