



**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 28, 2022
Date of meeting / Date de la reunion	November 28, 2022	Name of secretary / Nom du (de la) secrétaire	Ann Smith
Co-Chairperson /Coprésident-e	Ann Smith (Acting Employer Co-Chair) / Dave Dunbar (Employee Co-Chair)		
Members present / Membres présents	Philip Cliff / Dave Dunbar / Garry Hansen / Pauline McIntyre / Ann Smith / Bradley Votour		
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	<ul style="list-style-type: none"> <li>- A draft has been circulated to the Committee for review. Some feedback has already been provided.</li> <li>- Question was asked whether security and campus police take non-violent intervention training. Philip was confident they do.</li> <li>Review of May 2022 discussion               <ul style="list-style-type: none"> <li>- The Committee was thanked for their feedback on the policy.</li> <li>- Draft policy was reviewed by the VP (Finance &amp; Admin) who has experience working on violence policies and has provided his feedback. Jason and Ann will review this feedback and revise the policy as required.</li> <li>- Next steps: policy will go to senior leadership; then union; and finally, be presented to faculty/staff after final review/approval.</li> </ul> </li> <li>Review of Sept. 2022 discussion:               <ul style="list-style-type: none"> <li>- Changes to policy as per the recommendations of the VP (Finance &amp; Admin) have been completed. Ann is working on drafting appendices to address 'code of conduct' and 'risk assessment'.</li> <li>- The policy not been shared with senior leadership or union yet.</li> </ul> </li> <li>Review of Oct. 2022 discussion:               <ul style="list-style-type: none"> <li>- No new updates</li> </ul> </li> <li>Review of Nov. 2022 discussion:               <ul style="list-style-type: none"> <li>- No progress to-date. This will be a priority for the new year. Ann should have draft code of conduct and risk assessment to committee in January.</li> </ul> </li> </ul>	

<p>November, 2014</p>	<p>Request for Fire Wardens</p>	<p>Priority</p>	<p>Review of March 2022 discussion:          - Feedback has been provided to Philip. No further action from the JHSC required at this time.          Review of May 2022 discussion:          - No new progress to report.          Review of Sept. 2022 discussion:          - No new progress to report.          Review of Oct. 2022 discussion:          - No new progress to report.</p> <p><b>Review of Nov. 2022 discussion:</b>          - No new progress to report</p>	
<p>August, 2014</p>	<p>Power outage concerns</p>		<p>Policy to be developed for response during power outages.</p> <p>Issues include:          - Dark stairwells or hallways          - Fire alarms don't work          - Ventilation          - Accessibility (elevators don't work)</p> <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> <p>Review of May 2022 discussion:          - Recent late morning power outage due to blown circuit (brown out) caused some initial confusion on protocol for staff to remain onsite or go home. Discussed need for clear policy. Philip has been working on a draft document, however, noted that each building has unique issues related to emergency lighting, alarm systems, and accessibility which can be challenging when developing one clear policy (as well as the time of day the outage occurs</p>	

			<ul style="list-style-type: none"> <li>- NB Power onsite and killed power to campus until 6pm. Email sent out early afternoon that those able to work from home could do so. Suggested sending message through mass notification system as most staff/students have cell phones set up for this system.</li> <li>- Question on what process is in place for buildings with key entry card accessibility when power is out and potential phone issues once VOIP is implemented? Philip said it affects front door (not individual rooms) and wheelchair accessibility. In residence RA's stand by door and let students in.</li> <li>- Policy recommendations can be sent directly to Philip.</li> </ul> <p>Review of Sept. 2022 discussion:</p> <ul style="list-style-type: none"> <li>- Nothing to report. Latest storm has prompted further discussions.</li> </ul> <p>Review of Oct. 2022 discussion:</p> <ul style="list-style-type: none"> <li>- Still working on finalizing policy.</li> </ul> <p>Review of Nov. 2022 discussion:</p> <ul style="list-style-type: none"> <li>- Still working on finalizing policy.</li> </ul>	
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>Action Item – HR will send out a message to employees regarding the new process and will make necessary changes to the STU website.</p> <p>Review of May discussion:</p> <ul style="list-style-type: none"> <li>- A message to staff has been drafted and is ready to go out. May also schedule to send out in the Fall again as a reminder.</li> </ul> <p>Review of July discussion:</p> <ul style="list-style-type: none"> <li>- Message was sent out to staff. Reminder message and message to faculty will go out in September.</li> </ul>	

<p>June 2021</p>	<p>First Aid certifications</p>		<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: - No update on training dates</p> <p>Review of Sept. 2022 discussion: - No update on training dates. Philip will follow up with Dave as things are starting to open again and training sessions may now be available for recertification. There are also several new employees who may require training.</p> <p>Review of Oct. 2022 discussion: - No dates posted yet.</p> <p>Review of Nov. 2022 discussion: - Dave is waiting for dates to be confirmed and will reach out to certificate holders who require recertification and to others who may wish to receive training.</p>	
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<p>June 2021</p>	<p>COVID Protocols</p>		<p>Review of May discussion:</p> <ul style="list-style-type: none"> <li>- Nothing new to report – There are a limited number of people on campus now and we are in good shape.</li> <li>- Questions raised by staff and public (as it is generally just campus requiring masks). It is status quo for masks until further notice. Masks also good for other virus that are circulating, such as norovirus and influenza).</li> </ul> <p>Review of Sept. 2022 discussion:</p> <ul style="list-style-type: none"> <li>- Nothing new to report – There are patrols being done and concerns that have come up regarding students wearing masks in class have been addressed. Masks are available in podium.</li> <li>- Individuals who have tested positive are referred to the Provincial Health guidelines.</li> </ul> <p>Review of Oct. 2022 discussion:</p> <ul style="list-style-type: none"> <li>- No new updates.</li> </ul> <p>Review of Nov. 2022 discussion:</p> <ul style="list-style-type: none"> <li>- Increased number of students not wearing masks. Masks are available in classrooms for students who may be entering with one.</li> <li>- UNB has removed masking requirement and UNB students are accessing Tim's and Subway on campus without masks.</li> <li>- Philip to discuss with James the direction STU is taking regarding masking – i.e. enforcement; and to look at communication to campus community regarding protocol for return to campus after holidays.</li> </ul>	
<p>September 2021</p>	<p>New AED's</p>		<p>The AEDs are on back order.</p> <p>Review of September discussion:</p> <ul style="list-style-type: none"> <li>- All ordered AEDs have been received. There will be three available on campus once installation has been completed.</li> </ul> <p>Review of Oct. 2022 discussion:</p> <ul style="list-style-type: none"> <li>-No new progress to report.</li> </ul> <p>Review of Nov. 2022 discussion:</p> <ul style="list-style-type: none"> <li>- Waiting for verification from Student Accessibility Office on the building(s) that require AED.</li> </ul>	

<p>October 2021</p>	<p>Draft Communicable Disease Prevention Plan</p>		<p>Review of May discussion:</p> <ul style="list-style-type: none"> <li>- Policy was reviewed by VP Academic &amp; Research and VP Finance &amp; Admin.</li> <li>- Policy sent to staff union with no feedback and has gone to FAUST for their review.</li> <li>- Policy will go to President after union approval.</li> <li>- May have better sense on status of review/approval by next meeting.</li> </ul> <p>Review of July discussion:</p> <ul style="list-style-type: none"> <li>- Policy was re-sent to FAUST for feedback.</li> </ul> <p>Review of Sept. discussion:</p> <ul style="list-style-type: none"> <li>- Nothing to report.</li> </ul>	
<p>January 2022</p>	<p>Replacement of departing members</p>		<ul style="list-style-type: none"> <li>- Jason has contacted the two unions asking that replacements be identified.</li> </ul> <p>Review of Sept. 2022 discussion</p> <ul style="list-style-type: none"> <li>- Jason is no longer with STU and Ann Smith has temporarily stepped in as employer co-chair.</li> <li>- Ann will follow up with unions for status on the identification of replacements on the JHSC.</li> </ul> <p>Review of Oct. 2022 discussion:</p> <ul style="list-style-type: none"> <li>- Pauline McIntyre to fill Employee Representative vacancy.</li> <li>- FAUST still canvassing for replacement member.</li> <li>- Ann to get dates for JHSC training through Safety Service NB.</li> <li>- Current members wanting to update knowledge have access to the free online courses offered by Safety Service NB and the training manual located on Teams site.</li> </ul> <p>Review of Nov. 2022 discussion:</p> <ul style="list-style-type: none"> <li>- FAUST has recruited a FT Faculty representative, who hopes to be in attendance at the next meeting,</li> </ul>	

July 2022	Implications of UNB going smoke-free		<ul style="list-style-type: none"> <li>- Questions were raised about the implications on STU of UNB going smoke-free.</li> <li>- STU plans to take a status quo approach for now but will monitor the impact and will revisit if problems arise.</li> <li>- The smoking area outside of JDH (close to Tim's) is of particular concern. The possibility of eliminating that smoking area was discussed but concerns were also raised about enforcement.</li> <li>- Signage may need to be refreshed to assist with enforcement.</li> </ul> <p>Review of Sept. 2022 discussion:</p> <ul style="list-style-type: none"> <li>- No issues on STU campus with UNB going smoke-free.</li> </ul>	
<b>Standing items / Points permanents</b>				
	Acceptance of minutes from May 2022		<p>Motion to approve: Philip Cliff Seconded: Bradley Votour</p>	
	Updates on accidents and first aid		<ul style="list-style-type: none"> <li>- Loose steps identified and repaired.</li> <li>- Filing cabinet fell on student employee. No injury but should be reported as a 'near miss'.</li> <li>- Dave to follow-up with supervisor to ensure an accident report was submitted.</li> <li>- Facilities to look at possibly securing cabinets to the wall to avoid future incidents.</li> </ul>	

	Any health or safety concerns brought forward by employer or employees to committee members		<ul style="list-style-type: none"> <li>- JHSC addressed Health and Safety concerns submitted by an employee regarding office environment issues that have been negatively impacting health and productivity; namely ventilation fan/blower and office temperature; as well as follow-up email from employee regarding a lack of response from committee.</li> <li>- These Health and Safety concerns were received in early November after the October meeting and circulated to members as an agenda item for the next meeting.</li> <li>- Facilities responded to the JHSC right away with a status report on what had already been done to address some of the issues raised. It was determined that the employee had not received a copy of this progress status report.</li> <li>- Dave provided context to his interaction with employee regarding the issues raised.</li> <li>- Philip is to follow up with the employee on work that has already been completed, and to discuss other options available for areas that were identified as still being issues – i.e. air blower/circulation. Facilities may be able to install plexiglass to redirect air flow.</li> </ul>	
	Any health or safety concerns arising from workplace inspections		<ul style="list-style-type: none"> <li>- Roof repairs have been temporarily addressed. Waiting for contractors to come in and make permanent repairs.</li> </ul>	
	Health or safety concerns and/or information brought forward by JHSC members		<ul style="list-style-type: none"> <li>- Dave provided context to his interaction with employee who submitted Health and Safety concerns.</li> </ul>	
<b>New business / Affaires Nouvelles</b>				
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Date of next meeting /  
Date de la prochaine réunion: **December 19, 2022**

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





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