

MINUTES OF THE OCCUPATIONAL HEALTH AND SAFETY COMMITTEE MEETING

Tuesday – June 6, 2017 – G219

SUBJECT TO APPROVAL

Present: Debra Campbell Thierry Delva
 Anke Fox Sharon Johnson-Legere
 Ashley Lorette (Co-Chair) Stephen MacLellan
 Donnie Thompson (Co-Chair) Randall Turple

Regrets: Ann-Barbara Graff Gemma Leslie

Recording

Secretary: Maureen Halstead

Co-Chair Thompson called the meeting to order.

1. Attendance/Regrets – Noted above.
2. Approval of Agenda – Approved as presents (Campbell/Fox)
3. Approval of Minutes – April 25, 2017 (Fox/Campbell). All agreed, motion carried
4. Business Arising:
4-1 Update on cleaning duct work at Port Campus. R. Turple advised he will be sourcing companies which can perform the scope of work. On a question, he noted that to reach the duct work either scaffolding or a power rod vacuum system would be required and the method used would determine the costing and the duration of the job. Co-Chair Thompson suggested the work be completed during the summer months to ensure fall classes would not be interrupted. (Co-Chair Lorette arrived).
Action: R. Turple will obtain quotes from vendors.

4-2 Report on implementing First Aid Stations at the Port Campus – Co-Chair Thompson gave an update and presented a table-handout, emergency procedure signage used by HRM for the first aid information stations. Co-Chair Lorette asked if this signage would be in addition to the prototype signage presented at the previous meeting. Co-Chair Thompson envisioned the stations would include SOP/telephone land line/minutes from OH&S/First Aid Kits. After discussion, Co-Chair Lorette suggested that S. MacLellan and D. Thompson work together during the next few months to develop the First Aid Stations which would be ready for the fall term. **ACTION: S. MacLellan and D. Thompson to collaborate to design and install First Aid Stations at the Port Campus by beginning of the fall term.**

Discussion turned to the posting of OH&S minutes. Minutes are currently posted on the website. **ACTION: M Halstead will ensure minutes are posted on bulletin boards at all 3 campuses and continue posting on the website.**

4-3 Update on Studio Safety Protocol – Co-Chair Thompson will link with P. Maher to develop a protocol for posting SOP, MSDS and other relevant studio safety information and uploading the information to the Brightspace platform. A. Fox explained how the Craft Division uses Brightspace to inform students. **Action: A. Fox and D. Thompson will meet to review the Craft Division system. D. Thompson will meet with P. Maher to review studio safety protocol.**

On a question by S. Johnson-Legere, R. Turple advised that the defibrillators at the Port Campus and the Academy Building have been mounted and installed.

4-4 Update on printing and laminating ladder training pamphlet. R. Turple distributed both the ladder training pamphlet and the poster addressing same. Ideas were discussed on the best way to affix the pamphlet to the ladder. **ACTION: R. Turple and the Facilities Management Staff will work on method to affix pamphlet to ladders.**

4-6 Review NS OH&S Act. Co-Chair Lorette advised that copies of the Act and relevant documents distributed by S. MacLellan after the last meeting have been copied and a hard can be obtained from her office. She noted that it was agreed at the previous meeting that a speaker be engaged for the end of August to review the Act as it relates to NSCAD with the Committee. S. MacLellan advised that he has retained a speaker and dates available. Co-Chair Lorette selected Monday, August 28 all agreed. She asked the Committee to review their calendars and if there is a conflict with that date to please advise M. Halstead by week end. She anticipated the session to run for 2 hours – 10am – 12. S. Johnson-Legere requested that divisional technicians be invited to the session. She also requested that a summary overview of the Act be distributed as a reference guide. **ACTION: S. MacLellan will book speaker. Co-Chair A. Lorette will notify the Vice President, Academic to request a notification is sent to technicians. Co-Chair Lorette and S. MacLellan will work to create a reference guide if not available from the speaker.**

4-7 Public Health Concern Studio Cleaning Update – R. Turple reported that a heavy cleaning was performed in the area. He and the Facilities Co-ordinator are monitoring the area. On a question by A. Fox, R. Turple gave an update regarding pigeon control. She asked that the window sill be cleaned regularly. S. Johnson-Legere asked that the bathrooms receive a deep clean. **ACTION: R. Turple will have the Textile area monitored on a regular basis. He will also address deep cleaning of the bathrooms.**

4-8 Mass Communication System Port Campus – It was noted that due to scheduling, training on the mass communication system is not yet complete. S. Johnson-Legere requested that S. MacLellan be trained on the system prior to June 30. After discussion, R. Turple will have additional staff trained and will re-train current staff annually, as a refresher, going forward, prior to the fall term. **ACTION: R. Turple will arrange training.**

5. Incident Reports – R. Turple advised there were no incident reports. He informed the Committee that after a recent inspection by the Fire Marshall he is working with the Facilities Staff and engineers to complete the list of recommendations. Co-Chair Lorette suggested that an explanation sheet be prepared which can be attached to the minutes showing the list of recommendations, the action taken, resolution, cost, and the items needing action before the fall term begins. **ACTION: R. Turple work on the list of Fire Marshall recommendations and to prepare list.**

6. New Business

6-1 Acts and Regulations – Co-Chair Lorette noted item was reviewed in 4-6 above.

On a question by D. Campbell, the Committee reviewed the options of purchasing “off the shelf” Emergency Procedures signage as opposed to having signage made which is more specific to studio safety.

On a question by A. Fox, R. Turple indicated that Facilities is continually working on finding a solution to control pigeons around the deck area and window sills. She asked if cleaning of the window sills could be conducted on a regular basis. **ACTION R. Turple to monitor the situation and work on finding a solution to keep pigeons from gathering.**

Co-Chair Thompson addressed his concern regarding no live feeds of security monitoring at the Port Campus. **ACTION: S. MacLellan will investigate and link with vendor to determine problem and find a solution.**

Meeting Adjourned.