

**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	January 29, 2016
Date of meeting / Date de la reunion	February 26, 2016	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	Jason Scarbro / Garry Hansen / Janet Mullin / Anneke de Jong / Dave Dunbar / Matt Robinson		
Absent	Tim O'Brien / Bill Maclean		
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
February, 2013	JHSC members must complete training	Ongoing	Garry, Tim and Janet are scheduled for April 12 - 14, 2016	
November, 2014	Request for Fire Wardens	March, 2015	<p>A 2nd request for volunteers sent out and recruiting to start</p> <p>Goal = 1 per floor; Min = 1 – 2 per building Fire marshall will provide training</p> <p>Actions:</p> <ul style="list-style-type: none"> - Dave is working on this and has been able to identify several volunteers. - Although progress is being made, we still require more volunteers. 	

August, 2014	Power outage concerns	November, 2015	<p>Policy to be developed for response during power outages. Bill will consult with other Universities. Jason will develop policy.</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 (Bill MacLean will research)</p> <p>Jason reported on feedback received from other universities, including CBU which has a policy (attached to minutes). Information gathered will be reviewed to see if it might lead to a procedural document at STU.</p>	
January, 2015	Next steps now that lockdown training has been completed.	November, 2015	<p>Discussions between Lily and Bill will be taking place on this topic.</p> <p>Bill will forward instructions for security numbers to Jason.</p> <p>Follow up training will be taking place (a Table Top exercise); date TBD.</p>	
September, 2014	Emergency procedures	October, 2015	The message outlining the process to follow when there is an emergency (i.e., Step 1 – call 911; Step 2 – call Security) is to be sent out to staff and faculty.	February, 2016
October, 2015	Back steps of DDH	Summer, 2016	Due to nature of work (to explore re-nosing the steps), this can only be completed in the summer.	
February, 2015	No scent policy	September, 2015	<p>Recommendation that a scent reduced guideline be developed.</p> <p>A draft guideline was circulated for the Committee to review.</p> <p>Matt provided feedback and agreed to make a few further revisions before circulating it to the group.</p>	

February, 2015	No pets to work policy	September, 2015	<p>Look into this, including issues of allergies and phobias.</p> <p>Dave was faced with an issue where a dog in an office in HCH was snarling at him when he entered the office.</p> <p>This policy requires a review and possible re-implementation.</p> <p>Jason has received some feedback from other universities.</p> <p>Need to consider:</p> <ul style="list-style-type: none"> - Service dogs and need for certification - Reasons/rationale for service dog - Liability 	
January, 2016	Fire doors		Some fire doors don't have labels (Bill/Dave to research this further).	
January, 2016	Number of people in a building (i.e., when Trudeau was visiting JDH). Is this number posted?		A program will be considered focused on posting numbers for meeting spaces (Bill)	
October, 2015	UNB 'safety quiz'		<p>Find out what prompted the 'quiz' to be distributed.</p> <p>Jason to speak with Peter McDougall</p>	
January, 2016	ECH 3 rd floor copy room. When there is a large job and the door is kept open, the smell from the toner affects an employee. Dave will check with supplier regarding risk, but it was generally agreed that the likely solution is to keep the door to the photocopy room closed.	Summer, 2016	<p>Facilities Management is exploring an exhaust option.</p> <p>The supplier indicated that the odor is not a health hazard. The only hazard is if someone were to inhale the toner dust.</p>	
January, 2016	New chapel – candles are being left burning. Bill will speak with Vivien. We shouldn't be using real candles.		The real candles were confiscated and those involved were communicated with. Battery candles will be used in the future.	February, 2016
Standing items / Points permanents				
	Acceptance of minutes from last meeting		<p>Motion to approve: G. Hansen</p> <p>Seconded: M. Robinson</p> <p>Motion carried</p>	February 26, 2016



January, 2016	Any health or safety concerns brought forward by employers or employees to committee members		Concerns brought forward included: - There was a slip and fall in the BMH parking lot. Person sustained a minor injury; no medical assistance was required. The parking lot was in good shape at the time. - Ice build-up on hand rails. It was agreed that unfortunately there is not much that can be done.	
January, 2016	Any health or safety concerns arising from workplace inspections		- None	
New business / Affaires nouvelles				

Date of next meeting /
Date de la prochaine réunion : March 24, 2016, 2:30 p.m.

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

Bathurst	
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Grand Falls / Grand-Sault	
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