

**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	April 30, 2019
Date of meeting / Date de la reunion	September 27, 2019	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 / Dave Dunbar / Jason Scarbro / Garry Hansen / Tim O'Brien / Lori Orchard / Matt Robinson		
Absent	Janet Mullin		
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		<p>An information sheet from Cox & Palmer was distributed.</p> <p>HR will create the framework of a policy and will bring it to the JHSC for review.</p> <p>Risk assessment survey is in the final stage of development. Next step is for survey to be sent to the JHSC for review.</p>	
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>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>August, 2014</p>	<p>Power outage concerns</p>		<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>	
<p>March, 2017</p>	<p>Education regarding completing the Form 67</p>		<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. <p>Garry agreed to prepare a summary and send to Lori and Jason for review.</p> <p>Draft was sent to the Unions for review. Just waiting for confirmation and then will send the notice out.</p>	

November, 2017	First Aid Kits – Who is responsible for checking / re-filling?		Facilities Management checks the kits annually. Ideas put forward included: - 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.		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.	
	Terms of Office		Terms of office that had expired have been renewed for 2-year terms and all applicable committee members have been informed.	
Standing items / Points permanents				
	Acceptance of minutes from April 2019		Motion to approve: T. O'Brien Seconded: M. Robinson Motion carried	
	Updates on accidents and first aid		- Follow up with Heather MacDonald regarding her accident. - Incident involving Dale Dasset was discussed. We may need a few more First Aid kits around campus and/or to ensure First Aid Providers have their own kit. - Skylight in McCain was repaired.	
	Any health or safety concerns brought forward by employer or employees to committee members		- Rain storm caused some steps around campus to become loose. A temporary fix was made immediately. A more permanent fix will be taking place within a week or two. - Floor plug on 2 nd floor of Duffie Hall is a trip hazard and is currently being covered by a yellow caution sign.	
	Any health or safety concerns arising from workplace inspections		- None	

	Health or safety concerns and/or information brought forward by JHSC members		<ul style="list-style-type: none"> - Concerns were raised about insurance coverage for internship students who are on work placements. Jason and Philip will meet to determine scenarios and responsibilities. - Questions were asked in order to get clarification on the process for ergonomic assessments, especially when internal resources are used compared to external. 	
New business / Affaires nouvelles				
September 2019	Fire drills		<ul style="list-style-type: none"> - Fire drills will be held soon. There's a requirement for everyone to participate/evacuate. 	

Date of next meeting /
Date de la prochaine réunion: October 25, 2019

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	
166 Broadway Blvd., Suite 300, P.O. Box 7244 Grand Falls NB E3Z 2J9 Fax: 506 475-2568	166, boulevard Broadway, pièce 300, case postale 7244, Grand-Sault, NB E3Z 2J9 N° de télécopieur : 506 475-2568
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P.O. Box 160 Saint John NB E2L 3X9 Fax (Southwest Region): 506 738-4050	Case postale 160, Saint John, NB E2L 3X9 N° de télécopieur (Région du Sud-ouest) : 506 738-4050