



Saint Mary's University, 923 Robie Street

Minutes for Joint Occupational Health and Safety meeting held on April 16, 2025

Arla Day opened the meeting at 1:00 p.m. The following were in attendance:

Adam J Sarty	FGSR	Member (Employer)
Suzanne van den Hoogen	Library	Alternate (Employer)
Dennis Gillis	Facilities Management	Member (Employer)
Mark Moffett	People & Culture	Member (Employee)
Howard Donohoe	Geology	Member (Employee)
Arla Day	Psychology	Member (Employee)
Shellie Petrossie	Facilities Management	Member (Employee)
Valerie Wadman	Human Resources	OHS Consultant

Guests: **Martha Nakiduuli**

Regrets:

Roll Call:

1.0 Approval of Minutes of Last Meeting

Howard Donohoe moved to accept the minutes of the December 18, 2024, meeting, and Adam Sarty seconded the motion. Howard Donoshoe moved to accept the minutes of the January 15, 2025, meeting, and Shellie Petrossie seconded the motion. Adam Sarty moved to accept the minutes of the March 19, 2025, meeting, and Howard Donohoe seconded the motion. All minutes were accepted as presented.

2.0 Outstanding Items from Previous Meeting

JOHSC training

Valerie Wadman

From previous minutes: Valerie Wadman advised members to take part in the free CCOHS training, paid for by the Department of Labour, Skills & Immigration. Committee members who have not taken the training are encouraged to take the safety committee training. Further information can be found at: https://www.ccohs.ca/catalog/courses_list_nova.php.

Update: Tricia MacPhee has advised that two lists of employees will be created. One list will consist of faculty, student employees, employees who also teach and employees who are former students. This group will participate in training on the original Brightspace page. The second list will consist of all other employees. This group will participate in training on the new Brightspace PD platform. The Studio has requested a meeting for April 30, 2025 to discuss next steps.

Action: **Valerie Wadman to update the JOHSC at the May 21, 2025 meeting.**

Emergency Management Annual update**Patrick Farmer**

Deniss Gillis advised the working group has met and have scheduled another meeting to continue working on the policy.

Action: Dennis Gill to update the committee at the May 21, 2025 meeting.

International Travel Registry**Adam Sarty**

Adam Sarty advised that the new registry is expected to be completed in September, 2025. Adam noted that the old version of the travel registry is still available.

Action: Adam J Sarty will update the committee at the September 17, 2025 meeting.

Water content concerns**Dennis Gillis**

Dennis Gillis advised the signs have arrived and will be installed. The Drinking Water FAQs were distributed for review. The FAQs will be added to the OHS website.

Action: Dennis Gillis to update the committee at the May 21, 2025 meeting.

OHS Annual Policy review – calendar item**Valerie Wadman**

Valerie Wadman advised the revised policy has not been received back from the University Solicitor.

Action: Valerie Wadman to update the committee at the May 21, 2025 meeting.

NAOSH Week**Valerie Wadman**

Valerie Wadman advised that Michelle Thomason from the Department of Labour, Skills & Immigration will speak at the May 6, 2025 safety event on changes to legislation re harassment and bullying. The University and the CN Centre are hosting an OHS Professional Day on May 7, 2025.

Action: Valerie Wadman will update the JOHSC at the May 21, 2025 meeting.

3.0 Other Minutes and Reports**Science Safety Sub-committee****Adam Sarty**

The January 10, 2025 minutes distributed for review.

Administration Units Sub-committee**Adam Sarty**

The February 20, 2025 meeting minutes distributed for review.

**Aramark****Adam Sarty**

The March 20,2025 meeting minutes distributed for review.

SMUSA**Adam Sarty**

The April 2, 2025 minutes distributed for review.

Childcare Facility**Adam Sarty**

No minutes available for review.

Contractor Documentation**Valerie Wadman**

No contractor safety documentation available for review. Valerie Wadman advised that the new text, re safety and contracting, was sent to Procurement and Facilities Management to be included in tender documentation

Action: No further action required.

Pandemic Updates**Mark Moffett**

No new updates.

Psychologically Healthy Workplace**Arla Day**

Arla Day advised there will be a Summer Institute this summer, where issues related to Psychologically Healthy Workplace will be discussed. Mark Moffett advised that the Department of Labour, Skills & Immigration presented to the Senior Management Group on the upcoming changes to legislation..

Indoor Air Quality Updates**Dennis Gillis**

Valerie Wadman advised that there wasn't any feedback on the Facilities Management IAQ policy and worksheet that was distributed for review. Dennis Gillis, Pat Farmer, and Valerie Wadman met to review and revised the policy. Some minor changes were made. The revised policy was distributed for review. Pat Farmer advised it was important that any issues be reported immediately.

Violence in the Workplace Policy and Prevention Plan review**Valerie Wadman**

Valerie Wadman advised that she is trying to find cost-effective training related to violence in the workplace.

4.0 Injury and Incident Reports**Valerie Wadman**

The March, 2025 Incident reports, graph and Resident statistics were distributed for review.



5.0 Workplace Inspection/Hazard Identification

Valerie Wadman

Reminders regarding outstanding annual inspection reports have been sent out. An updated job hazard assessment has been started with Arena staff.

6.0 New Business

Day of Mourning

Valerie Wadman

Valerie Wadman advised the Day of Mourning, to commemorate workers who have lost their life on the job, will be on April 29, 2025. She will forward details to the JOHSC and safety committee when the location and time of the event is known.

Action: Valerie Wadman to update the committee at the May 21, 2025 meeting.

7.0 Date and Time of Next Meeting –

Meetings for the academic year will be on Wednesday at 1:00 p.m. Appointments have been sent to the committee. The next meeting will be May 21, 2025

Adjournment

Meeting adjourned at 2:16 p.m.

Adam Sarty, Management Co-Chair

Arla Day, Employee Co-Chair

Calendar

Action Item	Person(s) Responsible	Target Date	Actions
NAOSH Week	Committee	February/March	Plan inhouse speaker
Memo to Distribution Group re heat stress guidelines	Committee/ Valerie Wadman	May	Review at May JOHSC meeting. Place announcement in SMUport in June referring employees to OH&S website.
Review of Terms of Reference/ Membership Terms Select JOHSC co-chairs	Committee	May/June	Review Terms of Reference Documents and Committee membership.
Occupational Health and Safety booklet	Valerie Wadman	August	Send to CAID for new Faculty orientation day in August. Send to Cont. Ed for instructors. Email to Deans and assistants in August an electronic copy. Email to TLC.
Fire Drills/Fire Warden	Dennis Gillis	October	Fire Drills and Warden updates. Review compliance regarding fire alarms.
WHMIS training Review	Committee	October	Review WHMIS Training annually. (Report to JOHSC when completed or if issues arise)
Workplace Inspections	Valerie Wadman on behalf of the JOHSC	October	Forward in October of each year
Annual Review of the OH&S Policy	Committee	October	Review the policy at October JOHSC meeting.
CURIE Inspections	Risk Manager	October	Risk manager to share CURIE inspection reports
Emergency Management	Dennis Gillis	November	Review procedures.