

**MINUTES OF JOINT HEALTH & SAFETY COMMITTEE
PROCÈS-VERBAL DU COMITÉ MIXTE D'HYGIÈNE ET DE SÉCURITÉ**

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| 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 25, 2022 |
| Date of meeting / Date de la réunion | May 30, 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 / Victoria Starratt (HR Intern) | | |
| 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 |
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| 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. <p>Review of May 2022 discussion</p> <ul style="list-style-type: none"> - The Committee was thanked for their feedback on the policy. - Draft policy was reviewed by the VP (Finance & 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. - Next steps: policy will go to senior leadership; then union; and finally, be presented to faculty/staff after final review/approval. | |
| November, 2014 | Request for Fire Wardens | Priority | <p>Review of March 2022 discussion:</p> <ul style="list-style-type: none"> - Feedback has been provided to Philip. No further action from the JHSC required at this time. <p>Review of May 2022 discussion:</p> <ul style="list-style-type: none"> - No new progress to report. | |
| 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) | |

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| | | | <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:</p> <ul style="list-style-type: none"> - 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) - 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. - 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. - Policy recommendations can be sent directly to Philip. |
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| 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 | | Philip explained the new process from WorkSafeNB on using their online Form 67. Action Item – HR will send out a message to employees regarding the new process and will make necessary changes to the STU website. Review of May discussion: - 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. | |
| June 2021 | First Aid certifications | | Check into First Aid certifications to see what refreshers or recertifications are required. Dave Dunbar will be contacted to see where things stand. Review of October discussion: - No update on training dates | |

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| 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. <p>Review of May discussion:</p> <ul style="list-style-type: none"> - Nothing new to report – There are a limited number of people on campus now and we are in good shape. - 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). | |
| September 2021 | New AED's | | 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. <p>Review of May discussion:</p> <ul style="list-style-type: none"> - Policy was reviewed by VP Academic & Research and VP Finance & Admin. - Policy sent to staff union with no feedback and has gone to FAUST for their review. - Policy will go to President after union approval. - May have better sense on status of review/approval by next meeting. | |
| January 2022 | Replacement of departing members | | <ul style="list-style-type: none"> - Jason has contacted the two unions asking that replacements be identified. | |

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| 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. <p>Review of May discussion:</p> <ul style="list-style-type: none"> - Jason has been in touch with the school in PEI – no further action required. | |
| Standing items / Points permanents | | | | |
| | Acceptance of minutes from March 2022 | | Motion to approve: Garry Hansen Seconded: Phillip Cliff | |

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| | Updates on accidents and first aid | | <p>Review of May discussion:</p> <ul style="list-style-type: none"> - Update on injury to eye as a result of not wearing safety glasses when weeding flower beds. Facilities has implemented mandatory safety glasses (sunglasses) when weeding, trimming which have been provided to staff/students. Hearing protection (foam roll-up) have also been provided to all staff/students. - Safety tips on wearing safety glasses when doing yard work will be added to the summer wellness newsletter along with the need for hydration and heat and sun protection. | |
| | Any health or safety concerns brought forward by employer or employees to committee members | | <p>Review of May discussion:</p> <ul style="list-style-type: none"> - There were a few incidents of individuals feeling faint at Convocation. Water has always been available, however, orange juice will also be onsite moving forward. | |
| | Any health or safety concerns arising from workplace inspections | | <p>Review of May discussion:</p> <ul style="list-style-type: none"> - None. No major hazards and barricades are placed around any work in progress. | |
| | 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. | |
| May 2022 | Day of Mourning | | <ul style="list-style-type: none"> - A concern was received by the University regarding their observance of this National Day of Mourning. April 28th marks the day to commemorate workers who have been killed or injured on the job. This day was prompted by Health & Safety and has become more consistently recognized - many employers observe a moment of silence (11am) and have flags at half mass. - It was confirmed that STU had flags at half mass. However, there was no notification/message sent to faculty/staff. - Action Item: Jason to get something in place for next year. | |



Date of next meeting /
Date de la prochaine réunion: June 27, 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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| 30 Englehart Street, Suite F Dieppe NB E1A 8H3 Fax: 506 859-6911 | 30, rue Englehart, pièce F, Dieppe, NB E1A 8H3 N° de télécopieur : 506 859-6911 |
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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 |