

University of King's College  
Occupational Health & Safety Committee  
Meeting Minutes  
December 12, 2014

Present: Monica Farrell, Robert Hall, Nicholas Hatt, Doug Kirkaldy, Chris Parsons, Tim Ross,  
Sharlene Salter, Gerald Wilson

Regrets: Neil Hooper

Meeting Minutes

1. The committee welcomes Doug Kirkaldy as Faculty representative
2. Approval of Agenda – Kirkaldy/Parsons
3. Approval of Minutes (June 12, 2014) – Ross/Hall
4. Business Arising
  - a. **Smoking Policy** – Mr. Hatt reported that the committee voted at the last meeting to approve the new policy with changes to the document. The policy was presented to Property, Grounds & Safety committee (PG&S) where the Faculty representative asked to present the policy to Faculty before being implemented. Mr. Kirkaldy agreed to consult with the PG&S Faculty representative to move the policy forward. Mr. Hatt responded to queries about implementation and cessation programs, noting that Dalhousie & the provincial government both offer support programs for cessation. Mr. Parsons asked about a plan for enforcement of the policy and suggested an information period before the implementation of the policy. “The Occupational Health & Safety committee encourages Property, Grounds & Safety and the President to bring the new smoking policy to Faculty for approval with a start date in September 2015.” Kirkaldy/Hall
  - b. **Campus Security** – Several committee members reported positive interaction with the current security staff. However, several issues have made the university and Facilities feel it necessary to change security companies. A new company will be hired within a few days.
  - c. **Campus Safety** – Mr. Hatt reported that the university has set up a group to study campus emergency protocols. Fire Wardens are being chosen from all departments on campus.
    - i. **Fire Alarms** - Mr. Kirkaldy inquired about the evacuation policy when an alarm sounds in a connected building on campus. Mr. Wilson advised that the policy is to evacuate when alarms sound in the building you are in. However, he suggested that people evacuate whenever they hear any alarm nearby. Facilities will investigate automatic door closures in the Link during alarms at Mr. Kirkaldy's request.
    - ii. **Staff/Faculty/Student Safety** - Ms. Salter reported on a recent incident involving an upset student during which she felt unsafe. She reacted instinctively but requested advice on an official policy. Mr. Hatt & Mr. Wilson responded with information about the plans for staff training, a better camera system, the hiring of a new security company and an updated & tested emergency phone tree. Mr. Hatt reported on a student injury due to a broken glass drawer pull in Alex Hall. Facilities changed the drawer pulls immediately. Mr. Ross reported a kitchen staff injury in the parking lot by Prince Hall resulting in a broken wrist. Committee members were asked to remind colleagues & students about the Accident & Incident form available on the website. Completed forms should be forwarded to the Chair of Occupational Health & Safety. Ms. Salter requested that the form be updated. Mr. Hatt noted this.

Next meeting – February 13, 2015 @ 2:30pm

Meeting adjourned at 10:40am (Hatt/Farrell)