



**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	November 28, 2017
Date of meeting / Date de la reunion	January 30, 2018	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	Janet Mullin / Jason Scarbro / Garry Hansen / Philip Cliff / Tim O'Brien / Dave Dunbar		
Absent	Matt Robinson / Anneke de Jong		
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
	JHSC members must complete training	Ongoing	Janet Mullin – TBD	
November, 2014	Request for Fire Wardens	Summer, 2017	<p>Dave went from floor to floor in every building (except BMH) looking for people to volunteer to be a fire warden.</p> <p>27 people volunteered. Only remaining concern is HCH as there is only one person who has volunteered in that building.</p> <p>The fire warden policies have been forwarded to the fire inspectors. The inspector needs to review before training can take place.</p> <p>Fire inspector has been out for a period of time. Dave has drafted responsibilities for the fire warden role. Once approved internally, Dave will train others. UNB may be able to assist with the training.</p>	

August, 2014	Power outage concerns	November, 2015	<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>	
February, 2015	No pets to work policy	September, 2015	<p>A new draft has been created that considers recent situations involving emotional support animals and the duty to accommodate. Draft is currently being reviewed by Senior Administration.</p>	
March, 2017	Education regarding completing the Form 67	Fall, 2017	<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 Directors at an upcoming AMC meeting (Completed). - Speak with Department Chairs at an upcoming Department Chairs' meeting - Consider the timing (i.e., just before the snow season and tie it in with a slip and fall message; around the time the wooden steps are put on). - Post it on our OHS website. (Completed). 	

April, 2017	Ergonomics		<p>Consider getting WorkSafe NB to come to STU to speak to this topic.</p> <p>A challenge the University is dealing with is employees not being supportive of the recommendations being made by the occupational therapist as part of the ergonomic assessment.</p> <p>One possible solution to explore is a waiver for employees to sign before the assessment is done.</p> <p>The University is currently exploring a strengthening of procedures related to ergonomics, including the role of the physician.</p> <p>It was suggested that we also explore the possibility of training for an internal resources (i.e., Jennifer Monroe). Philip indicated that he has received the training in the past.</p>	
September, 2017	First Aiders need to complete refresher training	November, 2017	<p>Tentative date for training is November 10th</p> <p>Campus Police and P. Cliff completed a 2-day training program</p> <p>Targeting March break for training</p>	
November, 2017	AED – Informing 911 of its location on campus.		<p>Dave will contact 911 to inform them of the location of the AED on the STU campus.</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. 	
Standing items / Points permanents				
	Acceptance of minutes from November 28, 2017		<p>Motion to approve: J. Mullin Seconded: T. O'Brien Motion carried</p>	
	Any health or safety concerns brought forward by employer or employees to committee members		<p>Concern(s) brought forward included:</p> <ul style="list-style-type: none"> - None 	
	Any health or safety concerns arising from workplace inspections		<p>Concern(s) brought forward included:</p> <ul style="list-style-type: none"> - Problem with a brick on steps in front of Harrington Hall (was fixed immediately). 	

	Health or safety concerns and/or information brought forward by JHSC members		<p>Concern(s) and/or information brought forward included:</p> <ul style="list-style-type: none"> - Computer cords causing trip hazards in JDH. May be helpful to check with HIL at UNB to see how they handle this problem. - Ergonomic assessment – May need to revisit ergonomic guidelines. 	
New business / Affaires nouvelles				
January, 2018	Reallocation of resources to focus on health and safety		<ol style="list-style-type: none"> 1) Identify health and safety requirements 2) Audit requirements 3) Allocate resources accordingly 	

Date of next meeting /

Date de la prochaine réunion: February 27, 2018

Co-Chairperson (employer) /

Coprésident-e (employeur) : _____

Co-Chairperson (employee) /

Coprésident-e (salariés) : _____

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Grand Falls / Grand-Sault	
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