

## **AST Occupational Health and Safety Committee Minutes**

February 22<sup>nd</sup> 2024

Location: Flahiff Room, Library

Attending members: **Rob Fennell, Linda Moxsom-Skinner (CAO), Terry Slaunwhite, Chris Farthing, Jeff Armstrong, Robert Martel.**

Regrets: **Brittany S., Dave C.**

Called to order by new chair **The Rev. Dr. Rob Fennell.**

Agenda approved by attending members.

OH&S meeting starts off with **Rob.F** asking **Linda.M-S** to brief the committee on how she sees the committee's mandate and how it fits in AST's structure.

**Linda.M-S** notes that we are required by law to have a Occupational Health and Safety Committee. There are requirements on how many time the committee has to meet in a year and we have to have OH&S Minutes posted on the website for easy access.

**Linda. M-S** also describes the complaint procedure. If **Terry. S** gets a complaint about a safety concern we deal with it internally when we can. **Linda. M-S** also adds that not many complaints have made it up to the Executive management team in the last several years.

**Terry. S** mentions that when we have an incident, we file a report with *Curie Insurance*. They send someone to follow up and a copy is sent to our business office to keep with our files.

**Terry. S** also mentioned that he'd like to get **Brandon. L** fitted and take a course for a hazmat mask like the rest of the maintenance team has done, in case it's ever needed.

**Linda. M-S** noticed that were looking into First Aid training and that we're looking at collaborating with St. Mary's University in getting people trained when we don't have the numbers so we can still get the discount. **Rob. F** added First Aid training to today's agenda.

**Rob. F** brought up the last Minutes and pulled out a few items for the committee to go through and see where they stand of today.

First on the agenda to be talked about was the smoke alarm sound test and next fire drill. **Terry. S** mention we usually do one fire drill each semester. He continued that there was a false alarm in late September 2023 so that it was counted as a fire drill for that semester. **Terry. S** and **Bobbi Zahra** are planning one for this semester: **Tuesday March 5<sup>th</sup> 2024 at 8:00 PM** for the Residence.

A request if the smoke detectors volume can go louder was addressed. **Terry. S, Chris. F** and **Jeff. A** mentioned that the volume is standard and cannot be increased or decreased.

**Rob. F** asked when the batteries are replaced in the smoke alarms. Maintenance crew replied we change them once a year in December. It also gives maintenance a chance to see the conditions of the rooms – e.g. if there are any fire hazardous or dangerous in any way – and make sure there is no damage to the rooms that residents haven't reported.

**Rob. F** asked if the sensor lights in Library washrooms are in working order. **Terry. S** replied that he purchased more and **Chris. F** replaced them in washrooms that were needed. **Chris. F** mentioned that he checks them to make sure they are working when he enters to clean.

**Chapel building** lights to be left on for better visibility when entering the building. **Jeff. A** mentioned that **Chris. F** put a cap over the switch so it can't be turned off. **Chris. F** added if the power goes out, we have a light plugged into the wall outlet downstairs that has a sensor on it. If the lights go out, it has a battery in it so it can still function without power.

**Personal safety for people working in the chapel alone.** **Terry.S/ Linda M-S** talked about the possibility of installing cameras in the chapel to help with safety if anyone was attacked or assaulted. **Rob. F** said that he likes the sound of having cameras installed in the chapel and will touch base with the advancement staff and others who work in that building to let them know what steps we're taking and if there is anything else that they can let us know.

**Repairs to the steps going from residents to chapel.** **Chris. F** stated that every time we have some heavy rainfall, the gravel rocks under the stairs and walkway bricks get washed out, making for uneven and unsafe area for walking traffic. **Terry. S** mentioned that we are looking at getting repairs priced so we can go back to fully paved walk ways to help for a sturdier walking path to the chapel. **Linda. M-S** asked **Terry. S** if we can get it added to our deferred maintenance list.

**Rob. F** asked if we need anyone else on our committee based on what we are required to have. There was an idea of adding a student. **Rob. F** noticed we do not have an advancement representative. **Terry. S** and **Jeff. A** mentioned we did have resident Dons on our committee at one time. **Rob. F** brought up the idea of the Dons attending meetings to the Residence manager: **Bobbi.Z** who said it was not necessary. **Linda. M-S** said we could ask again. **Rob. F** suggested that we could reach out to the Dons directly and see if they'd like to join. **Terry. S** offered to reach out to the residence Dons.

#### **New items.**

**Rob. F** gave the floor to **Robert. M** who discussed the need for fire regulations in the library. The current regulations hung up in the Library were written 15 years ago.

**Robert. M** also mentioned that the Library staff is unsure of their responsibility for if there is a fire. Do they walk through the library before exiting themselves to ensure there is no one left in the building? The library staff would like some clarity on this. **Terry. S** mentioned that they shouldn't risk themselves if there is a fire but if they do it's at their own risk. **Jeff. A** also noticed the muster point for people to meet was set for the front of the residence and that should be changed to a easier point on campus for people to meet to do a head count.

**Rob. F** stated that we'll update the Library fire regulations so it will be more Library. **Rob. F** asked **Robert. M** if he like to work with him as a subgroup before the next meeting.

**Rob. F** said we can put up a new **St. John Ambulance** First Aid training course. **Terry. S** mentioned we usually do the training once a year so some people can keep fresh with the training and offer it to those who wish to learn. **The Emergency First Aid CPR "A" & AED** is good for 3 years. The next course should be offered in early 2025.

We're also looking a getting another **AED** so it can be placed in the library for easy access for the rest of the campus since the residence building is locked and not everyone has the code or key.

**Rob. F** referred to the car accident hit and run which might hve taken place on campus. He asked if this is something for this committee to look at. **Chris. F** stats that It could be viewed under safety. **Chris. F** indicated that a resident accused him of damaging their vehicle a few times but there is no major damage on **Chris. F's** van that would indicate him for doing such severe damage to the resident's car. The resident's car was hit so hard that paint was scratched off, dented and pulled the bumper off a bit. The resident left a note on **Chris. F's** van. **Chris. F** said he had many people look at his van including **Terry. S, Jeff. A** and Residence manager **Bobbi. Z** None could see any damage. The resident persists that **Chris. F** van was the one to do the damage and constantly emails the resident manager **Bobbi. Z** and sends her picture of the van. **Rob. F** asked **Chris. F** what he thought would be the best solution **Chris. F** replied if we had cameras in the parking lots that they could not only help with hit and runs but also help keep people's mind at ease that if something should happen in the parking lot that there is footage that can help.

**Rob. F** suggested that **Chris. F** have no further contact with the resident on this matter. **Chris. F** asked if **Rob. F** would email **Bobbi. Z** to inform her of this. Any further inquiries on this matters should go to Chris's supervisor, Terry.

**New face mask for Brandon. L from maintenance.** **Rob. F** asked if this has been done yet. **Terry. S** said that he would like **Brandon. L** to take the full course that involves the proper use of the hazmat mask.

**Upcoming issues with Residents renovations. Jeff. A** mentioned his concern that when the renovations are done, the main walkway in front of the residence will be under water from them driving their machines on the turf. Also, the machinery sunk the walkway down a bit so when it rains the water will accumulate and have nowhere to go. Terry. S mentioned that we'll have to dig trenches to help with the water issue till we can have it landscaped in spring.

**Meeting Adjourned**

**Next meeting:** Fall 2024, at the call of the Chair

**Recorder:** Chris.F.