

## Occupational Health & Safety Minutes

### Atlantic School of Theology

Date: March 27<sup>th</sup>, 2025

**Attending Members:** Rob Fennell, Beth Pyesmany, David Csinos, Jennifer Devlin, Terry Slaunwhite, Chris Farthing, Bobbi Zahra, Natalie Khanyola.

**Meeting Called to order by OH&S Chair:** Rob Fennell.

First order of business is to talk about First Aid Training. **Chris. F** and **Jenn. D** were appointed in getting recertified. **Chris. F** replied his First aid Training will be on **April 15<sup>th</sup>, 2025**, **Jenn. D** also replied that theirs is on **April 7<sup>th</sup>, 2025**.

Next, we move to the hot work policy, which went to the president and the board for approval. In the meantime **Rob. F** thinks we should use the policy because it's pretty complete and has a check list, until we hear back from the board. **Rob. F** is also going to make a note to send a copy to the insurance company.

**David. C** requested an adjustment to the minutes. Last paragraph on page two, **David. C** asked about how accessible the first floor Residence building is and thinks it's helpful to see all the things there that make it accessible. But what's not there are the things that make it inaccessible, which is actually the concern they raised. It would be nice to balance that by the doors (for example) which show that we still have work to do.

**Rob. F** asked if **David. C** would like to itemize that today or follow up next meeting. **David. C** just wanted our records to show that we talked about what was accessible and what's not accessible yet.

It was mentioned that the plans for the 1898 building in conjunction with the Residence building might solve our problem with the matter of an elevator being installed to help with more accessibility to more floors for people with movement disorders.

Next up on the list is the **AED defibrillator and First Aid refill kits**. We noted at the last meeting that they wouldn't be purchased until after **April 1<sup>st</sup>, 2025** so that we will keep an eye on.

The front ramp of Residence (Francklyn Street side) to be replaced with concrete. **Rob. F** asked if we know more about the timeline, answered that the concrete was poured yesterday (**March 26<sup>th</sup>, 2025**) and should be completed by the end of next week.

**Terry** also mentioned that for the new ramp we went beyond the requirements of the code where it is in **Nova Scotia** right now in anticipation of the new code going across Canada soon.

Moving onto library snow closure policy, **Rob. F** just wanted to make note of it to do a bit more looking into till next **OH&S** meeting; also he is checking on power outage policies just to have some more kind of local authority if the Academic Dean **Susan MacAlpine-Gillis** is not available to make a call on that kind of stuff.

The **COVID** section on the website and other general policies and practices, we did refer to the **COVID** committee. **Rob. F** asked **Beth. P** if they had a chance to meet **Beth. P** replied No, they felt there was no need to meet because there were no policies per se. The wording on the website (besides the fact we don't give out testing kits) they thought was up to date.

**Beth. P** just need to change that but there's no signage that there are no active **COVID** policies.

**Rob. F** mentioned there are still some door signs still floating around, like the room limits and masks. **Rob. F** asked if we should just take them all down. **Beth. P** replied yes, that's what the province is directing. The only signs we could keep up is "masks recommended."

Next order having Residence **Dons** on the **OH&S** committee carrying over from last meeting, **Rob. F** conferred with **Linda Moxsom-Skinner** on this, who responded with yes, actually as far as adding residence Dons that as long as we have **Bobbi. Z** or at least one don at the **OH&S** meetings we don't need all of them there.

**Bobbi. Z** mentioned that's a little challenging for the **Dons** because the meetings are typically held during the days when they are in school and we can't ask them to miss classes to come to an OH&S meeting. But we will have three new **Dons** in **September 2025**, we'll have at least one of them to attend.

All that said, we were happy to welcome **Natalie** to this meeting today.

Terms of Reference, **Rob. F** informed us that this is something still being worked on. **Terry** sent **Rob. F** after the last meeting an older copy of the Terms of Reference that just needs to be updated and sent to the board.

Fire Protocol in the Residence. **Bobbi. Z** brought this today and related to that from the last meeting we talked about muster points and laminated signs for each room. **Bobbi. Z** informed the laminated signs will go on the back of all residence doors and apartment doors and we're not going to put them up until **May 2025**, because our Dons are changing and there's no point laminating 80 copies and having to change them. So for the moment it's business as usual but as soon as our Dons change then the new signs will go up.

**Terry** mentioned **Linda Moxsom-Skinner** contacted him yesterday and would like to know if we should change the muster point for the Residence building to the front of the hospice. Who came up with that muster point. **Terry** informed **Linda Moxsom-Skinner** it was made by the **OH&S** committee many, many years ago but the reason we do it out front of Residence is so we could keep track of who's coming and going and make sure people aren't going back in Residence and make sure we know that everyone has left the building and stays outside in the general vicinity.

**Rob. F** asked if it was possible to make the muster point in front of the sign between the residence building and the 1898 building. If there was bad weather, we could take everyone into the 1898 building.

**Terry** added that muster points for the lodge/chapel/library are at the chapel parking lot that everyone needs to be aware that people need to stay at their muster point and not get into their vehicles and or leave the premises so everyone can be accounted for. Also, the lanes have to stay clear for emergency vehicles.

**David. C** asked if it would be easier to have something for the signs in the room that paper can be swapped easily, **Bobbi. Z** replied that we want something people can't easily tamper with.

**Rob. F** listed that we now have fire policy for library/Residence, but we don't have them posted in the chapel or lodge. **Rob. F** thinks we should take responsibility for making sure that happens next because who else would do it. So, we'll add that to our agenda.

**Rob. F** opened the floor for anyone else who had anything. **David. C** had something to add, that he also had document to show if anyone would like to see, that we got some bad press in the media because of our Residence and the increase in cost for that a couple weeks ago and since then there has been a Reddit thread where people have been posting comments. A lot of it actually deals with **OH&S** issues that as far as **David. C** is aware this has never been raised in the committee. It lists mold, drains that are blocked, heat issues.

**Terry** brought up that there was a meeting with the Residence that included the President: **Heather McCance, Linda Moxsom-Skinner, Terry Slaunwhite** and **Bobbi Zahra** so the Residents could have a chance to talk with them last week. They brought these issues up and that these issues were new to **Bobbi. Z**. After listening to the residents, the air was tested in the Residence building and samples were taken from each floor from washrooms and halls on both sides end to end. They tested everything and the tests showed no evidence of black mold anywhere.

**David. C** concern is that three Residents have been posting publicly on these issues. **Terry** mentioned to **David. C** that in the past when Residence had mold in their rooms it was

Residents' responsibility to take care of it themselves since it was caused by the conditions they have created with humidifiers and personal heaters blasting heat thus making the perfect environment for creating mold. Unless there was a leak in the radiator which rarely happens.

**David. C** only wanted to bring this up not to place blame but that there is an obvious communication issue that is Occupational health and safety concerns and they're not coming to us. **Bobbi. Z** addresses the communication issue because most of the complaints to Residence **Bobbi. Z** has been targeted for blame and one Resident had formed a discord group where the Residents have been taking their issues to, but this group is not associated with AST Residence management or Maintenance for monitoring. So, these issues go untreated or fixed for week because the Residents are not going through the proper channels to deal with these issues.

**Terry** mentioned too that we also did go to Residence rooms that brought mold concerns at the Residence/AST staff meeting that they thought mold was in the heating radiators. **Terry** also mentioned that the radiators run so hot that no mold can survive on, but after having Maintenance investigated those complaints the radiators only had a bit of dust in them.

**Terry. S** then brought up that we are looking into a database to help Residence to bring maintenance concern issues right to the maintenance staff.

**Rob. F** Adjourned the meeting and next meeting will be in early June 2025