

**University of King's College**  
**Occupational Health & Safety Committee**  
**Meeting Minutes**  
**January 26, 2017**

Present: Patricia Chalmers, Alexander Doyle, Monica Farrell, Nicholas Hatt, Elizabeth Maskell, Dolly McIntyre, Timothy Ross, Heather Saldon, Sharlene Salter, Michaela Sam, Kevin Whalen

Regrets: Trisha Miles, Gerald Wilson

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Welcome: The Committee welcomes Patricia Chalmers (Faculty), Alexander Doyle (University appointee), Elizabeth Maskell (Food Services), Dolly McIntyre (Committee Co-Chair), Heather Saldon (Housekeeping), Michaela Sam (Student Employees-pro tem) and Kevin Whalen (Security)

Minutes Approval: Salter/Ross CARRIED

Business Arising

**Terms of Reference Review**

2a. **Committee Co-Chair**- Change the Chair and Vice Chair to Co-Chairs, and as required by Section 31.8 of the Nova Scotia Occupational Health & Safety Act, Timothy Ross is elected co-chair Doyle/Farrell **CARRIED**

**b. Terms of Reference –**

Update the committee membership to represent current University staffing status:

Change Dean of Residence to Dean of Students, change Maintenance to Facilities, add Student Employees and add Security.

Change "The Committee shall: *"recommend to the Board of Governors..."* rather than the Property, Grounds and Safety Committee.

A. Chair Person - Change Chair Person to *Co-Chair*

B. Vice Chair Person - Change Vice Chair Person to *Co-Chair*

C. Meetings

1. Schedule– Change "...and at such other times as the Chair Person may consider necessary" to *"...plus additional times as needed"*.

3. Administrative Functions- Change "...in the Senior Common Room" to *"...on the University website"*.

4. Conduct of Meetings- Change to *"Meetings will be conducted by the Co-Chairs. If neither Co-Chair is available the meeting will be cancelled with notice."*

D. Responding to Work Refusals

iv. Change "Unanimously..." to *"Unanimously recommend..."*

E. Responding to Serious Accidents – Change to *" five working days"*.

c. **Smoking Policy** – Ms. Salter commented on the improvement in the immediate environment with the institution of the no-smoking policy. However, people are smoking in fire exit doorways of residence. Facilities is asked to post No Smoking signs on the fire exit doors at Alexandra Hall. **Action:** Mr. Doyle will bring this to Facilities

d. **Campus Emergency Planning** –Mr. Doyle explained the difficulty of developing a comprehensive Emergency Plan as it requires considerable manpower and upper management involvement, which will be costly. After discussion, it was decided that the Committee will make a recommendation to the Senior Management Team. **Action:** Ms. McIntyre and Mr. Doyle will compose a letter before March 3, 2017 to Senior Management Team recommending that a consultant be hired to help develop an emergency plan.

Mr. Doyle reported that the Fire Warden plan will become active shortly. At present the DalAlert system is the best resource to alert everyone on campus to any emergency. However, it does not work on all cellphones. Mr. Hatt noted that DalSafe is an app which all King's students are strongly encouraged to download. It is monitored by Dalhousie Security who will contact Alexandra Hall desk, who in turn notify King's Security. Ms. Sam enquired as to how many students have actually downloaded the app. No immediate data was available.

e. **On Site Injuries & Safety/Accident Report Form** – Ms. McIntyre commented on the lack of proper accident notification procedure. Mr. Doyle noted that he represents the NS Occupational & Safety Act as Safety Coordinator on campus. In this role, all accident notifications should be sent to him, as well as the Human Resources officer. All contractors must notify the Safety Coordinator and Human Resources officer of any on-site accidents through Accident Report forms, using either the University form or each contractor's form.

**ACTION:** Ms. McIntyre will investigate current policies regarding the reporting of on-site accidents involving contractors and will report at the next meeting, including a step by step process and accident/near-miss reporting, as well as emergency response training.

f. **Campus Inspections** – Mr. Doyle reported that campus inspections are done on a schedule by Facilities staff. Ms. McIntyre noted a recent incident where a disabled student could not get through doors as the accessible access had been disabled. Also, Ms. Salter reported an incident where a student in a wheelchair could not enter or exit the Bursar's office without help with the door. Windows in the office door help to identify a visitor needing assistance to open the door. Mr. Doyle noted that there is a lack of official reporting of issues of this kind, making it difficult to respond. All these issues should be reported to the Equity Committee, who then notify the appropriate department. Mr. Doyle did note that a grant application has been submitted in order to make more doors accessible.

4. **Members' Workplace Safety Concerns** – Mr. Doyle reported on the recent meeting of the South End Safety Group, comprised of members from Dalhousie, King's, St. Mary's, IWK, Mount St. Vincent, Halifax Shopping Centre and Halifax Police. The meeting focused on the availability and use of drugs in the city, with emphasis on fentanyl and other opioids. Mr. Hatt noted that at recent meeting that the provincial Chief Public Health Officer discussed these concerns and suggested overprescribing of opioids and the production of synthetic opioids mixed with street drugs are leading to a crisis. Education does not seem to be working and we must be pro-active in responding to the threat using harm reduction protocols including Naloxone which is administered in the same manner as an epi-pen. The Chief Safety Officer is reaching out to all levels of government to provide funding for these kits. Dalhousie will provide the kits, as well as training, to King's once they are available.

**Meetings** – Meetings for the remainder of 2017 are scheduled as follows-

- Thursday April 6, 2017 @ 2:30pm in the Senior Common Room
- Thursday October 5, 2017 @ 2:30pm Senior Common Room
- Thursday December 7, 2017 @ 2:30pm in the Senior Common Room

Meeting adjourned