

University of King's College
Occupational Health & Safety Committee
Meeting Minutes
April 6, 2017

Present: Patricia Chalmers, Alexander Doyle, Monica Farrell, Nicholas Hatt, Dolly McIntyre, Trish Miles,
Jennifer Nowoselski (KSU), Timothy Ross, Heather Saldon, Sharlene Salter, Kevin Whalen
Regrets: Elizabeth Maskell, Gerald Wilson

Minutes Approval: Section F: Change "could not enter classroom" to "could not enter Bursar's office. However, windows added to the entry door have helped." Minutes approved as changed.

Business Arising

Terms of Reference Review

- 2a. **Committee Membership** – Questions arose about the student staff representation on the committee. Do Student Union employees have representation? How should a student staff representative be chosen? It was suggested that student groups might nominate and hold a vote to choose a member. More discussion will occur at the next meeting. Mr. Doyle also noted that he is an *ex-officio* member of the committee.
- b. **On Site Injuries & Safety/Accident Report** – Ms. McIntyre confirmed that all accidents on campus must be reported to the head of the department involved and a copy of the report must be forwarded to the co-chairs of Occupational Health & Safety and the Fire Safety Coordinator.
- c. **Campus Emergency Planning** – Mr. Doyle noted that he has requested funds (\$30,000) through the Bursar to hire a consultant to help develop a plan.
- d. **Fire Warden System** – Mr. Doyle reported that the campus Fire Warden plan is set up and ready to begin shortly.
- e. **Alcohol on Campus and Licensing** – A question was raised about the license implications if faculty bring liquor to classes. Mr. Hatt reported that members of the campus may bring in their own liquor but must request permission from the Chair of the Wardroom Board of Management (currently Mr. Hatt) and be officially approved by email. It was suggested that perhaps a reminder be sent to all community members early in term, including the penalties which can include the loss of our license. **ACTION:** Mr. Hatt agreed to provide an email template and to provide the committee and Security with a list of all licensed areas on campus.

New Business

1. **Student Incidents** – A question arose about whether the committee should be notified of student safety issues. Mr. Hatt noted that this information is confidential but any security issues are shared with Facilities.
2. **Smoking on Campus** – Mr. Doyle responded to a query about enforcement of the university smoking policy. Enforcement is an issue. After business hours Security has noted a number of people, often non-King's visitors who might be unfamiliar with the smoking policy, who continue to smoke on campus. It was suggested that at the start of each school year all campus groups be reminded of the policy, perhaps at orientation and during faculty and staff meetings.
3. **Heat in Wardroom** – Ms. Nowoselski reported that the Wardroom and Galley are very hot. **ACTION:** Mr. Doyle will have Facilities investigate.
4. **Slippery Sidewalks and Driveways in Winter** – Mr. Doyle responded to a question about salting by noting that each winter "salt bins" are set up on campus which are used to salt any slippery areas. Anyone is welcome to use salt from these bins to salt a slippery area they discover.
5. **Energy Transformation** – Mr. Doyle reported that the university has joined with Siemens Energy to change inefficient equipment and improve environmental standards across campus. There will be a great deal of activity throughout the next few months which will result in approximately \$135,000 in savings annually, as well as 500 tons of carbon renewal.

Meeting adjourned