

University of King's College
Occupational Health & Safety Committee
Meeting Minutes
October 17, 2018

Present: Patricia Chalmers, Alexander Doyle, Monica Farrell, Elizabeth Maskell, Dolly McIntyre, Katie Merwin, Trisha Miles, Jennifer Nowoselski, Timothy Ross, Aaron Saldon, Sharlene Salter, Devon Sheppard
Regrets: Gerald Wilson

Minutes Approval: Minutes for December 2017 will be prepared for next meeting.
Minutes for April 13, 2018 **APPROVED** Salter/Chalmers

Welcome to the newest members of the committee – Katie Merwin, Dean of Students, Aaron Saldon, Housekeeping, Devon Sheppard, Security. An administrative member is yet to be appointed.

Business Arising

1. **First Aid Training/Responders** – Mr. Ross to announce a date and time for a first aid training session in late November/early December. Student staff will also be invited. In future a session will be offered each autumn. Currently, all departments have at least one staff member trained in first aid.
2. **Fire Wardens** – Mr. Doyle notes that any new fire wardens will be finalized soon.
3. **Fire Drills** – Mr. Doyle reported that the recent residence fire drill went well. A campus-wide drill will be held in November. Ms. Miles asked about how student staff in the Gym will be notified after hours. She will notify student staff about fire procedures. Ms. Maskell noted that after hours kitchen staff will also be reminded of fire procedures. Housekeeping staff offices will be moving to the Gym shortly and staff will be reminded of fire procedures as they may be working anywhere on campus throughout the day/night.

New Business / Workplace Safety Concerns

1. **Smoking/Cannabis Policy** – A updated campus smoking policy is being developed involving the new government cannabis policy. As the HRM smoking policy is now in effect, the smoking receptacle located on city property just outside the campus entrance will be removed. A Designated Smoking Area (DSA) has been identified by HRM on Coburg Road adjacent to Lord Dalhousie Drive. King's has a no-smoking policy for the entire campus. Ms. Nowoselski raised concerns about student staff having to leave campus while working in order to smoke, particularly at night. She suggested a location on campus be designated. After some discussion Mr. Sheppard suggested that Security could expand its rounds to include the end of campus by Alexandra Hall, adjacent to Lord Dalhousie Drive. Ms. McIntyre noted that smoking of any kind is not permitted on campus, so this is the closest location. Ms. Merwin noted that she has also heard from the Student Union (KSU) president about concerns regarding students leaving campus to smoke at night. Mr. Doyle reminded the committee that the current smoking policy came about as the result of consultation with all sectors of the campus community, with a 1 year warning period. Ms. Chalmers asked about the need for signage reminding everyone of the policy. Mr. Doyle noted that there are several signs on campus currently and there appears to be cooperation with the policy. He also noted that according to provincial policy no money may be spent on smoking accommodation. Ms. Nowoselski also expressed concern for those on campus requiring medical cannabis. **ACTION:** Ms. McIntyre will explore the requirements for those who use medical cannabis.
2. **Accessibility** – The Equity Committee has requested a campus accessibility report. Mr. Doyle noted that a report was completed by an outside contract in the spring of 2018 and presented to the Bursar. **ACTION:** Ms. McIntyre will consult with the Bursar about that report and present it to the committee at the next meeting.
3. **Slippery floors in NAB** – Ms. Salter expressed concern about the safety of the floors inside the doors of the New Academic Building (NAB) in wet weather. She requested a mat be placed in front of the doors. **ACTION:** Mr. Ross will investigate getting a mat for those doors.

4. **DalAlert/DalSafe** – A discussion about the use of safety systems, DalAlert and DalSAFE, on campus led to a realization that only those with Banner #'s (B00) were eligible to use DalAlert. Therefore, contract employees were not receiving the alerts. Ms. Merwin pointed out that the DalSAFE application is available to everyone. **ACTION:** Ms. McIntyre will remind TA's and Faculty to utilize these safety features. Ms. Miles will notify coaches of the option and Mr. Saldon will notify housekeeping staff.
5. **Minutes on the Website** – Ms. Salter requested that the meeting minutes be updated on the university website. Ms. McIntyre noted that the minutes are current until October 2017. New minutes are added once approved by the committee.
6. **Safety Documents** – Ms. Chalmers provided a document produced approximately 7 years ago about dealing with safety issues on campus. She felt it was a useful option for dealing with safety issues. **ACTION:** Ms. Merwin will research the original document and forward it to Ms. McIntyre for updating. The updated version will be presented to the committee at the next meeting.
7. **Campus Exterior Lighting** - Ms. Maskell complimented Facilities for the exterior lighting coming on at appropriate times throughout the day/night.
8. **Defibrillator** – Ms. Chalmers asked about the number of defibrillators on campus. Ms. McIntyre noted that currently there is one on campus, located in the Gym. **ACTION:** Ms. McIntyre is investigating the possible purchase of a second defibrillator, possibly for placement in Prince Hall.
9. **Showers in Residence** – Mr. Saldon reported that Housekeeping staff are concerned about the water that spills outside of showers in residence, particularly in the basement of Alexandra Hall. The drains are not draining well, and the floors become extremely slippery. **ACTION:** Mr. Doyle will ask the residence staff to remind students to keep the curtains inside the showers. Also, Mr. Doyle will ask Facilities to research possible solutions, including a higher lip on the shower entrances.
10. **Lock Down Training** – Ms. Maskell remembers Dalhousie Security staff providing Emergency Lock Down training in the past. **ACTION:** Ms. McIntyre will investigate and ask Dalhousie to provide this training to staff at King's.
11. **Security during Office Hours** – Ms. Salter noted that staff have seen an increase in Security presence on campus during business hours and asked if there were any issues. Ms. Chalmers inquired if Security during business hours was to be permanent Mr. Doyle replied that it was a probationary test. If there is a campus threat all campus will be notified.

Next meeting – December 3 or December 10 (to be decided later) @ 1:00pm.

NOTE: Wednesdays, Thursdays & and Fridays at 1:00pm were the preferred days/times for future meetings.

Meeting adjourned