

**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 30, 2018
Date of meeting / Date de la reunion	November 27, 2018	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	Janet Mullin / Jason Scarbro / Garry Hansen / Tim O'Brien / Philip Cliff / Dave Dunbar		
Absent	Matt Robinson		
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
	JHSC members must complete training		Janet Mullin – Booked for June.	
November, 2014	Request for Fire Wardens	Priority	<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>Tentative plan is to have one muster station in the upper courtyard and one muster station in the lower courtyard.</p>	

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>	
February, 2015	No pets to work policy		<p>A new draft has been created that considers recent situations involving emotional support animals and the duty to accommodate. FAUST and STUSAU reviewed draft policy and University is now considering feedback received.</p> <p>Policy has been implemented and communicated to faculty and staff.</p>	
March, 2017	Education regarding completing the Form 67		<p>A discussion was held to determine the best method to build awareness of this issue. The following ideas were brought forward:</p> <ul style="list-style-type: none"> - Multiple e-mail messages (message should inform employees there are three distinct forms – one each for the doctor, employee, and employer). - Speak with Department Chairs at an upcoming Department Chairs' meeting - WorkSafeNB presentation will be helpful when creating communication to employees and procedures. 	

April, 2017	Ergonomics		<p>Consider getting WorkSafe NB to come to STU to speak to this topic.</p> <p>A challenge the University is dealing with is employees not being supportive of the recommendations being made by the occupational therapist as part of the ergonomic assessment.</p> <p>One possible solution to explore is a waiver for employees to sign before the assessment is done.</p> <p>The University is currently exploring a strengthening of procedures related to ergonomics, including the role of the physician.</p> <p>It was suggested that we also explore the possibility of training for an internal resources (i.e., Jennifer Monroe). Philip indicated that he has received the training in the past.</p>	
September, 2017	First Aiders need to complete refresher training	Priority	<p>Campus Police and P. Cliff completed a 2-day training program</p> <p>There was interest among committee members to participate in training if it's held in the summer.</p> <p>Refresher was held on November 6th. Campus Police also received training on November 17th and 18th.</p> <p>Goal is to combine the role of Fire Warden and First Aider.</p>	
November, 2017	First Aid Kits – Who is responsible for checking / re-filling?		<p>Facilities Management checks the kits annually.</p> <p>Ideas put forward included:</p> <ul style="list-style-type: none"> - Creating a checklist for the kits. - Using a seal so we can determine when a kit has been used. - Including the checking of kits as a responsibility for Fire Wardens. 	
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.		<p>Getting pricing on dropping lines but early signs are that it will be very expensive.</p>	
January, 2018	Reallocation of resources to focus on health and safety		<ol style="list-style-type: none"> 1) Identify health and safety requirements 2) Audit requirements 3) Allocate resources accordingly 	

October, 2018	Fire alarms		Slower response than usual, mostly in Residence Life. Steps were taken to inform those who were slow to act. We may repeat drills.	
			Fire alarms may be rescheduled.	
October, 2018	Replacement of Employer Representative on JHSC		Need to replace Anneke DeJong on committee	
October, 2018	Scent Reduction Guideline		Guideline may need to be refreshed to include cannabis. New posters are being created.	
Standing items / Points permanents				
	Acceptance of minutes from November, 2018		Motion to approve: J. Mullin Seconded: T. O'Brien Motion carried	
	Updates on accidents and first aid		None	
	Any health or safety concerns brought forward by employer or employees to committee members		Concern(s) brought forward included: - Looking at floor lighting in Kinsella Auditorium. Will investigate and take action if necessary.	
	Any health or safety concerns arising from workplace inspections		Concern(s) brought forward included - None	
	Health or safety concerns and/or information brought forward by JHSC members		Concern(s) and/or information brought forward included: - Missing boards on granite steps in front of GMH. Dave will double-check.	
New business / Affaires nouvelles				

Date of next meeting /
Date de la prochaine réunion: January 29, 2018

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

Bathurst	
Place Bathurst Mall, 1300 St. Peter Avenue, Suite 220, Bathurst NB E2A 3A6 Fax: 506 547-7311 or 506 547-2982	Place Bathurst Mall, 1300, avenue St. Peter, pièce 220, Bathurst, NB E2A 3A6 N° de télécopieur : 506 547-7311 ou 506 547-2982
Grand Falls / Grand-Sault	
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