

University of King's College
Occupational Health & Safety Committee
Meeting Minutes
October 24, 2019

Present: Patricia Chalmers, Monica Farrell, Sheldon Gouthro, Tanya Lovell-Shepherd, Elizabeth Maskell, Dolly McIntyre, Katie Merwin, Trisha Miles, JM Nsengiyumva, Tim Ross, Sharlene Salter, Ian Wagschal

Regrets: Devon Shepard

Welcome: The Committee welcomes JM Nsengiyumva as the KSU representative.

Minutes Approval: Minutes from June 27, 2019 **APPROVED** as read - Chalmers/Gouthro

Business Arising

1. **Safety Communications** – Mr. Wagschal presented a campus wide Safety Policy in draft form for consideration. This plan draws from the university's current safety plan. Mr. Wagschal reported that there are now better safety communications within Facilities due to regular Toolbox Meetings. However, he pointed out that there must be a strategy in each department where all people should consider what they feel is the biggest safety risk within that department. This leads to discussion of other risks. Ms. Maskell reported that Food Services (Chartwell's) has a comprehensive safety communication plan which keeps everyone aware of dangers. Discussion led to some updates in the Safety Policy. **ACTION:** Mr. Wagschal will present the updated version of the Safety Policy at the next meeting.
2. **Snow Removal Policy** – Mr. Wagschal reported that the Assistant Dean and the Facilities Supervisors are developing a policy for snow removal. The current plan requires the following:
1. Preliminary before the weather event. **2.** During the storm building exits and driveways should be cleared by staff on campus. **3.** 12 hours after the weather event all fire exits, walkways, exterior doors and paths should be cleared. **4.** 24 hours after the weather event all exterior campus areas should be cleared. Mr. Wagschal noted that currently student staff handles snow clearing during the storm, under management of the Assistant Dean. There was discussion about proper training and gear. Insurance concerns were also noted. **ACTION:** Ms. McIntyre will send out a draft of the policy to the committee before the next meeting.
3. **Fire Drill** – Mr. Gouthro reported that the residence fire drill held on October 16, 2019 was a success. However, he feels the completion time of 5 minutes was a little slow. He proposed reorganizing the fire drill schedule with a residence drill in September, a second in November, and a full campus drill in February. A question about the responsibility of individuals to evacuate led to Mr. Wagschal pointing out that should an individual not evacuate when a fire alarm sounds, that person may be fined by the fire service. **ACTION:** Mr. Gouthro will update the fire drill schedule for 2020.
4. **Campus Emergencies Document** – Mr. Ross presented options for the updated Emergencies on Campus document. It was agreed that the document should be one-sided on heavy-weight legal size paper. **ACTION:** Mr. Ross will present the final version to the committee before the next meeting.

5. **Video, Image, Data Recording & Surveillance Policy** – Mr. Wagschal presented a draft of the policy. Mr. Nsengiyumva asked if there had been any consultation with various groups on campus and was concerned about accountability-specifically regarding covert surveillance. Mr. Wagschal reported that it was drawn from the Dalhousie policy, and covert surveillance was short term and by its nature could not be widely shared. In response to a question Mr. Wagschal reported that the Board of Governors makes final approval. Ms. McIntyre noted that any member of the OH&S committee could make comments on the policy before it is approved by the Board. **ACTION:** Ms. McIntyre will make the draft available for comments before Board approval
6. **Safety Concerns** – Mr. Ross reported on a verbal altercation between some King’s students, a Faculty member and a National Research Council (NRC) employee regarding smoking on NRC property. It is not a legal smoking area. The University President and the Internal Vice President of the King’s Students Union (KSU) have been made aware of the issue. Mr. Nsengiyumva noted that KSU student staff are concerned about leaving campus to smoke, feeling it is unsafe. A discussion of how other campuses are handling the issue ensued. One suggestion was a designated smoking area closer to King’s campus. **ACTION:** Mr. Wagschal will investigate options to alleviate this problem.
7. **Phone Trees** – A question was raised about the current status of the University Emergency Phone Trees. **ACTION:** Ms. McIntyre will update the phone trees and present them at the next meeting.

Meeting adjourned

Next meeting – the next meeting will be held during the first week of December 2019. A Doodle poll will be circulated in mid November.