



**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	September 27, 2019
Date of meeting / Date de la reunion	October 25, 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 / Janet Mullin		
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		<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> <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>	

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"> - 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>	

March, 2017	Education regarding completing the Form 67		<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> <p>E-mail message was sent out to Faculty and Staff on October 7, 2019. We will add this item as a reminder at the next AMC.</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"> - 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.		<p>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.</p>	
November, 2018	Floor lighting in Kinsella Auditorium		<p>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.</p>	
October, 2019	Follow up with safety incident involving HM.		<p>Follow up completed. Employee was stung by wasps several times on the leg as they went down the steps in the lower courtyard. Facilities immediately dealt with the nest. No further action required.</p>	

October, 2019	Determine whether we require more First Aid kits around campus and/or ensure First Aid Providers have their own kit (DD medical incident).		This action item needs to be discussed and delegated. Also see other First Aid kit action item (who is responsible for checking/filling).	
October, 2019	Floor plug on 2 nd floor of Duffie Hall is a trip hazard and is currently being covered by a yellow caution sign.		Course of action to be determined.	
October, 2019	Loose steps caused by rain storm.		A temporary fix was made immediately. Work order is in to fix this.	
October, 2019	Insurance coverage for internship students who are on work placements.		Jason and Philip will meet to determine scenarios and responsibilities.	
Standing items / Points permanents				
	Acceptance of minutes from September 2019		Motion to approve: G. Hansen Seconded: T. O'Brien Motion carried	
	Updates on accidents and first aid		<ul style="list-style-type: none"> - Aramark employee who often works alone had a medical emergency at work. A "supervisor check-in" was instituted. - An employee twisted their back and could not work in the afternoon. 	
	Any health or safety concerns brought forward by employer or employees to committee members		<ul style="list-style-type: none"> - Mice infestation. BMH – Problem in the past. Bird feeders that contribute to the problem were removed but have been put back up. Proactive measures have been put in place to prevent reoccurrence. MMH – Current problem. Steps are being taken to deal with this issue. - Pole lights in the BMH parking lot are now working. A new LED light was put on HCH facing the lot. 	
	Any health or safety concerns arising from workplace inspections		- None	
	Health or safety concerns and/or information brought forward by JHSC members		- High heat in HCH. UNB has been asked to look into this. The system is not very responsive and the time of year can be a problem (cool nights and warmer afternoons).	
New business / Affaires nouvelles				
October 2019	Fire drills		- Fire drills were held. The times were good. There is room for improvement with people leaving by the closest door.	



October 2019	JHSC Training		- Lori completed her training.	
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Date of next meeting /

Date de la prochaine réunion: November 22, 2019

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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