



**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	February 28, 2022
Date of meeting / Date de la reunion	March 21, 2022	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 / Ann Smith / Bradley Votour / Jason Scarbro / Rick Sharpe / Garry Hansen / Dave Dunbar		
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"> - A draft has been circulated to the Committee for review. Some feedback has already been provided. - Question was asked whether security and campus police take non-violent intervention training. Philip was confident they do. 	
November, 2014	Request for Fire Wardens	Priority	Review of March discussion: <ul style="list-style-type: none"> - Feedback has been provided to Philip. No further action from the JHSC required at this time. 	

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 March discussion:</p> <ul style="list-style-type: none"> - The University is working on a message to employees regarding what to do if they test positive for COVID and/or are symptomatic. The message will include guidance regarding isolation requirements. - Mask compliance has been good around campus. - Signage was updated/refreshed over March break. 	
September 2021	New AED's		<ul style="list-style-type: none"> - The AEDs are on back order. 	
October 2021	Draft Communicable Disease Prevention Plan		<ul style="list-style-type: none"> - Garry drafted a revised Policy. - Jason will review and work to gain support from senior leadership and Unions. 	
January 2022	Replacement of departing members		<ul style="list-style-type: none"> - Jason has contacted the two unions asking that replacements be identified. 	

February 2022	Employee slip and fall		<ul style="list-style-type: none"> - Jason shared details of his incident investigation with the Committee. - The employee slipped on ice in a school parking lot. She was wearing proper footwear and was not carrying anything in her arms (she did have a backpack on). - She twisted her ankle when she fell and felt a lot of pain. - She called 911 and was taken to the hospital by ambulance. After examination, it was determined her ankle was broken. - It was cold the day of the incident. It had been warm the day previous which likely caused the icy conditions. - The incident happened at the Colonel Gray high school in Charlottetown. - Action Item – Since the incident occurred on school property, it should be reported to the school. Jason will follow up. - Action Item – The employee wasn't sure what to do when the incident happened. Training and orientation for recruitment employees may be worth exploring. 	
Standing items / Points permanents				
	Acceptance of minutes from February 2022		Motion to approve: Garry Hansen Seconded: Rick Sharpe	
	Updates on accidents and first aid		- Nothing to report	
	Any health or safety concerns brought forward by employer or employees to committee members		- None.	
	Any health or safety concerns arising from workplace inspections		- None.	
	Health or safety concerns and/or information brought forward by JHSC members		- None.	
New business / Affaires nouvelles				
February 2022	Renovations in HCH		Work is being done on the floor tiles in HCH. A note was sent out to employees who work in HCH. The tiles may contain asbestos, so protocols will be strictly followed.	



Date of next meeting /
Date de la prochaine réunion: April 25, 2022

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

Bathurst	
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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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