

**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 25, 2019
Date of meeting / Date de la reunion	November 22, 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 / Matt Robinson / Janet Mullin		
Absent	Tim O'Brien / Lori Orchard		
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 &amp; 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> <p>The JHSC has reviewed the survey and it is now ready for distribution. The Office of Research Services and/or the Chair of the Research Ethics Board will be consulted before distribution. The Faculty and Staff Unions will be consulted as well. Distribution is targeted for week after November Reading Week.</p> <p>The survey closed on November 22<sup>nd</sup>. The participation rate was approximately 35% (118 total responses). The next step is to review the results.</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>	
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"> <li>- Dark stairwells or hallways</li> <li>- Fire alarms don't work</li> <li>- Ventilation</li> <li>- Accessibility (elevators don't work)</li> </ul> <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>	

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"> <li>- Creating a checklist for the kits.</li> <li>- Using a seal so we can determine when a kit has been used.</li> <li>- Including the checking of kits as a responsibility for Fire Wardens.</li> </ul> <p>Action Item – Review where kits are and check inventory (Facilities Management).</p> <p>Action Item – Add a listing of first aid kit locations on the OH&amp;S section of the website (Facilities Management / Communications).</p> <p>Action Item – Explore whether First Aid Providers should have their own kit (Facilities Management).</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	Floor plug on 2 <sup>nd</sup> floor of Duffie Hall is a trip hazard and is currently being covered by a yellow caution sign.		<p>Course of action to be determined.</p> <p>Work request has been submitted to install floor plug.</p>	
October, 2019	Loose steps caused by rain storm.		<p>A temporary fix was made immediately. Work order is in to fix this.</p> <p>This has now been completed.</p>	
October, 2019	Insurance coverage for internship students who are on work placements.		Jason and Philip will meet to determine scenarios and responsibilities.	
November, 2019	Mice infestation in MMH		Steps were taken to deal with this issue. Work completed.	



November, 2019	High Heat in HCH		Facilities Management will follow up with UNB to determine the cause.	
<b>Standing items / Points permanents</b>				
	Acceptance of minutes from October 2019		Motion to approve: J. Mullin Seconded: P. Cliff Motion carried	
	Updates on accidents and first aid		- None	
	Any health or safety concerns brought forward by employer or employees to committee members		- Concern regarding trucks backing up into quad with no flag person and at too high a speed. Action Item – Dave will contact UNB to have a flag person present. - Air quality concerns in BMH after oil-based paint was used. Doors were kept open to help ventilate the building.	
	Any health or safety concerns arising from workplace inspections		- Note from Facilities Management – the University will not be installing boards on steps during winter months any longer.	
	Health or safety concerns and/or information brought forward by JHSC members		- A question was asked about when mats will be installed in JDH. Mats will be installed week of November 25th.	
<b>New business / Affaires nouvelles</b>				
November, 2019	Review of revised Harassment and Discrimination Policy		- Some minor feedback was provided.	

Date of next meeting /  
Date de la prochaine réunion: January 31, 2020

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

<b>Bathurst</b>	
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
<b>Grand Falls / Grand-Sault</b>	
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
<b>Dieppe</b>	
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
<b>Grand Bay-Westfield</b>	
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