

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

Present: Patricia Chalmers, Alex Doyle, Monica Farrell, Nicholas Hatt, Dolly McIntyre, Trish Miles, Jennifer Nowoselski, Tim Ross, Heather Saldon, Sharlene Salter

Regrets: Elizabeth Maskell, Kevin Whalen, Gerald Wilson

Minutes Approval: CARRIED - Chalmers, Saldon

Business Arising

- 2a. Committee Membership** – Discussion revisited concerns about committee representation by students employed by the University. **ACTION:** Ms. McIntyre will contact the supervisors of all student employee groups on campus (excluding KSU employees) asking them to nominate and elect a representative.
- b. Alcohol on Campus & Licensing** – Ms. McIntyre reported that Mr. Hatt, as Chair of the Boardroom Board of Management, has provided administration a list of all rooms on campus in which alcohol consumption is permitted, as well as an email template for future campus-wide notification of the alcohol policy.
- c. Smoking on Campus** – Ms. Salter expressed concern about people smoking at the Coburg Rd. entrance to campus. Mr. Doyle noted that Dalhousie owns the stone wall at the entrance and HRM owns the land adjacent to Alex Hall. Signage and reminders appear to be our only recourse. Ms. Miles mentioned that she has spoken to people around the Gym and the situation has improved there. The policy is available on the university website. **ACTION:** Mr. Hatt will send a reminder to the students while Ms. McIntyre will email a reminder of the policy to the King's community.
- d. Emergency Protocols on Campus** – Ms. McIntyre spoke of a recent medical emergency on campus during business hours and expressed concern about the question of what to do. Mr. Hatt pointed out that students have the Residence staff for support, who are first aid trained. Also, all Facilities staff and Conference Services staff are trained. It was suggested that a list of those with first aid training should be available. Ms. McIntyre has been in touch with St. John Ambulance regarding training for interested staff and faculty. Ms. Miles said that Gym administration is planning staff first aid training in the near future. Complete lists of all those on campus with first aid training will be compiled and posted at key points around campus once most of the training has been completed.
- e. Campus Emergency Planning** – Mr. Doyle reported that senior administration and Board of Governors have approved funds to complete a threat risk assessment for the first stage of emergency planning. The assessment will be completed once construction on campus has finished.

New Business

- 1. Medical Sharps Containers** - Ms. Saldon mentioned that Housekeeping would like to install and maintain some medical sharps containers on campus. The committee approved this request. **ACTION:** Ms. Saldon will install and maintain medical sharps containers in public washrooms on campus.
- 2. Defibrillator** – Ms. McIntyre noted that there is now a program to register defibrillators in Nova Scotia. As King's has only one defibrillator located in the Gym it was agreed that the University should purchase another to be placed in an open public area. **ACTION:** Mr. Hatt agreed to investigate purchasing a second defibrillator to be placed in residence. **ACTION:** Ms. McIntyre will register all defibrillators with the registry.

- 3. Heat in Wardroom** – Ms. Nowosolski told the committee that heat in the Wardroom is often a concern. Mr. Doyle reported that the heating system has been modified so conditions should improve shortly. Also, with the heating system managed by computer, Facilities staff can monitor any issues from offsite. **ACTION:** Ms. Nowoselski & Mr. Doyle will continue to monitor heat concerns in the Wardroom.
- 4. Library Floors Danger** – Ms. Chalmers told the committee that the floors in the Library are buckling and shifting book cases which create hazards for visitors and staff. Mr. Doyle noted that repairing and/or replacing the floors is expensive, labour intensive work that actually began eight years ago. Sections of the flooring are cut out to reduce the buckling.
- 5. Construction on Chapel Exterior /Driveway Restrictions**– Mr. Doyle informed the committee that due to possible danger to those entering the quad from Coburg Road as a result of ongoing repairs on the Chapel exterior the driveway has been closed to pedestrians at present, and an entrance only drive for vehicles. Mr. Doyle noted that he is in discussion with senior management about the possibility of making the Coburg Rd driveway an entrance only drive with the exit only on the Gym/Chapel Bay drive.
- 6. Gym Safety** – Ms. Miles reported that the evening Gym staff will now carry walkie talkie radios while doing rounds of the Gym and will be in contact with Alex Hall desk on a regular hourly basis by walkie talkie from 8:00pm to 11:00pm daily.
- 7. Alex Hall Safety** – Mr. Hatt complimented Facilities on the addition of a camera, intercom and automatic door locks for Alex Hall front door, making staff and residents feel much more secure.
- 8. Naloxone Kits** – Mr. Hatt reported that since the start of the school year the University is stocked with Naloxone kits for the treatment of opioid overdose. All Patrol & Alex Hall desk staff are trained on administering the medication. There is a naloxone kit at Alex Hall desk, as well as with the Duty Don and Patrol on duty.

Meeting adjourned

Next meeting December, 2017 – (date to be confirmed)