

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

Present: Monica Farrell, Nicholas Hatt, Sue Newhook, Tim Ross, Gerald Wilson
Regrets: Robert Hall, Chris Parsons, Sharlene Salter

Meeting Minutes

1. **Approval of Agenda** - Hatt/Farrell CARRIED
2. **Approval of Minutes** (January 24, 2014)- Change wording in Item # 2-"lifting" to "lighting"
Ross/Newhook CARRIED
3. **Business Arising and New Business**
 - a. **Smoking Policy** – There was no definitive response from smoking survey carried out on campus last year. Mr. Hatt spoke with staff at Dalhousie (DAL) & St. Mary's (SMU) universities about the implementation of their smoking policies. Both advised that the policy must be directed from the President's office to be effective. SMU provided business size cards with the policy & cessation information to smokers encountered on campus and maintains a single small smoking location on campus. DAL relied on an education campaign to some success. The OH&S committee studied a draft document from the President's office regarding the new smoking policy at King's. "The Occupational Health & Safety Committee approves the draft smoking policy with the removal of paragraph two. The committee would not oppose a brief roll-out period in September if Property Grounds & Safety felt that were appropriate." Wilson/Newhook CARRIED
 - b. **Campus Security** – The University has hired a professional security company to monitor buildings on campus. The new arrangement is working well. As a result, Patrol staff will be reduced by 20 for the school year. However, the new arrangement will lower student staff risk and provide backup as Patrol continues in its role of peer support.
Mr. Ross reported a recent issue regarding access to Prince Hall & use of supplies. Mr. Wilson asked Sodexo to file an official report with Facilities to discuss key access.
 - c. **Employee Accident Report** – A university employee was injured earlier this year on campus. It resulted in a visit to Emergency & two days away from work. The employee reports no problem since. This led to a discussion about accident reporting on campus. Mr. Hatt will remind all department heads of the process for accident reporting and refer them to www.ukings.ca/occupational-health-safety. Also, the information will be added to Patrol and Alex Hall desk staff training manuals.
 - d. **Committee Member Sabbatical** – Ms. Newhook informed the committee that she will be on sabbatical shortly. She will notify the Nominations committee to elect a Faculty representative.

Meeting adjourned 10:21am Hatt/Farrell